



Westmar Middle School

16915 Lower Georges Creek Rd
Lonaconing Md. 21539
(301) 463-5751 Fax (301) 463-2231

Stephanie Wesolowski
Principal

August 5, 2016

Dear Students, Parents and Guardians:

It is with great pride and excitement that I write this correspondence of introduction to you as the newly appointed Principal of Westmar Middle School. I possess over twenty-seven years educational experience spanning grades 6-12 with a specific concentration in social studies, the teaching of reading, and enrichment opportunities for all children. My most recent administrative experience has been shaped by one year at Mountain Ridge High School as the Academic Dean and fourteen years as a Middle School Principal in Charles County, Maryland. I am delighted to bring my skills as an educational leader to Westmar and to work with you all as partners in education to ensure the success of every student in our school. I look forward to working with the dedicated staff, students, parents and school community as we continue to **ROAR to Excellence** during the 2016-2017 school year. This will be accomplished as we focus on the state standards of teaching and learning, personal responsibility and student engagement at distinguished levels. The Maryland College and Career Ready Standards will continue to guide our instructional program. The CCRS are academic expectations in English/Language Arts (ELA), Math, Science, History and the Technical Subjects that define the knowledge and skills that all students should master by the end of each grade level in order to be on track for success in college and career readiness. Additional information can be found at:

<http://msa.maryland.gov/megafile/msa/speccol/sc5300/sc5339/000113/015000/015128/unrestricted/20120964e.pdf>

Your child will be receiving a great deal of information on the first day of school. Please take time to review this information, especially the Student/Parent Handbook. Please make sure to become familiar with the Board of Education and school policies to ensure that your child will have a safe and productive year. It is our belief that parents and school personnel are partners in the educational process of your child (ren). In order to facilitate your contact with the school, listed below are staff that may assist you throughout the year.

Stephanie Wesolowski, Principal

Mr. Avey
Vice Principal

Ms. Muir
School Counselor

Ms. Laffey
Main Office/Principal's
Secretary

Ms. Fazenbaker
Main Office/Guidance
Secretary

Ms. Cover
School Nurse

Intervention Resource Personnel

Ms. Cowan
IEP Facilitator

Ms. Dunn-Court
Pupil Personnel Worker

Officer Wildeson
School Resource Officer

Officer Stevens
School Resource Officer

Ms. Parousis
School Psychologist

TBD
Project Yes Technician

Ms. Cuthbertson
ISI Coordinator

Ms. McCuster
Speech Pathologist

Ms. R. Brown
Reading Specialist

Ms. Thompson
Math Specialist

Staff Leaders and Managers

TBD
Grade 6 Team Leader

Ms. K. Brown
Grade 7 Team Leader

Ms. Rawlings
Grade 8 Team Leader

Ms. Jones
Creative Arts Team Leader

TBD
Instructional Media Technician

Ms. Boyd
Food Service Manager

Mr. Beeman
Building Service Manager

Parental involvement is a key factor in the success of your child (ren). The administration and staff at Westmar urge you to become involved with our outstanding staff and school. Official parent-teacher conferences can be arranged by contacting the counselor. Student progress in each course is updated weekly on *Aspen*. To further the lines of communication and support our "Green School" initiatives, our monthly newsletter which includes student highlights, details about upcoming events, schedules, and the cafeteria menus will be posted on our web site. The 2016-2017 School Supply list is currently posted on <http://acpsmd.org/wm>

The first day of school for all students is Tuesday, August 23, 2016. All 6th grade students will report to the auditorium, 7th grade students will report to the gym and 8th grade students will report to the cafeteria to secure homeroom assignments and receive an escort to their classroom. **The Back to School Night has been scheduled for August 23rd from 6:00-7:30 pm.** We look forward to seeing you there. To assist you in your planning and shopping for the upcoming school year, some general information about the school, our dress code policy, and electronic communication devices policy are included with this letter.

We are excited to meet our new students and look forward to working with our returning families and students. Again, please feel free to contact the school at the numbers above if you have any questions, concerns, or ideas.

Sincerely,
Stephanie Wesolowski

WESTMAR



MIDDLE



A School of Excellence



School Hours: 7:40am – 2:50pm
School Meals: \$2.75 (Lunch) Free (Breakfast)
School Phone: (301) 463-5751

School Mascot: Wild Cats
School Colors: Red & Gray
School Fax: (301) 463-2231

Dress Code

You are expected to dress in a manner that is neat, sensible, and not disruptive to the learning environment at Westmar. When you come to school well-groomed and wearing clothing that is neat, clean, and in good taste, you reflect the training you have received at home. Students are expected to take pride in their personal appearance. We take pride in the appearance of our students. Your dress reflects the quality of the school, of your conduct, and of your schoolwork. Please keep the following expectations in mind when shopping for school clothes:

- **Pants:** Pants must be worn/secured at or above the hips at the waistline. They must not cover the front of the shoe when walking as they pose a safety hazard. Undergarments must **not** be visible at any time.
- **Shorts:** From the standing position, shorts must not be shorter than mid-thigh (defined as arms down straight along side the body where fingertips touch on the thigh). Biker or spandex-type shorts, as well as boxer shorts, are not acceptable. Undergarments must **not** be visible at any time.
- **Skirts and dresses:** From the standing position, skirts and dresses must have a length not shorter than mid-thigh (defined as arms down straight along side the body where fingertips touch on the thigh). **Cleavage must not be visible at any time.**
- **Shirts:** **No shirts allowed that would show the midriff area (front or back), even while seated.** Sleeveless shirts and shells are permitted as long as undergarments are not visible, at least two inches width of fabric cover the shoulder area, and the underarm area is not exposed. Spaghetti straps and off the shoulder shirts are prohibited. **Cleavage must not be visible at any time.**
- **Shoes:** Shoes involve safety concerns. Shoelaces will be either tied or worn in such a way that they do not interfere with normal footsteps. Backless and open-toe shoes with solid sole are permitted as long as they do not pose a safety hazard. Heeleys are prohibited.
- **Headgear:** Headwear is not permitted. This includes, but is not limited to, hats, visors, scarves, bandanas, and hoods. (Exceptions may be granted based on religious and medical reasons with proper verification.)
- **Other:** Attire that can be used as a weapon (e.g., chains, dog collars, hats with spikes). Sleepwear, slippers and sleepwear-type clothing are not permitted. Jewelry that poses a safety hazard to the student or other students is not permitted. Sunglasses are not permitted.

*Articles of clothing may not contain language or statements that might be disruptive or distracting to others. It also cannot promote drugs, alcohol, gangs, cults, profanity, obscenity, racism, and/or violence. Coats and heavy jackets are not permitted in the classroom areas. These should be stored in the students' lockers during the school day.

If the principal or his/her designee determines that a student has violated the dress code policy, the principal or his/her designee will allow the student to remove or change the attire. Attire worn for medical or religious reasons shall be given special consideration under this policy. Additionally, students may be required to make changes to their dress depending on the activity with the exception of medical alert bracelets (e.g., earrings may have to be removed during physical education or intramural sports, hair may have to be worn in a net during labs).

Bus Transportation

Mr. Morral from the ACPS Transportation Department asked that I forward some bus changes for the upcoming school year. They are listed on the website here: <http://acps.schoolwires.net/Page/1826>

Additionally, for more information on bus routes, bus numbers, stop locations, and pickup and drop off times, visit the link on the left of this page entitled "Online District/Bus Stop Locator". Please make sure that parents are aware of these changes and of this useful link. If you are experiencing any difficulties with this site, please let the transportation department know.

Since the vast majority of our students are bussed to school, safety is a very high priority and concern for us; therefore, any type of disruptive behavior on the bus will result in strong disciplinary action. Repeated violations of bus regulations will cause temporary or possibly permanent suspension of a student's privilege to ride the bus. Please be aware that space for additional passengers is limited on several of our buses. Therefore, mass changes to a particular bus may not be possible to accommodate students going to practices at the high school, parties, sleepovers, etc. Please call the office in advance to check if space is available in these situations. **Requests from the parents of both students should be turned in to the attendance office prior to the end of the day for verification.**

ASPEN

This communication portal is a secure, Internet-based system parents and students can use to keep up-to-date with their child's records and classes. **All new students (grades 6-8) will require an activation password.** Passwords for returning students will remain the same.

Accessing Grades/Assignments/Course Schedules

1. Click on the icon for the **Aspen Portal** (ACPS Website)
2. You will now be at a login screen asking for a **Username** and **Password**
 - * The student's username will be **last name. first name** all in lowercase letters
 - * Each student should have received a 4 digit password
3. At this point, a screen should pop up with the student's name at the top
4. Then click on **Academics** and this should show the student's grades for the current term.

School Publications

Throughout the school year, Westmar staff members take photographs of students for public relations purposes and to publicize school activities and events. For example, we use photographs of students on our Web site <http://www.acpsmd.org/wm> to promote the programs and successes of the school and our students. If a photograph of students involved in a school activity includes your child and/or an individual photograph of your child was selected for use on the school's website we will **not** identify your child (or any of the children) by name for this purpose. However, since the Web is a widely viewed medium, accessible by individuals both in and outside the local community, we ask that both you and your child consent to publish the photographs. To withhold consent to the publication of photographs on our web page, please notify the school in writing.

Cell Phones and Personal Electronic Devices

Allegany County Public Schools prohibits student use (not possession) of portable pagers, cell phones, and other portable communication devices, and/or messaging software including personal digital assistant systems during scheduled instructional time unless authorized by school-based administration. If approved for use, students will use portable electronic communication devices for educational purposes only, such as accessing curriculum-related and/or educational resources. Students may only access resources which have been approved by the administration. **Westmar Middle School discourages students from bringing cell phones to school. If brought to school, all cell phones must be off and stored in the locker. When students bring a portable communication device to school, they assume the responsibility for the loss, theft, damage or use of that device by others.** With regard to use of all portable electronic devices, students may not take photographs or record audio and/or video on the school bus, within the school, or during any school sponsored activity without the permission of the administration. Students will be disciplined according to the Allegany County Schools Discipline Policy for failure to comply.

Medication

The State of Maryland and the Board of Education of Allegany County prohibit the dispensing of medication without a written consent from a physician. Forms are available at most physicians' offices and at all school offices. All medication must be in the properly labeled bottle from the pharmacy. Medication brought to school that is not accompanied by the permission form and signed by both the physician and the parent will not be dispensed to your child. We urge parents/guardians to schedule dosage of medication in such a manner that it may be taken at home when possible. **PARENT/GUARDIAN(S) must bring all medications to school and deliver them to the nurse.** *Students will not be permitted to transport medications including over-the-counter medicines, cough drops, and cough syrup. Likewise, parent/guardian(s) are responsible for picking up unused portions of medications at the end of the school year or whenever the time period ends for which the medications are prescribed.*

Late Arrival

If students are late to school, parents must bring the child into the office and sign him/her in. If the student is absent, parents must call the school to verify his/her absence. Students must pick up an "Admit to Class" slip before going to class. Excessive tardiness will result in disciplinary action in accordance with the Board of Education of Allegany County Discipline Policy.

Early Dismissal From School

Any student desiring to be excused during the school day must have a parent call and notify the main office or bring a written excuse from home stating the reason and present it to the attendance officer upon his/her arrival to school. If acceptable, permission will be granted and the pupil's name and time to be excused will be placed on the daily absentee bulletin. **Doctor notes should be turned in the following day so that absence can be coded as lawful.**

WESTMAR MIDDLE SCHOOL



Home of the ROARING Wildcats

PLEASE JOIN US FOR BACK TO SCHOOL NIGHT

We hope to see you all at our Back To School Night scheduled for August 23, 2016 from 6:00-7:35. You will have the opportunity to follow your child's schedule of classes, and meet teachers. While the time allotted for this opportunity will not allow for individual conferences, there will be sufficient opportunity receive information about the schedule of classes, establish lunch accounts and in general, reduce the anxiety that you may be feeling about the start of a new school year.

Attendees will be able to:

- Meet the new administration
- Tour the school
- Register and receive passcodes for Aspen
- Visit classrooms and meet teachers
- Meet the School Nurse and drop off meds

6:00-6:15 General Meeting (Auditorium)

Greetings from the administration will be made and then from there we will follow a condensed version of our bell schedule below.

Classroom Visitation Schedule

Parents will follow their student's schedule and meet with teachers in their individual classrooms.

6:20-6:35 - Block 1 (Periods 2 & 3)

6:40-6:55 - Block 2 (Periods 4 & 5)

7:00-7:15 - Block 3 (Periods 6, 7 & 8)

7:20-7:35 - Block 4 (Periods 9 & 10)

*Creative Arts teachers will meet with parents as a team in the auditorium during Blocks 2, 3, and 4