

Student Handbook 2017-18

Westland Middle School

5511 Massachusetts Avenue
Bethesda, MD 20816
301.320.6515

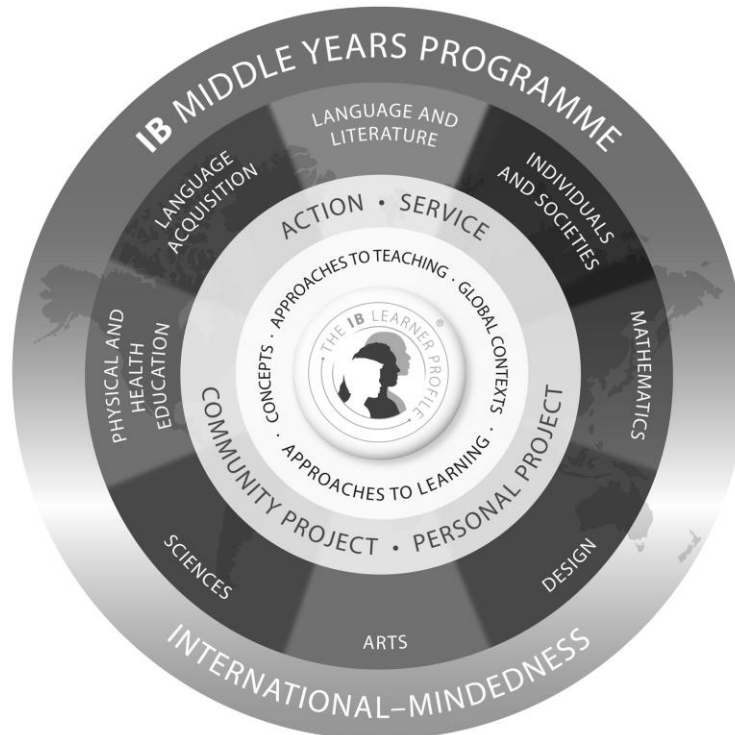
Name: _____
Grade: _____

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
Cafeteria: 301.320.7047
Counseling Office: 301.320.6525
Counseling Office Fax: 301.320.7053
Health Room: 301.320.6533

Media Center: 301.320.6524
Main Office: 301.320.6515
Main Office Fax: 301.320.7054
Transportation: 301.469.1068 or
301.469.1070



Westland Bells 2017-18

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 – 11:58	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

Community Services

- ◆ Crisis Center, Montgomery County 240.777.4000 www.montgomerycountymd.gov/
24 hour telephone or walk-in support
- ◆ 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

Shaded text indicates new handbook language in 2017-18

WESTLAND FROM A to V EXPECTATIONS

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 BUSES

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.

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.

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.)

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 unless applicable.

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 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.

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.

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 2017-18 we will continue to implement a handful of no homework weekends. There will be no homework due:

- Monday, Nov 27
- Tuesday, Jan 2
- Tuesday, Feb 20
- Tuesday, April 3

Reading assignments ARE allowable during these particular weekends and breaks.

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.

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 myMCPS or google classroom.
- 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

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.

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.

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 marking period grades.

- MP1 ends on November 9.
- MP2 ends on January 25.
- MP3 ends on April 9.
- MP4 ends on June 12.

SALES

Students are not permitted to sell items outside of an approved school fundraiser. This includes selling candy, food, toys, clothing, etc.

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 in PE classes, the locker rooms, the media center, 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 29!**
- Hours earned during first semester must be submitted by the first Friday in January- **Jan 5!**
- Hours earned during second semester must be submitted by the first Friday in June- **June 1!**

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 parents. At the third tardy and thereafter administrators will be involved in assigning consequences, most likely a lunch or after school detention.

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: Tu, Th
- English/Reading: Mon, Th
- Math: Mon, Wed
- PE/Health: Mon, Wed
- Science: Tu, Fr
- Social Studies: Tu, Fr
- World Lang: Tu, 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*

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

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?

