

Student Handbook 2016-17

Westland Middle School

5511 Massachusetts Avenue
Bethesda, MD 20816
301.320.6515

Name: _____
Grade: _____

montgomeryschoolsmd.org/schools/westlandms/



Vision: To develop students who are prepared for high school and are independent, responsible, and productive global citizens.

Mission: The mission of Westland, in conjunction with the aims and objectives of the International Baccalaureate Organization, is to engage all students in a challenging educational program in an environment where all students are supported academically, socially and emotionally.

Attendance: 301.320.6534

Media Center: 301.320.6524

Cafeteria: 301.320.7047

Main Office: 301.320.6515

Fax: 301.320.7054

Counseling Office: 301.320.6525

Fax 301.320.7053

**Transportation: 301.469.1068 or
301.469.1070**

Health Room: 301.320.6533

Westland Bells 2016-17

Regular Bell Schedule

STAR: 8:15 – 8:43
Period 1: 8:47 - 9:32
Period 2: 9:36 - 10:21

A	B	C	D
Lunch 10:25 - 10:55	Period 3 10:25 – 11:10	Period 3 10:25 – 11:10	Period 3 10:25 – 11:10
Period 3 10:59 - 11:44	Lunch 11:14 - 11:44	Period 4 11:14 - 11:59	Period 4 11:14 - 11:59
Period 4 11:48 – 12:33	Period 4 11:48 – 12:33	Lunch 12:03 - 12:33	Period 5 12:03 - 12:48
Period 5 12:37 – 1:22	Period 5 12:37 – 1:22	Period 5 12:37 – 1:22	Lunch 12:52– 1:22

Period 6: 1:26 - 2:11
Period 7: 2:15 - 3:00

1/2 Day Bell Schedule

Period 1: 8:15 - 8:45
Period 2: 8:49 - 9:15
Period 6: 9:19 - 9:44
Period 7: 9:48 - 10:14

A	B	C	D
Lunch 10:18 – 10:48	Period 3 10:18 – 10:48	Period 3 10:18 – 10:48	Period 3 10:18 – 10:48
Period 3 10:52 – 11:22	Lunch 10:52 – 11:22	Period 4 10:52 – 11:22	Period 4 10:52 – 11:22
Period 4 11:26- 11:56	Period 4 11:26- 11:56	Lunch 11:26- 11:56	Period 5 11:26- 11:56
Period 5 12:00– 12:30	Period 5 12:00– 12:30	Period 5 12:00– 12:30	Lunch 12:00 – 12:30

2 Hr Delay Bell Schedule

Period 1: 10:15 - 10:50
Period 2: 10:54 - 11:24

A	B	C	D
Lunch 11:28 - 12:08	Period 3 11:28 - 12:08	Period 3 11:28 - 12:08	Period 3 11:28 - 12:08
Period 3 12:12 - 12:42	Lunch 12:12 - 12:42	Period 4 12:12 - 12:42	Period 4 12:12 - 12:42
Period 4 12:46– 1:16	Period 4 12:46– 1:16	Lunch 12:46– 1:16	Period 5 12:46– 1:16
Period 5 1:20 – 1:50	Period 5 1:20 – 1:50	Period 5 1:20 – 1:50	Lunch 1:20 – 1:50

Period 6: 1:54 - 2:25
Period 7: 2:29 - 3:00

STAR teacher: _____ Locker #: _____ Bus route #: _____

Where to go for help:

1. Parents
2. Teachers
3. Counselors
4. Grade Level Administrator: _____
5. Principal: Ms. Serino
6. Grade Level Team Leader: _____
7. Department Chairperson for English, Math, Physical Education, etc.
8. Friend
9. Homework Buddy
10. Homework Hotline 301.279.3234
11. WMS website www.montgomeryschoolsmd.org/schools/westlandms/
12. Edline www.edline.net/InterstitialLogin.page
13. School nurse or health technician
14. MCPS Bullying, Harassment or Intimidation Report Form (in main office or on web)
15. MCPS Bethesda Bus Depot 301.469.1140
16. Bethesda- Chevy Chase HS 301.497.6300 www.montgomeryschoolsmd.org/schools/bcchs/
17. MCPS website www.montgomeryschoolsmd.org

Community Services

◆ Crisis Center, Montgomery County 240.777.4000 www.montgomerycountymd.gov/
24 hour telephone or walk-in crisis counseling, crisis stabilization, and help in obtaining services

◆ Mental Health Association TEXT 301.733.2255 Monday-Thursday 4 pm-9 pm

◆ Mental Health Association CALL 301.738.2255 24 hrs a day/7 days per week

◆ Mental Health Association CHAT at www.crisischat.org 24 hours a day/7 days per wk

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|---|--------------|
| ◆ Abused Persons Program | 240.777.1400 |
| ◆ Adult Mental Health Services (DHS) | 240.777.1770 |
| ◆ Alanon/Alateen/Alcoholics Anonymous | 202.966.9115 |
| ◆ Child Protective Services/Suspected Child Abuse | 240.777.4417 |
| ◆ Crisis Center/Sexual Assault | 240.777.4357 |
| ◆ Crisis Hotline (Montgomery County) | 301.738.2255 |
| ◆ Disease Control Center/AIDS Hotline/CDC | 800.232.4636 |
| ◆ Operation Runaway/Psychiatric Hospital | 301.251.4545 |
| ◆ Sexually Transmitted Diseases | 240.777.1760 |
| ◆ Suicide Prevention "Lifeline" | 800.273.8255 |
| ◆ Youth Hotline (Montgomery County) | 301.738.9697 |

Shaded text indicates new handbook language in 2016-17

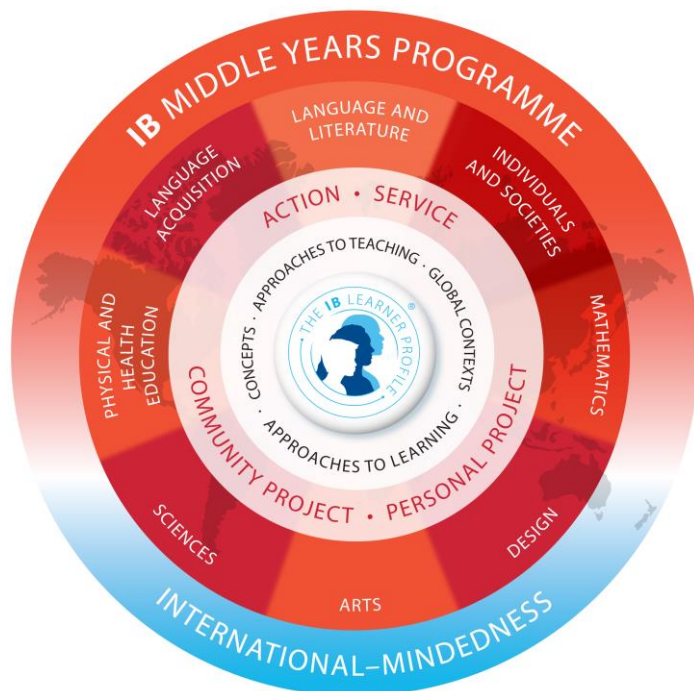
Student Troubleshooting

(With special thanks to North Bethesda MS for the great idea for this handbook page!)

Problem?	Solution!
I have a stomachache/headache/cut on my knee.	Ask for a pass to the health room .
I left my lunch at home and have no lunch money.	Let the cafeteria manager or cafeteria staff member know and you can borrow some money temporarily.
My dog ate my homework.	Talk to your teacher .
I left my homework at home/in the car/on the bus.	Talk to your teacher .
I need to call home.	Ask for a pass to the main office and ask to use the phone room. Sign on our log first.
Someone hurt me—physically or emotionally.	Ask for a pass to see your counselor or administrator .
I'm worried that my teacher doesn't like me.	Ask for a pass to see your counselor or administrator .
I can't open my locker or it's jammed.	Ask for a pass to the main office and they will ask security or building services to assist you.
Something strange happened on the bus.	Ask for a pass to the main office or to the security office . If it is after school, call the bus depot at 301.469.1140.
I left my French horn on the bus.	Ask for a pass to the main office to see if the driver brought it into school or to call the bus depot.
I left my lunch, soccer cleats, etc. at home and my parent will bring the item to school.	If you do not need the item before your lunch period , we will call your name at the start of your lunch to pick up your item.
I lost something at school.	Ask for a pass to retrace your steps through all of your classrooms . Most teachers will leave the item there for you to retrieve it. You can also check the bin in the cafeteria .
I still can't find my lost item?	Ask for a pass to the main office for small items (glasses, keys, wallets, etc.) Check the bin in the cafeteria for large items (coats, lunch boxes, etc.)
Someone stole something from me or my locker.	Ask for a pass to the security office to file a report with as much detail as possible.
Someone stole something from my locker but I only shared the combination with my BFF (best friend forever).	<i>DON'T SHARE LOCKER COMBINATIONS WITH ANYONE.</i>
I want to go home on my friend's bus.	Bring a note from your parent to main office before school. If there is space available, the office will issue a bus pass to present to the driver. Some buses don't have room for extra passengers.
I have a doctor's appointment during the school day.	Bring a note from home requesting an early release to the attendance secretary in the main office . She will generate a pass for you to come down at the appointed time.
I want to attend Homework Club after school.	Ask one of your teachers for a homework club pass . You cannot attend without a pass and without work to do.
I want to take the after school activity bus.	You may take the activity bus on Tu, Wed or Th if you attend an after school activity. Sign up with your activity sponsor . You may NOT take the activity bus if you are not in a supervised Westland activity.

WESTLAND MIDDLE SCHOOL AN INTERNATIONAL BACCALAUREATE WORLD SCHOOL

The International Baccalaureate aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect. International Baccalaureate programs encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right. The Middle Years Programme is designed to teach 6-10th graders to awaken their intelligence, recognize the relationships between school subjects and the world around them, and combine knowledge with experience and critical observation.



Global Contexts: The Global Contexts are “lenses” through which the students examine their academic subjects and curricula.

Identities and Relationships- *Who am I? Who are we?* Students will explore identity; beliefs and values; personal, physical, mental, social and spiritual health; human relationships including families, friends, communities and cultures; what it means to be human.

Orientation to Space and Time- *What is the meaning of where and when?* Students will explore personal histories; homes and journeys; turning points in humankind; discoveries; explorations and migrations of humankind; the relationships between, and the interconnectedness of, individuals and civilizations from personal, local and global perspectives.

Personal and Cultural Expression- *What is the nature and purpose of creative expression?* Students will explore the ways in which we discover and express ideas, feelings, nature, culture, beliefs and values; the ways in which we reflect on, extend and enjoy our creativity; our appreciation of the aesthetic.

Scientific and Technical Innovation- *How do we understand the world in which we live?* Students will explore the natural world and its laws; the interaction between people and the natural world; how humans use their understanding of scientific principles; the impact of scientific and technological advances on communities and environments; the impact of environments on human activity; how humans adapt environments to their needs.

Globalization and Sustainability- *How is everything connected?* Students will explore the interconnectedness of human-made systems and communities; the relationship between local and global processes; how local experiences mediate the global; the opportunities and tensions provided by world-interconnectedness; the impact of decision-making on humankind and the environment.

Fairness and Development- *What are the consequences of our common humanity?* Students will explore rights and responsibilities; the relationship between communities; sharing finite resources with other people and with other living things; access to equal opportunities; peace and conflict resolution.

ACADEMIC ELIGIBILITY

Montgomery County Public Schools (MCPS) has established academic eligibility standards for participation in extra-curricular athletic and non-athletic activities. Students must maintain a 2.0 grade point average with no more than one "E" (failure) in the previous marking period to be eligible to participate in any activities listed as non-athletic or athletic. This does not apply to students involved in an activity (such as band) that is an extension of a graded course. Eligibility runs from the date of report card distribution to report card distribution, NOT from the beginning to the end of the marking period.

ACTIVITIES

During the school year there are many after school activities in which students may participate. All of the school rules apply to these activities. Students must be under staff supervision at all times. Students who leave school grounds may not return to participate in after school activities.

ACTIVITY BUS

On days that we have extra-curricular activities activity buses will be provided. The routes will be different than the daily routes with fewer stops. Students must sign up during their after school activities to ride the activity bus. Students who are not in a supervised activity (including those that leave school grounds) will be able to ride the activity bus.

ADMINISTRATIVE DETENTION

When students have been assigned an administrative after school detention, students will be given 24 hours' notice unless other arrangements have been made with families via email or phone call by the administrator. A broadcast phone call will be sent the day before the detention. Students are expected to report on the assigned day, and at the assigned time. Administrators reserve the right to assign additional consequences to students who skip detention. At times, detention may be served during lunch as determined by staff.

ATHLETICS

Consistent with all other middle schools in MCPS, Westland will offer the following interscholastic sports for 7th and 8th graders only:

- Fall- boys' softball, girls' softball and co-ed cross country
- Winter- boys' basketball and girls' basketball
- Spring- boys' soccer and girls' soccer

Students must have an updated physical (within two years) on file in the health room and they must be academically eligible to participate. Sixth grade students may not participate in interscholastic sports, but they are encouraged to join intramural activities that are advertised during the school year.

ATTENDANCE

Attendance is required by law. If a student is absent or will be arriving late, the parent/guardian should call the attendance line at 301-320-6534.

Absent or late students should bring an attendance note that includes: student name, grade, date, reason for absence or lateness, parent/guardian name, parent/guardian signature and the phone number where a parent may be reached. Attendance notes should be hand carried to the main office when the student enters the building. Alternately, the parent may email our attendance secretary or send a student with a note generated by the doctor/dentist.

Students leaving early for appointments should bring a note stating the time of the early dismissal to the main office before the start of the school day. A pass will be issued to the student to report to the main office at the time indicated.

The person picking up the student must come into the main office. No student will be released to an adult that is not authorized in writing to pick up a student. A photo ID is required.

All students must sign out in the main office if leaving the school before the final bell.

An absence from school is considered lawful only in case of:

- Activity accepted by school official and with prior approval)
- Court summons
- Certified illness of the child* (*A physician's note is required if a student is absent 5 or more days.)
- Death in the immediate family
- Observance of religious holiday
- State emergency
- Suspension
- Violent storm

Vacations are not considered excused absences. The principal or her designee may issue an exception in extraordinary circumstances. Requests to grade level administrators must be made at least one week before the expected absence. It is the student's responsibility to gather and complete any missing assignments.

There are instances of full day absences and half day absences as stated below:

- Students will be recorded as **AM absent**, if they arrive at school more than two hours late.
- Students will be recorded as **PM absent**, if they leave school more than two hours early.
- Students will be recorded as either **AM or PM absent**, if they are absent from school for more than two hours, but less than four hours during the school day.
- Students will be recorded as **full-day absent**, if they are present for less than two hours of the school day.
- Students will be recorded as **full-day present**, if they are present for more than four hours of the school day.

BACKPACKS/BOOK BAGS/SHOULDER BAGS

All student bags should be secured in students' assigned lockers during the school day. Students are not to carry bags from class to class. Any bag large enough to hold a notebook must be kept in the locker.

If students need to carry clothes and shoes for PE, these items should be carried in a small bag that does not contain other items.

BUSES

Morning procedure: If your child's bus is more than 15 minutes late to the stop and there is not a likely weather delay, please call the transportation depot at 301-469-1070.

Afternoon procedure: Buses will depart at 3:07 PM. No students may use the central sidewalk unless being picked up by a parent in the lot.

Bus Expectations: School Buses - Students must obey the bus driver at all times while under his/her supervision. The driver may request an assigned seat or removal of a student from the bus for disciplinary reasons. The driver will report all violations of safety regulations as well as any behavior problems to the school administrator.

- Remain 5 feet from the road while waiting for the bus
- Do not run along the side of the bus as it is arriving
- Follow school rules at the bus stop and while riding
- Ride only on your assigned bus
- Follow the bus operator's directions
- Stay seated while the bus is moving
- Keep aisles clear of feet and objects
- Keep arms and hands inside the bus
- Keep voice to a conversational level, using appropriate language
- Do not throw objects
- Do not play fight or hit
- Do not eat or drink
- When crossing the street after leaving the bus, cross only after the driver signals that it is safe to cross

Students are not allowed to ride an MCPS bus other than the one to which they are assigned. For special exceptions, students should present notes from their parents to the main office for a bus pass. If a bus is at capacity, additional passes will not be issued.

Bus riding is a privilege which can be revoked for a period of days or revoked for the entire year due to inappropriate behavior.

CAFETERIA

Westland provides breakfast and lunch each day. Reduced or free lunch applications will be passed out during the first week of school and available in the main office thereafter. PIN (personal identification number) numbers will be distributed during the first week of school through STAR. It is important for students to keep their PIN number confidential.

Students are expected to behave appropriately in the cafeteria.

- Students should be seated when they arrive and should remain seated unless getting food or taking care of trash/recycling.
- If attention is called, students should have their **mouths closed**, their **bodies still** and their **eyes on the speaker**.
- Students may use the bathrooms nearest the cafeteria.
- Students are required to obtain a written pass to go to any other part of the building.
- Students should clean up their tables and areas disposing of trash in receptacles and recycling items.

CARE OF SCHOOL PROPERTY AND PERSONAL PROPERTY

Students are responsible for any school property assigned to or used by them. This includes books, furniture, and equipment. Students must pay for any items lost, damaged or stolen. Students must use lockers and all equipment carefully. Students must respect the personal property of staff and other students. Any malicious damage to private property will be dealt with by the administration. (This does not include private property that is not allowed in school.)

CELL PHONES AND ELECTRONIC DEVICES

Middle school students may possess cell phones and electronic devices on MCPS property and at MCPS-sponsored activities according to the following regulations.

Phones* and electronic devices...

- Must be **powered down and put out of sight** NO LATER than 8:10.
- May be kept on a student's person but cannot be used from 8:10 to 3:00. An exception is made when teachers allow phones for instructional purposes during designated class periods only. In these cases, students will work in groups or have access to school technology so no students are disadvantaged if they do not bring a cell phone to school.
- May only be used at the end of the instructional day and during after-school extra-curricular activities as long as they do not interfere with the activity.
- May be used on school buses to and from school as long as they do not pose a safety hazard.
- (Electronic readers are permitted if used as readers.)

*Ear buds and earphones must be off and stored in lockers from 8:10 to 3:00.

If seen or heard in use during the day, the phone or electronic device will be confiscated and turned into the main office. At a first offense, the electronic device will be returned to the student at the end of the school day. At a second offense and thereafter, a parent will need to pick up the device. (Gaming systems should not be brought to school at all.)

COUNSELING DEPARTMENT

Parents may request a meeting with a counselor by phoning the school counseling office at 301-320-6525 and making an

appointment with the counselor. Appointments are strongly encouraged. Students can arrange to meet their counselor by leaving a note in the counselor's mailbox or by speaking with the secretary. Counselors will be attending their grade level lunch periods to touch base with students informally.

DRESS CODE

The following expectations have been established to promote a safe and practical learning environment while still allowing students to express themselves.

1. Clothing must allow students a full range of motion (including sitting, bending, reaching, running) without at any time revealing private areas including the bottom or breasts.
2. Clothing must cover all undergarments and undergarment straps so they are not seen.
3. Straps of tank tops or halter/racer back tops must be two fingers wide. Strapless shirts/dresses are not permitted. In addition, the lower back and stomach must be covered.
4. Hats, bandanas and other head coverings may be worn for religious purposes only. In addition to not being worn, these items cannot be carried or attached to the person.
5. Pajamas and slippers are not permitted.
6. Clothing or accessories with inappropriate statements, sexual or violent overtones or advertisements about alcohol and other drugs are not permitted.
7. Coats will be stored in hall lockers.

If the expectations are not met, students will be asked to change their clothes. In matters of opinion, the judgment of the principal/principal designee shall prevail.

DROP-OFF/PICK-UP

Parents may drop-off and pick-up students in the designated drop-off area marked in front of the cafeteria. Parents should not leave their car idling unattended at arrival and dismissal. Please do not wait in one of the spaces designated for drivers with disabilities.

EMERGENCY/CRISIS PROCEDURES

Shelter Drill: A shelter is implemented when an emergency situation requires all students to be under supervision and accounted for. This might include a severe weather situation or a medical emergency within the building.

- All students should be accounted for in an instructional area.
- Teachers should take attendance and wait for further directions and classroom instruction continues.
- Students and teachers should ignore class change bells.

Lockdown Drill: A lockdown is activated in an MCPS facility when there is urgent danger inside or immediately outside the school.

- All students should move to the nearest location where the door can be secured or locked.

- Students and staff members should remain in the room with the lights out, windows and blinds closed, and the door window covered.
- Students should await further directions, be silent and remain calm.
- Students and teachers should ignore alarms and bells that might sound.
- Teachers should take attendance if safe to do so.

Evacuation: The school is evacuated if an emergency makes it dangerous to remain in the building

- All students should follow teacher directions to leave the building quickly, quietly and orderly through the exit designated for each classroom.
- Students should line up with their designated class (no less than 50 feet from the building) and remain silent for instructions and attendance.
- Staff members will take attendance and await instructions about returning to the building.
- Students are to remain outside until they are given the all clear signal from their teacher.

FINANCIAL INFORMATION

Obligations: Students who owe money for lost or damaged texts, materials, library books, etc. will be charged the replacement or damage cost as appropriate. This includes lost locks, replacement student planners, loaned lunch money, etc. If a student owes a financial obligation to the school s/he may not be permitted to participate in events or activities that charge admission or a fee until the obligation is paid. (This includes end-of-year activities.) Families with economic hardship should contact their child's counselor or administrator.

Returned Checks: If a check is written to the school and is returned for insufficient funds or any other reason, families will be charged \$25.00 in addition to the initial amount of the check. If a check is returned, a letter will be sent by mail to the parent/guardian with the initial amount of the check and the total now due to the school. The student will receive an obligation for this amount and all obligation rules will be in effect.

FIELD TRIPS

Field trips are outside-of-school activities designed to extend the learning process. Appropriate behavior must be maintained on field trips. Financial assistance is available for all school-sponsored activities. No student will be denied participation due to financial circumstances for any school-sponsored field trip that directly relates to the instructional program. Please contact the field trip sponsor organizer for assistance.

GOOGLE PROFILE

Students shall use school-appropriate images/graphics for their MCPS Google profile.

HALL PASSES

Students are required to have a hall pass when traveling in the hallways from 8:00 am to 3:00 pm.

HEALTH ROOM

The health room is open to students from 8:30 am - 2:50 pm. Except for emergencies, a pass is required to be admitted. If a student requires daily medication, an appropriate form must be filled out and signed by both the parent and the physician. Under no circumstances will either school or health department personnel administer medication brought to school by a student without appropriate paperwork. Students may not carry medication in school without the nurse's knowledge.

HOMEWORK

Homework will be given to enable students to master objectives in each subject and to extend and enrich their knowledge of particular content. It is recommended that students use this **Westland student planner**. Students should organize their time so that attention can be devoted to homework every evening. Parents should review students' homework assignments daily. Homework assignments vary according to subject and grade level. All teachers post their daily homework assignments on EDLINE or post the phrase- "no homework." EDLINE can be accessed through Westland's homepage or by going to www.edline.net.

Guidelines:

Homework will consist of 20 minutes per class for a typical night. (Students should stop if homework for one class is taking more than 30 minutes on a consistent basis. The student or parent should inform the teacher.)

- Sixth grade- 45 to 75* minutes
- Seventh grade- 60 to 90* minutes
- Eighth grade- 75 to 120* minutes

(*This will be longer based on the number of high school level courses in which a student is enrolled.)

No Homework Weekends and School Break:

In 2016-17 we will continue to implement a handful of no homework weekends.

Following these designated weekends or weeks nothing can be due the first day back even if the assignment had been announced in advance as a long-term project. Reading assignments ARE allowable during these particular weekends and breaks. The specific weekends will be shared when school begins.

LOCKERS

Students are assigned a hall locker and a physical education locker to be used for storing school-related possessions. **Students should not share lockers and should keep their combinations secret.** The school is not responsible for lost or stolen property, therefore it is not recommended for

students to bring items of value (excessive amounts of money, jewelry, electronic devices, collection cards, etc.) to school. Book bags, backpacks and coats must be kept in the hall lockers.

Administrators and/or security assistants may search a locker if deemed necessary.

LOST AND FOUND

Please label all of your books, coats, lunch bags, etc. with your name. Personal articles found in the school building or on school property should be turned in to the main office.

- Glasses, keys, wallets/purses, electronic devices, etc. are stored in the main office.
- Books and notebooks are returned to the appropriate teacher.
- Clothing and lunch bags are placed in the cafeteria.

Students should look in these locations to retrieve their items. If still missing, students may leave a note for the security assistants in the main office describing the item.

MAKE-UP WORK FOR ABSENCES

Excused Absences

It is the student's responsibility to obtain missed assignments when absent from class. It is recommended that students do the following:

- Check Edline which can be accessed through www.edline.net or Westland's homepage <http://montgomeryschoolsmd.org/schools/westlandms>
- Contact classmates about missing assignments using the student directory
- Arrange a make-up schedule with each teacher upon returning to class. The students will have three days to make up work for every day of an excused absence

Students who are present when a long-term assignment is given are expected to submit that assignment on the day they return, unless they have made other arrangements with a teacher. Students who had prior knowledge of a test or quiz are expected to take that test or quiz upon their return.

When circumstances require that a student be absent **for three or more days**, a parent request for assignments can be made to all the student's teachers by contacting the child's **counselor**. The attendance secretary will need 48 hours to notify teachers and collect the assignments. Assignments can be picked up in the main office or accessed via Edline.

Unexcused Absences

Work missed while a student is absent from class for reasons which are unexcused may be made up at the discretion of the teacher.

MEDIA CENTER

The media center is open from 8:00am-3:20pm. Students can use the media center before and after school, and during classes (as permitted by the media staff and the classroom teachers). Books may be borrowed for a period of two weeks and renewed if necessary. No fines are charged on overdue

materials; however, students will be obligated to pay for lost or damaged materials.

PHYSICAL EDUCATION

It is required that students change their clothing for PE class. This change must include: shorts (Westland shorts or dark blue shorts) and shirts (Westland shirts, solid gray shirts, or solid white shirts). All clothing should be marked with the student's name. Each student will be issued a locker free of charge. Students are expected to dress and actively participate in the class. If for some reason students are injured and unable to participate, a note from a doctor and/or parent/guardian is required on the day excused and an alternate activity will be provided. Injuries needing more than five days to rehabilitate must be verified by a doctor.

REFERRALS OR TIME OUTS TO OFFICE

Students who are referred to the office must report immediately to the office and notify a member of the office staff that they are present. Students should not leave the office until dismissed by a staff member or an administrator. Students may be referred by any staff member.

REPORT CARDS

Students will receive report cards with their marking period grades.

- MP1 ends on November 4.
- MP2 ends on January 26.
- MP3 ends on April 6.
- MP4 ends on June 16.

SNACKS AND WATER

All students will be provided opportunities to consume snacks during their classes

- Teachers will set parameters in their own classrooms about when/where snacks can be consumed and when/how students should take care of trash.
- No snacks will be permissible in physical education classes, in the locker rooms, in the media center, in the TV studio or in computer labs.
- Water (but no other beverage) may be consumed unless it is inappropriate for an instructional space (i.e. computer lab) or an instructional task (i.e. science lab).
- No peanut/treenut or peanut/treenut snacks should be consumed because of shared classroom furniture.
- Students will NOT be given passes to retrieve snacks from their lockers.
- Snacks will not be shared.
- Sunflower seeds in shells are not permitted.

STAR

STAR (Students and Teachers Achieving Results) is a daily study period at the beginning of the school day. On designated days students will be encouraged to make appointments for re-teaching and re-assessing with their classroom teachers. Otherwise students are expected to work on homework, classwork or read silently.

STUDENT SERVICE LEARNING

Service learning experience is a graduation requirement. These 75 required hours may be accumulated through curriculum, co-curricular programs, community organizations or special student service learning activities.

Approval must be granted **prior** to beginning the activity. Verification forms are available in the counseling office and on the website. Forms should be submitted no later than the end of the semester in which the hours were completed. If an activity is for two semesters, the hours earned each semester must be submitted at the end of the semester.

Original forms only will be accepted as documentation. No faxes or scanned copies will be accepted.

- Hours earned during the summer must be submitted by the last Friday in September- **Sept 30!**
- Hours earned during first semester must be submitted by the first Friday in January- **Jan 6!**
- Hours earned during second semester must be submitted by the first Friday in June- **June 2!**

SUBSTITUTE TEACHERS/GUEST TEACHERS

There will be times during the school year when a substitute teacher will be in the classroom in place of the regular classroom teacher. Students are reminded that these teachers are to be treated with the same respect as the regular classroom teacher.

TARDIES

Students who arrive late to class without a pass will be given a warning about their tardy. At a second arrival without a pass the teacher will contact home. At the third tardy and thereafter administrators will be involved in assigning consequences, most likely a lunch or after school detention.

TELEPHONE ROOM

Telephones are available for use by students in the main office. Students should ask a staff member for permission before using the main office phone. (Students may possess a cell phone for usage before or after school but should not use cell phones during the school day.)

TEXTBOOKS/WORKBOOKS

When texts or other materials are issued, the student's name, teacher's name, book condition and school year should be recorded on the bookplate. This enables us to quickly reunite lost materials with students. Students who lose or damage school texts will be given an obligation form by the teacher who issued the book. Students must clear all financial obligations before the end of the year.

TEST DAYS

Test days are scheduled for classes although quizzes may be given on any day of the week. The test days are:

- Arts: Mon, Wed
- English/Reading: Mon, Wed
- Math: Tu, Fri
- PE/Health: Tu, Fri
- Science: Tu, Th
- Social Studies: Tu, Th
- World Lang: M, Th

These test days may be shifted as agreed upon by the grade level team.

VISITORS

Adult visitors are welcome and requested to sign in at the main office, presenting a photo ID. The school is neither equipped nor staffed to accommodate student visitors. In addition, Westland will not tolerate trespassers.

Westland's Approach to Discipline

All Westland staff members aim to create and maintain an environment in which optimal learning can take place. Discipline does not imply punishment; it does imply the development of attitudes in a person which lead him/her to respect the people and property with which he/she interacts.

Every student at Westland Middle School has three basic rights:

- The right to be physically and emotionally safe
- The right to feel physically and emotionally safe
- The right to learn

To ensure that all students enjoy these rights, each student must expect the best of himself/herself, challenge his/her mind, accept responsibility for his/her actions, and respect staff members, peers and the school environment.

General Disciplinary Infractions

1. Physical Hurt- Behavior which physically hurts someone, including oneself, is not permitted. Examples of this type of behavior include fighting, pushing, shoving, throwing objects, running in the school halls, etc.
2. Emotional Hurt- Behavior which hurts someone's feelings is not permitted. Examples include insults, intimidation, bullying, group isolation, sexual harassment, or other behaviors which are designed to devalue or hurt another person.
3. Property Damage or Destruction- Behavior which damages, destroys or causes the loss of personal or school property is not permitted. Examples include theft, vandalism, irresponsible use of materials or manipulating lockers that are not one's own.
4. Disruption- Behavior which interrupts the on-going educational program for self or the group is not permitted. Examples include clowning, excessive attention-getting, off-task behaviors, cursing, play fighting or inciting these behaviors in others.

Levels of Disciplinary Action

When a problem first arises, it will be resolved at the lowest level of disciplinary action. At all levels, consequences for violations of the school policy will be fair, appropriate and consistent with the local school and MCPS disciplinary standards.

Restorative Questions

Staff members and administrators will attempt to resolve concerns with a restorative approach. These are examples of questions we will pose to students:

- What happened?
- What were you thinking of at the time?
- What have you thought about since?
- Who has been affected by what you have done? In what way?
- What do you need to do to make things right?

References

Please consult the MCPS Student's Guide to Rights and Responsibilities Handbook and the MCPS Student Code of Conduct for detailed information regarding behaviors and potential consequences.

Disciplinary Infractions, Updated July 2016

(Please consult the MCPS Student's Guide Rights and Responsibilities Handbook and the MCPS Code of Conduct for further information)

Infraction	Description
Academic Dishonesty (includes cheating and plagiarism)	Willfully giving or receiving of unauthorized, unfair, dishonest or unscrupulous advantage in academic work over other students using fraud, duress, deception, theft, trickery, talking, signs, gestures copying or any other methodology.
Aerosol Sprays	Possessing or using aerosol sprays on school property.
Arson	Setting or helping to set a fire on school property.
Assault	Hitting, punching, slapping, striking, kicking, etc.
Backpacks/Bookbags/Daypacks	Carrying a backpack or book bag to classes or the cafeteria.
Bullying	<p>Intentionally acting in a negative way repeatedly and over time such that a student is unable to participate in or benefit from the school's educational program.</p> <ul style="list-style-type: none"> ○ Imbalance of power ○ Actions or words repeated often ○ One person is humiliated by another ○ One person (or more) enjoys the humiliation
Bus Misbehavior	Acting inappropriately at bus stop, while riding or loading/unloading.
Cafeteria Misbehavior	Acting inappropriately in the cafeteria or lunch line (running, throwing food, butting in line, etc.).
Cell/Mobile Phones	Use of cell phone during the instructional day.
Cheating	Fraudulent, dishonest behavior in an academic endeavor (i.e. improper access to answers, any verbal or non-verbal communication.) Falsifying or altering records. Submitting another student's work as one's own work.
Class Cutting/Skipping	Failing to report to class or assigned area.
Computer Abuse	Inappropriately using computer facilities or associated technology peripherals.
Detention, Failure to report to	Failing to serve assigned detention.
Disruptive behavior	Play fighting, hitting, spitting, pencil fighting, running, kicking, shouting, throwing items or engaging in behavior which interferes with the education of others.
Dress, Inappropriate	<p>Wearing clothing or accessories that:</p> <ul style="list-style-type: none"> -causes a disruption -endangers health and safety -fails to meet a course or activity requirement -relates to gangs or violence -is lewd, vulgar, obscene, revealing, of a sexual nature, offensive or derogatory -promotes tobacco, alcohol or other drugs, and/or -violates the school dress code.
Extortion	Attempting to secure money, property or other gain through threat or physical harm.

False Alarm	Pulling a fire station when there is no emergency.
False Emergency Call	Dialing 911 when there is no emergency.
Fighting	Engaging in a physical disagreement in which both parties participate by provocation or physical action.
Fire setting (Arson)	Attempting to or succeeding in setting fire to MCPS or another person's property
Forgery	Falsifying an official school document (written or verbal). Signing parent, guardian, staff member or other name to a document.
Gambling	Betting, wagering or gambling on any game, including, but not limited to, cards.
Graffiti	Drawing or writing on property that the person does not own.
Hazardous materials	Possessing or releasing fireworks, smoke bombs, stink bombs, etc.
Inappropriate items	Possessing items such as balloons, laser pointers, cameras, radios, electronic games, toys, trading cards, dice, playing cards, MP3 players, etc. which are not necessary for the school program.
Insubordinate or disrespectful behavior	Refusing to carry out a reasonable request by a staff member or guest teacher. Refusing to give one's name when asked.
Intimidation or threat	Causing another person to be fearful.
Intoxicants, Under the Influence of	Being intoxicated or otherwise under the influence of alcohol or other drugs.
Intoxicants, Possession or Use	Possessing or storing on school grounds illegal drugs, alcohol or unauthorized medication.
Insubordination	Refusing to carry out a reasonable request of a staff member/ guest teacher, or to give one's name when requested.
Leaving school grounds	Leaving school grounds without permission.
Over the counter medication	Using over the counter medication without health room supervision.
Profanity, obscenity	Using profane or vulgar language, gestures and/or visual images.
Public Display of Affection	Kissing, embracing, hugging or sensual touching.
Sexual Harassment	Making unwelcomed sexual advances, requesting sexual favors and/or displaying inappropriate verbal, written or physical conduct of a sexual nature.
Tardiness	Arriving to school, class or detention after the assigned time.
Theft/Burglary	Taking something that does not belong to the person.
Threat	Communicating verbally, electronically or in a written form the intent to harm or injure.
Tobacco, Use or Possession	Smoking; possession of or use of any tobacco substance on school grounds.
Trespassing	Visiting an MCPS building or property at an unauthorized time or in an unauthorized manner.
Truancy	Being illegally absent from school.
Vandalism (Destruction of public property)	Willfully destroying or defacing school or another person's property.
Verbal Abuse	Willfully intimidating, insulting or in any other manner verbally abusing a staff member or student. (Slurs based on ethnicity, gender, sexual orientation, and/or religion are included in this policy.)

Bullying

If you are faced with a potential bullying situation, discuss the situation with a friend or trusted adult to determine if it meets the criteria of bullying.

- There is an **imbalance of power**. (This could mean different sizes of kids, different social positions, different numbers of friends, etc.)
- The actions or words are **repeated often**.
- One student is **humiliated** by the behavior.
- One student **enjoys the humiliation**.

If yes, it is bullying:

- Report it to your administrator, counselor or trusted adult in person or in writing as soon as you can.
- Make a report on an MCPS bullying/harassment/intimidation form 230-25



How to deal with a bully

- Have confidence in yourself—be assertive.
- Make eye contact.
- Tell the person to stop bothering you or to stop bothering someone else.
- Walk yourself (or the other person) to the nearest adult.
- Make good friends and stick together—avoid being alone with the person.
- Don't be a silent victim; let your administrator or counselor know about your problem by telling them or dropping them a note
- Report instances of bullying. You can sign your name or provide information anonymously.

If it is not bullying, but it feels like something WORSE...

- Report it to your administrator or counselor in person or in writing as soon as you can.







If it is not bullying, but it feels like a conflict:

- Report it to your counselor so s/he can help you mediate the conflict with the other person. Maybe it is a rocky friendship, hurtful teasing, rudeness, a misunderstanding, etc.

IB MYP MATRIX

Approaches to Learning Skills	Student learning expectations could include (but not limited to):	Key Concepts (Subject specific identified)	Global Contexts (Focus questions and description included)	Learner Profiles
COMMUNICATION MYP Skill Cluster: Communication Collaboration	<p>How can students communicate through interaction?</p> <ul style="list-style-type: none"> Exchanging thoughts, messages and information effectively through interaction <p>How can students demonstrate communication through language?</p> <ul style="list-style-type: none"> Reading, writing and using language to gather and communicate information 	<ul style="list-style-type: none"> Aesthetics <ul style="list-style-type: none"> Arts Change <ul style="list-style-type: none"> Arts Individuals & Societies Physical/Health Ed Sciences Communication <ul style="list-style-type: none"> Arts Design Language Acquisition Language & Literature Physical/Health Ed Communities <ul style="list-style-type: none"> Design Language & Literature Connections <ul style="list-style-type: none"> Language Acquisition Language & Literature Creativity <ul style="list-style-type: none"> Language Acquisition Language & Literature Culture <ul style="list-style-type: none"> Language Acquisition Development <ul style="list-style-type: none"> Design Form <ul style="list-style-type: none"> Mathematics Global Interactions <ul style="list-style-type: none"> Individuals & Societies Identity <ul style="list-style-type: none"> Arts Logic Mathematics Perspective <ul style="list-style-type: none"> Language & Literature Relationships <ul style="list-style-type: none"> Mathematics Physical/Health Ed Sciences Systems <ul style="list-style-type: none"> Design Individuals & Societies Sciences Time, Place, and Space <ul style="list-style-type: none"> Individuals & Societies 	<ul style="list-style-type: none"> Identities and relationships <i>Who am I? Who are we?</i> Students will explore identity; beliefs and values; personal, physical, mental, social and spiritual health; human relationships including families, friends, communities and cultures; what it means to be human. Orientation in space and time <i>What is the meaning of "where" and "when"?</i> Students will explore personal histories; homes and journeys; turning points in humankind; discoveries; explorations and migrations of humankind; the relationships between, and the interconnectedness of, individuals and civilizations, from personal, local and global perspectives. Personal and cultural expression <i>What is the nature and purpose of creative expression?</i> Students will explore the ways in which we discover and express ideas, feelings, nature, culture, beliefs and values; the ways in which we reflect on, extend and enjoy our creativity; our appreciation of the aesthetic. Scientific and technical innovation <i>How do we understand the world in which we live?</i> Students will explore the natural world and its laws; the interaction between people and the natural world; how humans use their understanding of scientific principles; the impact of scientific and technological advances on communities and environments; the impact of environments on human activity; how humans adapt environments to their needs. Globalization and sustainability <i>How is everything connected?</i> Students will explore the interconnectedness of human-made systems and communities; the relationship between local and global processes; how local experiences mediate the global; the opportunities and tensions provided by world-interconnectedness; the impact of decision-making on humankind and the environment. Fairness and development <i>What are the consequences of our common humanity?</i> Students will explore rights and responsibilities; the relationship between communities; sharing finite resources with other people and with other living things; access to equal opportunities; peace and conflict resolution. 	<ul style="list-style-type: none"> Knowledgeable Communicators Reflective Balanced Caring Open-minded Thinkers Inquirers Risk-takers Principled
SELF-MANAGEMENT MYP Skill Clusters: Organization Affective Reflection	<p>How can students demonstrate organizational skills?</p> <ul style="list-style-type: none"> Managing time and tasks effectively <p>How can students manage their own state of mind?</p> <ul style="list-style-type: none"> Managing state of mind <p>How can students be reflective?</p> <ul style="list-style-type: none"> (Re)considering the process of learning; choosing and using ATL skills 			
RESEARCH MYP Skill Clusters: Information literacy Media Literacy	<p>How can students demonstrate information literacy?</p> <ul style="list-style-type: none"> Finding, interpreting, judging and creating information <p>How can students demonstrate media literacy?</p> <ul style="list-style-type: none"> Interacting with media to use and create ideas and information 			
THINKING MYP Skill Clusters: Critical thinking Creative thinking Transfer	<p>How can students think critically?</p> <ul style="list-style-type: none"> Analyzing and evaluating issues and ideas <p>How can students be creative?</p> <ul style="list-style-type: none"> Generating novel ideas and considering new perspectives <p>How can students transfer skills and knowledge across disciplines and subject groups?</p> <ul style="list-style-type: none"> Using skills and knowledge in multiple contexts 			

ACADEMIC LANGUAGE PLACEMAT

 <p>State or Agree with Ideas</p> <ul style="list-style-type: none"> • In my opinion..., because... • From my point of view... • I agree with...because... • (Name) makes a strong case for..., because... • (Name) has a good point about...because... • What (name) says about... is significant because... 	 <p>Challenge Ideas</p> <ul style="list-style-type: none"> • I disagree with (name) because... • That may be true, but... • I like (name)'s idea about..., but I think... • The idea that... is a valid point; however ... • Another way of looking at it could be... 	 <p>Build on Ideas</p> <ul style="list-style-type: none"> • I would like to add that... • ...reminds me of... • ...is similar to the idea that...because... • Considering what (name) said, I wonder.... • I want to expand on (name)'s point about...
 <p>Create or Solicit an Idea</p> <ul style="list-style-type: none"> • One idea I had about...is... • In my opinion..., because... • What do you think, (name)? • (Name), what would you like to add? • What are your thoughts about...? • (Name), what answer did you get? 	 <p>Clarify Ideas</p> <ul style="list-style-type: none"> • Something that is not clear to me is... • What did you mean by...? • Can you repeat/clarify what you said about...? • Let me see if I understand you. You're saying that... • So, an example of...would be... 	 <p>Cite Evidence</p> <ul style="list-style-type: none"> • For example, in the text it says that... • Evidence of ...is... • This idea is supported by... • One example of...is... • According to... [text]... • The part where it says... supports the idea that... • ...mentions that...