



***WMS Core Values:*** *Growth, Kindness, Equity, Academic Excellence, Global Mindedness and Engagement*

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

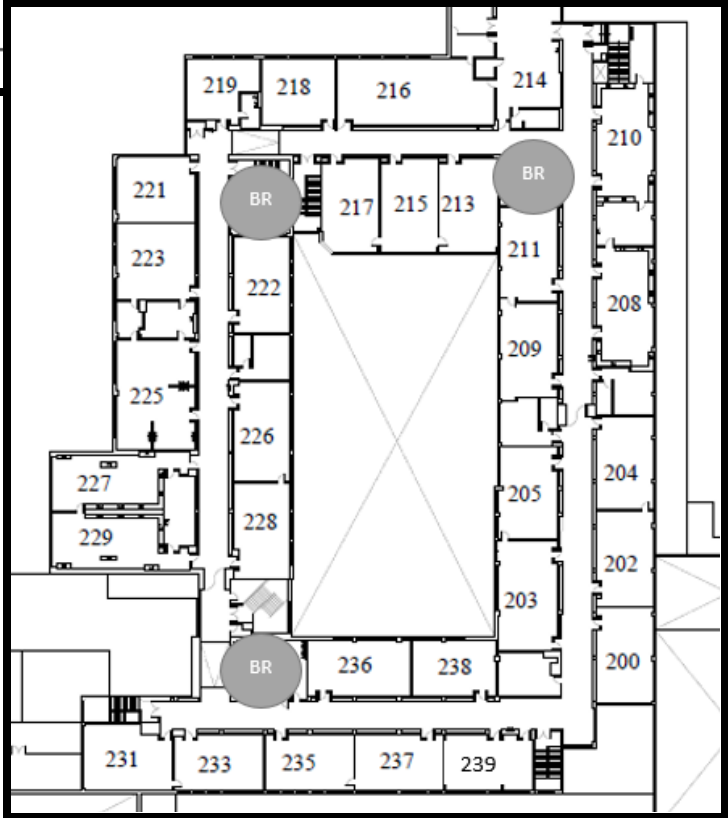
***WMS Mission:*** *The mission of Westland, in conjunction with the aims and objectives of the International Baccalaureate Organization, is to engage all students in a challenging educational program in an environment where all students are supported academically, socially, and emotionally.*



**MAIN FLOOR**  
**Rooms 100-152**  
 (Room #s increase  
 counter clockwise)



**UPPER FLOOR**  
**Rooms 200-241**  
 (Room #s increase  
 counter clockwise)



# Westland Bell Schedules

## Regular School Day

**Period 1:** 8:15 - 9:00  
**Period 2:** 9:04 - 9:49  
**STAR:** 9:53 - 10:21  
**Period 3:** 10:25 - 11:10

6 <sup>th</sup> grade	7 <sup>th</sup> grade	8 <sup>th</sup> grade
LUNCH 11:14 - 11:44	Period 4 11:14 - 11:59	Period 4 11:14 - 11:59
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	LUNCH 12:52 - 1:22

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

## Early Release

**Period 1:** 8:15 - 8:45  
**Period 2:** 8:49 - 9:15  
**Period 3:** 9:19 - 9:44  
**Period 6:** 9:48 - 10:14  
**Period 7:** 10:18 - 10:48

6 <sup>th</sup> Grade	7 <sup>th</sup> Grade	8 <sup>th</sup> Grade
Lunch 10:52 - 11:22	Period 4 10:52 - 11:22	Period 4 10:52 - 11:22
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	Lunch 12:00 - 12:30

## Two Hour Delay

**Period 1:** 10:15 - 10:49  
**Period 2:** 10:53 - 11:27

6 <sup>th</sup> Grade	7 <sup>th</sup> Grade	8 <sup>th</sup> Grade
Lunch 11:31 - 12:01	Period 4 11:31 - 12:01	Period 4 11:31 - 12:01
Period 4 12:05 - 12:35	Lunch 12:05 - 12:35	Period 5 12:05 - 12:35
Period 5 12:39 - 1:09	Period 5 12:39 - 1:09	Lunch 12:39 - 1:09

**Period 3:** 1:13 - 1:46  
**Period 6:** 1:50 - 2:23  
**Period 7:** 2:27 - 3:00



**Locker Number:** \_\_\_\_\_ (located near classroom \_\_\_\_\_)

**Bus Route AM:** \_\_\_\_\_ **Bus Route PM:** \_\_\_\_\_

**STAR Teacher:** \_\_\_\_\_

**Principal:** Ms. Serino

**Assistant Principals:** Ms. Tucker and Ms. Bryant

**Counselor- 6th grade:** Ms. Williams

**Counselor- 7th grade:** Ms. Geissel

**Counselor- 8th grade Last Name A-L:** Ms. Fischer

**Counselor- 8th grade Last Name M-Z:** Ms. Harper

**Attendance:** Mr. Sanchez

**Cafeteria:** Ms. Li

**Counseling Office:** Ms. Belott

**Health Room:** Ms. Laszakovits, school nurse

**Media Center:** Ms. Grant and Ms. Myrie

**Main Office:** Ms. Howells and Mr. Sanchez

**Special Education:** Ms. Mitchell-Lazarus

**Transportation- Bethesda Depot (MCPS):** 240.740.6574

## **Crisis Hotline- Call or text 988.**

Mental Health Association

TEXT 301.733.2255 (Mon-Th from 4 pm-9 pm)

CALL 301.738.2255 (24 hrs/day 7 days/week)

CHAT [www.crisischat.org](http://www.crisischat.org) (24 hrs/day 7 days/week)



BTheOne.org

Lifeline 1.800.272.TALK (8255) or 24 hour crisis center 240.777.4000






# International Baccalaureate Middle Years Programme Learners

STRIVE TO BE →

ARE ALWAYS BUILDING



## APPROACHES TO LEARNING

- SOCIAL SKILLS**
  - Developing positive interpersonal relationships and collaboration skills
  - Developing social-emotional intelligence
- RESEARCH SKILLS**
  - Information-literacy skills
  - Media-literacy skills
  - Ethical use of media/information
- THINKING SKILLS**
  - Critical-thinking skills
  - Creative-thinking skills
  - Transfer skills
  - Reflection/metacognitive skills
- COMMUNICATION SKILLS**
  - Exchanging-information skills
  - Literacy skills
  - ICT skills
- SELF-MANAGEMENT SKILLS**
  - Organization skills
  - States of mind

## LEARNER PROFILE ATTRIBUTES

- INQUIRERS
- KNOWLEDGEABLE
- THINKERS
- COMMUNICATORS
- PRINCIPLED
- OPEN-MINDED
- CARING
- RISK-TAKERS
- BALANCED
- REFLECTIVE



Artwork by Chris Gadbury

# STUDENT EXPECTATIONS

Shaded text indicates new handbook language in 2023-24

## Changes for 2023-24

### ● Cafeteria

During lunchtime, Chromebooks may not be used in the cafeteria, outside the front of the school, in the courtyard or in the media center.

Students and parents/caregivers are not permitted to order food or beverages to be delivered to students at school at any time. Students may borrow money from the cafeteria if they need food.

### ● Chromebooks

During lunchtime, Chromebooks may not be used in the cafeteria, outside the front of the school, in the courtyard or in the media center.

No personal laptops may be used at school.

### ● Dress Code

~~Shirts must have sleeves or straps and cover stomachs and lower backs.~~

Clothing must cover all underwear/undergarments. ~~(While exposed bra straps are acceptable, other parts of the bra are not.)~~

### ● Homework free breaks

At WMS, there will be no homework due:

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

### ● Report Cards

- Marking Period 1 ends October 31, 2023. Report cards distributed Nov 9, 2023.
- MP2 ends January 26, 2024. Report cards distributed February 5, 2024.

- MP3 ends April 9, 2024. Report cards distributed April 18, 2024.
- MP4 ends June 13, 2024. Report cards mailed home June 24, 2024.

## TEST DAYS

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

- Electives- M and W
- English/Reading/ELD- M and Th
- Math- Tu and F
- PE/Health- Tu and Th
- Science- W and F
- World Languages- W and F
- World Studies- Tu and Th

Or written another way

- Monday: Electives and English/Reading/ELD
- Tuesday: Math, PE/Health and Science
- Wednesday: Electives, World Languages and World Studies
- Thursday: English/Reading/ELD, PE/Health and Science
- Friday: Math, World Languages and World Studies

## ACTIVITY BUSES

On days that we have extra-curricular activities, activity buses will be provided. The routes will be different with fewer, centralized stops than the daily routes. Students who are not in a supervised activity (and especially those that leave school grounds) will NOT be able to ride the activity bus.

## ATHLETICS

Consistent with all other middle schools in MCPS, Westland will offer the following interscholastic sports for seventh and eighth 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.

### **ATHLETIC EVENTS AT OTHER SCHOOLS**

Middle school students are not permitted to attend “away” athletic events at other schools unless they are supervised by their parent. This includes school cross country meets, softball games, basketball games and soccer games.

### **ATTENDANCE**

Attendance is required by law. If a student will be absent, will be arriving late, or will be leaving early, please use the link on our webpage “Attendance Report Here” to notify the school. Alternatively, the parent/guardian may call the attendance line and leave a voicemail at 240.740.5851.

**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 report an absence online or send a student with a note generated by the doctor/dentist. A student does not need to be accompanied by a parent when signing in late if s/he has a note.

**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 so as to avoid calling into the classroom.

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

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
- Severe Weather
- State of emergency
- Suspension

Vacations are not considered excused absences. The principal or grade level administrator 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**

Students may bring their backpacks or bags to all classes including Physical Education. (Because the PE lockers are not large enough to safely secure a full backpack, students should remove any valuables from their backpacks and secure them in their PE lockers during class.)

### **BUSES**

**Morning procedure:** If the school bus is more than 15 minutes late to the stop and there is not a likely weather delay, please call the Bethesda transportation depot at 240.740.6580.

**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.

**Bell Schedule:** Students may arrive at Westland as early as 7:30. From 7:30-7:45 they can wait in the main lobby. From 7:45-8:00 they will relocate to the gym (6th and 7th graders) or the cafeteria (8th graders.) At 8:00 students will be dismissed from the large gathering spaces to their lockers and classes.

**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. Expectations:

1. Greet the driver by name.
2. Remain 5 ft from the road while waiting.
3. Do not run along the side of the bus as it is arriving.
4. Follow school rules at the bus stop and while riding.
5. Ride only on your assigned bus.
6. Follow the bus operator's directions.
7. Keep aisles clear of feet and objects.
8. Keep arms and hands inside the bus.
9. Keep voice to a conversational level, using appropriate language.
10. Play music through headphones/earbuds only.
11. Do not change seats once the bus ride has started.
12. Do not throw objects.
13. Do not play fight or hit.
14. Do not eat or drink.
15. When crossing the street after leaving the bus, cross only after the driver signals that it is safe to cross.

Students who wish to ride home on a friend's bus must bring a note from their parent to the main office IN THE MORNING. If there is room available, a secretary will issue a bus pass that the guest rider should present to the driver.

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 may be completed online and will be made available to students during the first week of school. Breakfast and lunch items will be for sale unless students have been approved for free meals. Students will access their lunch accounts with their ID numbers.

Students are expected to behave appropriately in the cafeteria.

1. Students should be seated when they arrive and should remain seated unless getting food, taking care of trash/recycling or relocating to a free seat to sit at another table.

2. If attention is called, students should be seated, have their mouths closed, their bodies still and their eyes on the speaker.
3. Students may use the bathrooms nearest the cafeteria at any time that announcements are not being made to the group.
4. Students should obtain a written pass to go to any other part of the building.
5. If a student has a food item that they do not want to eat, the item should be placed on the share table.
6. Students may use the microwave ovens provided in the cafeteria. They should cover their food and clean up the microwave when they are done.
7. Students should clean up their tables and areas disposing of trash in receptacles and recycling items.
8. During lunchtime, Chromebooks may not be used in the cafeteria, outside the front of the school, in the courtyard or in the media center.
9. Students and parents/caregivers are not permitted to order food or beverages to be delivered to students at school at any time. Students may borrow money from the cafeteria if they need food.

### **CELL PHONES/MOBILE DEVICES**

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

Cell phones and mobile devices...

1. Must be powered down or silenced and stored in lockers at 8:10 AM.
2. Will not be used during class time or lunch time.
3. May be used during the 4 minutes before and 4 minutes after a student's lunch period while standing at their locker.
4. May be used at the end of the instructional day at 3:00.
5. May be used on school buses to and from school as long as they do not pose a safety hazard.
6. Electronic readers devices are permitted if used as readers.

If a device is seen or used when not allowed, the student will be redirected to store their phone in their locker and the parent of the student will be informed. With a repeat instance(s), the device will be stored in the main office to be picked up by the student at the

end of the school day. Thereafter, students may receive additional disciplinary consequences such as checking the device into the main office upon arrival, having a parent pick up the device, etc. (Gaming systems should not be brought to school at all.)

## CHROMEBOOKS

Each student has been, or will be assigned a chromebook for the school year. Parents/guardians are financially responsible for damage or loss to any Chromebook that is checked out by the student. The device is loaned to the student to be used for instructional purposes only and in accordance with *MCPS Regulation IGT-RA, User Responsibilities for Computer Systems, Electronic Information, and Network Security, and with MCPS Technology Document Acceptable Use Policy for Chromebooks.*

Costs associated with fixing or replacing a chromebook due to accidental damage, intentional damage, theft, or loss are listed on the MCPS web page under chromebook information.

During lunchtime, Chromebooks may not be used in the cafeteria, outside the front of the school, in the courtyard or in the media center.

No personal laptops may be used at school.

## DRESS CODE

The following expectations provide further detail to the expectations described in the Students' Rights and Responsibilities Handbook. They 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. ~~Shirts must have sleeves or straps and cover stomachs and lower backs.~~
3. Clothing must cover all underwear/undergarments. ~~(While exposed bra straps are acceptable, other parts of the bra are not.)~~
4. Clothing or accessories with inappropriate statements, sexual or violent overtones or advertisements about alcohol and other drugs are not permitted.

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 it is safe to do so.

**Lockdown Drill with Options:** A lockdown drill with options is activated when there is urgent danger inside or immediately outside the school.

- Students should follow guidelines for the "Lockdown Drill" above.
- However, if it is deemed that exit from the building is a likely safe option, **the students and adults may flee away from the school grounds to the**

**closest intersection where they cannot see the school and contact 911.**

**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 may only 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 8:15 am to 3:00 pm.

### **HALLWAY EXPECTATIONS**

To maintain a safe, respectful and orderly building students are expected to behave as follows:

1. Look out for one another,
2. Walk on the right,
3. Keep hands and feet to themselves,
4. Make room on crowded stairwells for traffic flow in two directions,
5. Use language that would NOT be bleeped by television censors,
6. Travel with a pass during STAR, class time and lunchtime, and
7. Respond to reasonable requests by adults—staff members and guest teachers alike.

### **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 is assigned to enable students to master skills in each subject and to extend and enrich their knowledge of particular content. It is recommended that students use our paper planner, purchase a Westland agenda book or utilize their own planner to track assignments. 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 total
- Seventh grade- 60 to 90\* minutes total
- Eighth grade- 75 to 120\* minutes total

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

### **No Homework Weekends and School Breaks:**

Locally, at Westland, we will continue to implement a handful of no homework weekends/breaks from school. However, reading assignments ARE allowable during these particular weekends and breaks.

At WMS, there will be no homework due:

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

### **LOCKERS**

Students are assigned a large locker in the hallway and a small locker within the Physical Education locker room 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. Administrators and/or security assistants may search a locker if deemed necessary.

### **LOST AND FOUND**

Please label books, coats, lunch bags, etc. with your name. In some respects it is more important in middle school than in elementary school to label belongings because students travel to more locations! 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 student or teacher.
- Clothing, umbrellas, water bottles 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. An "excused absence" does not mean the student is excused from completing the work. It just indicates that it is a lawful absence. It is recommended that students do the following:

- Check myMCPS 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 or student himself/herself should contact the teachers to request the work. Teachers have 48 hours to generate work and may need to present some assignments when the student returns to school. Assistance can be requested of the counselor or grade level administrator.

### **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.

### **PROPERTY- 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 should use lockers to secure belongings. Intentional damage to private property will be addressed by administrators. (This does not include private property that is not permitted in school.)

### **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 an administrator or another staff member. Any staff member, bus driver or guest teacher may refer students for behavior concerns..

## REPORT CARDS

Students will receive report cards with marking period grades.

- Marking Period 1 ends October 31, 2023. Report cards distributed Nov 9, 2023.
- MP2 ends January 26, 2024. Report cards distributed February 5, 2024.
- MP3 ends April 9, 2024. Report cards distributed April 18, 2024.
- MP4 ends June 13, 2024. Report cards mailed home June 24, 2024.

## 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 are permitted in PE classes, the locker rooms, the media center 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/tree nut or peanut/tree nut 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 and support period between 2nd and 3rd periods. On designated days, the school will present STAR lessons. On days without lessons, 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.

## STAYING ON CAMPUS

Once students arrive to school, they must remain on campus through the end of school day or the end of a supervised after-school activity. Students cannot leave campus-to go to the library, Starbucks, Giant, etc.—and return to campus to access our buses or to access an after school program.

## 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 main office, 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- to be reported on the MP1 report card.
- Hours earned during first semester must be submitted by the first Friday in January- to be reported on the MP2 report card.
- Hours to be considered for the superintendent's service award must be submitted by the first Friday in April.
- Hours earned during second semester must be submitted by the first Friday in June to be reflected on the MP4 report card.

## TARDIES

Students who arrive late to class without a pass will be given a warning about their tardiness. 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/NOVELS**

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 to spread out major assessments although quizzes may be given on any day of the week. The test days are:

- Electives- M and W
- English/Reading/ELD- M and Th
- Math- Tu and F
- PE/Health- Tu and Th
- Science- W and F
- World Languages- W and F
- World Studies- Tu and Th

## **Or written another way**

- Monday: Electives and English/Reading/ELD
- Tuesday: Math, PE/Health and Science
- Wednesday: Electives, World Languages and World Studies
- Thursday: English/Reading/ELD, PE/Health and Science
- Friday: Math, World Languages and World Studies

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.

## Student Behavior



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, and
- The right to learn.

## Restorative Questions

Staff members and administrators will attempt to resolve concerns with a restorative approach.

These are sample questions we would pose to students who may have harmed an individual or group of people:

- 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?

These are sample questions we would pose to students who may have been harmed by another person(s) or who may have witnessed an event:

- What happened?
- What was your reaction at the time of the incident?
- How do you feel about the incident?
- What has been the hardest thing for you?
- What do you feel needs to happen to make things right for you or for others?
- Is there anything else you want us to know?

## Academic Honesty

Students at Westland Middle School are principled, life-long learners who value academic honesty.

*Academic honesty is the practice of adhering to a set of values and skills that promote personal integrity. An academically honest student produces work that is unique and does not share his/her work product unless permitted to do so based on the task.*

When completing assigned tasks, homework, projects or assessments, students show academic integrity by not engaging in acts such as:

- Copying answers from others or allowing others to copy from them.
- Having or using a communication device such as a cell phone to send or obtain unauthorized information.
- Providing or receiving information about all or part of an assessment, including answers or questions from the assessment.
- Having or using notes or papers on an assessment that have not been authorized by the instructor.
- Copying by cutting and pasting from another piece of work.
- Copying and pasting information from the internet.
- Submitting the work of another student and claiming it as your own.
- Copying part or all of another student's paper and submitting it as your own.
- Knowingly failing to use quotation marks where appropriate.
- Failing to properly acknowledge paraphrased materials through textual citations, a works cited page, or a bibliography.
- Citing non-existent sources (articles, websites, books, etc.).

The following are potential consequences for academic dishonesty:

- Conference with student.
- Contact/conference with parent.
- Complete parallel assignment for full or partial credit.
- Earn lower grade or earn zero on assignment.
- Complete restorative action to repair the harm caused.
- Additional consequences as outlined by the MCPS Student Code of Conduct.



# SEE SOMETHING, SAY SOMETHING

WE LOOK OUT FOR  
ONE ANOTHER.  
IF YOU SEE  
SOMETHING,  
SAY SOMETHING.



GO TO [HTTPS://BIT.LY/WESTLANDSAY](https://bit.ly/westlandsay)



## Bullying, Harassment, or Intimidation

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.

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

**Bullying, Harassment, or Intimidation Reporting Form**  
Department of Student Services  
 MONTGOMERY COUNTY PUBLIC SCHOOLS • Rockville, Maryland 20850

MCPS Form 230-25  
 February 2016

This form is to be confidentially maintained in accordance with the Family Educational Rights and Privacy Act, 20 U.S.C. § 1212(g).

**Directions:** Bullying, harassment, or intimidation are serious and will not be tolerated. This is a form to report alleged bullying, harassment, or intimidation that occurred on school property, at a school-sponsored activity or event off school property, on a school bus, or on the way to and/or from school. In the current school year, if you are a student victim, the parent/guardian of a student victim, a close adult relative of a student victim, or a school staff member and wish to report an incident of alleged bullying, harassment or intimidation, complete this form and return it to the principal at the student victim's school. Contact the school for additional information or assistance at any time.

Bullying, harassment, or intimidation means intentional conduct, including verbal, physical, or written conduct or an intentional electronic communication that creates a hostile educational environment by substantially interfering with a student's educational benefits, opportunities, or performance, or with a student's physical or psychological well-being and is:

- motivated by an actual or perceived personal characteristic including race, national origin, marital status, sex, sexual orientation, gender identity, religion, ancestry, physical attributes, socioeconomic status, verbal status, or physical or mental ability or disability, or
- threatening or verbally intimidating, and,
- occurs on school property, at a school activity or event, or on a school bus, or
- substantially disrupts the orderly operation of a school.

\*Electronic communication\* means a communication transmitted by means of an electronic device, including a telephone, cellular phone, computer, or pager.

Today's date: \_\_\_/\_\_\_/\_\_\_ School: \_\_\_\_\_ School System: \_\_\_\_\_

**Person Reporting Incident:** Name: \_\_\_\_\_ Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Place an  in the appropriate box:  Student  Student (Witness/Bystander)  Parent/Guardian  Close adult relative  School staff member

1. Name of student victim: \_\_\_\_\_ (Please print) Age: \_\_\_\_\_

2. Name(s) of alleged offender(s) (if known) (Please print)	Age	School (if known)	Is he/she a student?
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No

3. On what date(s) did the incident happen? \_\_\_\_\_

4. Where did the incident happen (choose all that apply)?  On school property  At a school-sponsored activity or event off school property  On a school bus  On the way to/from school?

5. Please print next to the statement that best describes what happened (choose all that apply):

- Any bullying, harassment, or intimidation that involves physical aggression
- Getting another person to hit or harm the student
- Teasing, name-calling, making critical remarks, or threatening in person or by other means
- Demanding and making the victim of jokes
- Excluding or rejecting the student
- Spreading harmful rumors or gossip
- Making rude and/or insulting gestures
- Spreading harmful rumors or gossip
- Intimidating (bullying), scaring, or exploiting
- Electronic communications (specify): \_\_\_\_\_
- Other (specify): \_\_\_\_\_

Maryland State Department of Education in accordance with the Safe Schools Reporting Act of 2005

DISTRIBUTION: School Confidential File Page 1 of 2

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.

## Highlighted Behavior Expectations

Student Last \_\_\_\_\_ Student First \_\_\_\_\_ Grd: 6 7 8

<p><b>1) Language:</b> Use language that is appropriate for school. (No words that would be bleeped on network TV.) Use language that builds up other people, not language that breaks down other people. Racist, sexist, homophobic, anti-religious, etc. language and actions harm the community in significant ways. Use the acronym "THINK" before you act - is your language/message True, Helpful, Inspiring, Necessary and True?</p> <p><i>Consequences may include: restorative action, suspension, referral to the police</i></p>	<p>student initials _____</p>
<p><b>2) Bus Behavior:</b> Treat the driver and your fellow riders with respect. The key reminders are to remain seated at all times, keep your voice to a conversational level, play music through earbuds/headphones only and keep your body and your belongings to yourself.</p> <p><i>Consequences may include: restorative action, assigned seat for a period of time, loss of bus-riding privilege, suspension</i></p>	<p>student initials _____</p>
<p><b>3) Cell Phones:</b> Let your phone rest during the school day. Phones must be powered down or silenced and in lockers no later than 8:10 am and not used again until 3:00 pm. Exceptions: Students may check/send messages during the 4 minutes prior to their lunch and 4 minutes after their lunch while standing at their lockers.</p> <p><i>Consequences may include: restorative action, phone held for the day, detention, parent conference</i></p>	<p>student initials _____</p>
<p><b>4) Social Media:</b> Use social media appropriately. If social media posts have an adverse effect on a student's ability to perform at school, school administrators may become involved.</p> <p><i>Consequences may include: restorative action, suspension, referral to the police</i></p>	<p>student initials _____</p>
<p><b>5) Academic Honesty:</b> Unless otherwise indicated by a teacher, submit work that is solely the product of your brain power.</p> <p>Consequences may include: restorative action, loss of credit</p>	<p>student initials _____</p>

