



## Parent - Student Handbook 2019-2020

Student Name \_\_\_\_\_ Locker \_\_\_\_\_ Combo \_\_\_\_\_  
 Bus Number# / Walker \_\_\_\_\_

| Period | Subject | Teacher | Room |
|--------|---------|---------|------|
| HR     |         |         |      |
| 1      |         |         |      |
| 2      |         |         |      |
| 3      |         |         |      |
| 4      |         |         |      |
| 5      |         |         |      |

Creative Arts Classes occur on a A-day/B-day schedule.

Mrs. Lora Puffenberger, Principal  
 Mr. Jeff Avey, Assistant Principal  
 Mrs. Lynn Muir, Guidance  
 Mrs. Lori Laffey, Secretary  
 Mrs. Jean Fazenbaker, Secretary

### Welcome To Westmar Middle School

<http://acpsmd.org/wm>

16915 Lower Georges Creek RD SW  
 Lonaconing, MD 21539  
 Phone 301-463-5751  
 FAX 3014632231

Welcome to the 2019-209 school year. It will be another exciting year at Westmar and with hard work and determination; your time with us will foster academic excellence and lead to positive choices in the future. The administration, faculty, and staff sincerely hope that your school year will be a pleasant and successful educational experience.

Office Hours 7:15-3:45

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*Great Teaching. Great Learning. Every Student. Every Day.*

#### ACPS Vision

To raise up all children to their potential with caring relationships, high expectations, and rigorous and relevant learning so that all students graduate ready for college and careers.

#### ACPS Mission

To ensure that students acquire the knowledge, skills and attitudes which enable them to be caring human beings and productive members of a democratic society.

#### Our Westmar Vision

Our educational vision is to promote in our students the ability to think critically, solve problems, work in teams, use technology, be self-directed, and to demonstrate good citizenship and community service. We are committed to developing a “College & Career Ready Culture” at Westmar to support each student’s dreams and future goals

#### Our Westmar Mission

Every student will have access to the CCRS standards through high quality instruction aligned with the standards every day. All teachers are prepared and receive the support needed to implement the standards into classrooms so students are college and career ready.

#### Our Westmar Core Values

Wellness as a means to enhance individual’s self-image as well as intellectual, social, physical, and emotional growth

Individualizing educational experiences that remove barriers to students’ success and promote independence

Lifelong learning and professional growth as the basis for outstanding instruction and positive outcomes in student learning

Diversity as our strength and means of promoting civility and appreciation for existing differences in our learning community

Creating and maintaining a culture of excellence

Academic programs focusing on problem solving, critical thinking, instructional technology, and innovation

Trust, respect, and acceptance of responsibility for actions as the foundation for character development in a democratic society

Shared responsibility for fostering a positive and productive school environment

#### Courtesy & Consideration of Others

The rules and expectations at Westmar Middle School center on two basic principles: our obligation to create and provide positive, supportive, safe, and welcoming school environment and common courtesy. These rules affect academic and social success in school, so it is critical that each student and parent/guardian be familiar with them.

Our responsibility is to create a school environment where teaching and learning take place every day and where students have the opportunity to succeed.

#### Safety and Security

Entrance into Westmar permitted only through the Lonaconing Lobby during school hours unless otherwise noted for special events and morning student arrival. All visitors must ring the entrance bell beside the main door and remove hats and sunglasses. Once prompted by office staff, visitors will state their name and purpose of the visit. Once granted entrance, all visitors are to report directly to the main office. Please do not allow other visitors to enter the building behind you. All visitors must present a drivers license to be entered in the RAPTOR system and receive a visitor badge before reporting to any area of the building. When picking up a student, visitors are required to remain in the office/lobby area and are NOT permitted in any other area of the building. Please do not follow students to lockers. Westmar Middle has a staff School Safety Team that meets regularly and we take the security and safety of our students serious. Please report all suspicious activity to administration and/or law enforcement. Westmar staff reserves the right to deny and will deny any entrance to the building that is deemed unsafe or suspicious. Foul language and volatile behavior will not be tolerated.

## **SECTION 1**

### **SCHOOL ACTIVITIES**

#### **Optional Activities**

Westmar Middle School is proud to offer a several extracurricular activities for all students. Each student is encouraged to participate in one or more activities. The best education is accumulated through experiences beyond the classroom.

*Student Government*

*Principals' Advisory Council*

*Morning Announcement Crew*

*Community Sports Programs*

*Yearbook Staff*

*Band/Chorus/Orchestra*

*Afterschool Program*

*Co-Curricular Clubs*

Value the opportunities Westmar offers, but be sensible in scheduling. Commitment to academics takes priority over activities. To be eligible to participate in any of the activities or groups representing the school, students must have no more than one failing subject and must maintain a 2.0 grade point average (C Average) or higher for the nine-weeks preceding participation. Also, excessive school absences or school suspensions will prevent participation in activities. The sponsor of the extracurricular activity will review all expectations for participants as the group meets. Practices and meetings will be scheduled at times convenient to the organization. Students may not miss an individual class or school day to attend an extra-curricular activity if they currently have a D or F in any class that they would miss. Students who are academically at risk need to be in the classroom to receive direct instruction from the teacher and to participate in the class activities, as absences most definitely impact student performances.

#### **Assemblies/Dances/Special Events/Field Trips**

Assemblies, dances, special events, and field trips will occur throughout the school year. At all times the student's behavior should be refined and courteous. An indication of the climate of the school is the conduct of its student body. Whether guests are present or not, each student is personally responsible for the impression made by the school as a whole. Students will follow the schools ROAR expectations and inappropriate behavior may prevent a student from attending future activities.

Approximately once a month, Westmar Middle School will sponsor a school dance or other event that may occur immediately after school or in the evenings. Only Westmar students may attend these events. There is usually a minimum admission fee of \$3.00. Snacks will be available for purchase as well. Parents/guardians are required to pick students up promptly at the conclusion. Students may not leave for any reason and may not leave early unless requested by a parent/guardian in person or in writing. All school rules for behavior apply. Student eligibility to attend is at the discretion of administration. Students who are absent the day of a dance, suspended, or have an office referral are ineligible to attend. Students who have not secured transportation home or who exceed a pick up time over 15 minutes following dances become ineligible to attend the next dance.

The use of field trips as an instructional tool is encouraged. It is the responsibility of the student to exhibit appropriate behavior at all times. Students must be able to follow directions and adhere to school rules and regulations. Students who fail to meet minimum behavior standards in the classroom on a daily basis may be prohibited from going on a field trip. All students and chaperones will follow the ACPS field trip regulations.

## **SECTION 2**

### **STUDENT EXPECTATIONS AND GENERAL SCHOOL PROCEDURES**

#### **Note To Parents**

Good discipline originates in the home. A parent is the first teacher of their child and should develop good behavior habits and proper attitudes toward school. Do you:

- ✓ recognize that the teacher takes the place of the parent while the child is at school?
- ✓ teach the child respect for law, authority, the rights of others, and for public and private property?
- ✓ arrange for prompt and regular attendance and comply with attendance rules and procedures?
- ✓ work with the school in carrying out recommendations made in the best interests of the child, including discipline?

- ✓ talk with the child about school activities; show active interest in report cards and progress?
- ✓ suggest reading magazines, newspapers, and/or books; review class notes and help with long-term research projects?
- ✓ Check your child's school attire before he/she leaves the house to make sure they are dressed appropriately?
- ✓ Monitor and provide rules for the use of electronic devices?
- ✓ check your child's agenda on a regular basis for assignments/communication to and from the teacher?

Your interest and support at home are important to your child and are greatly appreciated by his/her teachers and the school administration.

### Arrival At School

Students must stay on school grounds from the time arrival until dismissal. Students transported by car or walk should arrive no earlier than 7:15 am. There is no staff supervision until this time. Students are not permitted to leave the Barton Lobby/Auditorium until released by the bell. At 7:40 am, students will report to homeroom. Anyone being dismissed during school hours must check out at the office. Walkers should establish a "buddy system" with friends with whom they walk with. Always walk with at least one other person and walk directly to and from school. Be safe and watch out for each other.

**\*\*Leaving school grounds without permission is NOT permitted under any circumstances. A violation of this rule will result in disciplinary consequences.**

### Attendance

Regular attendance is essential in order to learn. An absence is defined as the failure of the student to be present in school at the prescribed time or the failure of the student to be present in a class at the time prescribed to begin instruction. Full day - A student in attendance for four (4) hours or more of the school day. Half day - A student in attendance for at least two (2) hours of the school day but less than four (4) hours. If you are absent, you must bring a signed and dated note for the day of your absence. Parents, please make sure that the student's first and last name is clearly legible on the note. The note must include: student's full name, date(s) of absence, reason for absence and parent/guardian signature. The note should be given to your homeroom teacher or to the main office within 48 hours of return to school. **ALL NOTES FROM A PHYSICIAN OR OTHER PROFESSIONAL MUST BE ORIGINAL – COPIES WILL NOT BE ACCEPTED.**

Please refer to the ACPS website for the attendance policy and additional information:

*Excused or Lawful reasons for absence from school are as follows:*

- ✓ Death in the immediate family. The local school system shall determine what relationships constitute the immediate family. (01)
- ✓ Illness of the student. A parent may submit a note to document the illness of a child, for up to and including the twelfth (12th) cumulative day of absences for the current school year. The principal shall only require a physician's certificate from the parent or guardian if the student accumulates more than twelve (12) absences during the current school year. (02)
- ✓ Illness of the student documented by a physician's certificate. (03)
- ✓ Court summons. (04)
- ✓ College Visit. (05)
- ✓ Vacation approved by school administration. (06)
- ✓ Hazardous Weather Conditions. Hazardous weather conditions shall be interpreted to mean weather conditions that would endanger the health or safety of the student when in transit to and from school. (07)
- ✓ Work approved or sponsored by the school, the local school system, or the State Department of Education, accepted by the local superintendent of schools or the school principal or their designees, as reason for excusing students. (08)
- ✓ Observance of a religious holiday. (09)
- ✓ State emergency. (10)
- ✓ Pregnancy/Parenting. (11)
- ✓ Other emergency or set of circumstances which, in the judgment of the superintendent or designee constitutes a good and sufficient cause for absence from school. (13)
- ✓ Health Exclusion. (17)
- ✓ Suspension. (18)

- ✓ Lack of authorized transportation. This shall not include students denied authorized transportation for disciplinary reasons. (19)

As a courtesy, parents are encouraged to call school in the morning on a day his/her child is absent. A remote phone call goes out at 10:00 AM daily to all tardy and absent students regardless of the reason.

#### Vacation

A written request for vacation must be made at least one week prior to the absence. These notes are to be taken to the Attendance Office and then will be taken to the administration for approval and then to the student's teachers so that sufficient arrangements can be made for assignments.

#### Homework During An Absence

Students are responsible for any assignments missed during an absence and expected to make up all work. Students tardy or late to class for lawful reasons will have the same opportunity to make up work. Teachers will work with students to allow them time to do work missed because of a lawful absence. If a student is going to be absent *THREE OR MORE DAYS*, the parent/guardian may call the school *before 9:00 a.m.* and request the missed work. It will be the responsibility of the parent/guardian to pick up the homework assignments and any books needed.

Unexcused reasons for missing school include missing the bus, oversleeping, baby-sitting, vacations, uncertified illness of the student, illness in the family, employment, truancy, and lack of transportation.

#### Excessive Absences

Truancy is the failure of a student to attend school as required by law, without lawful cause for absence. A student absent more than 20 days is habitually truant. The following are the procedures for dealing with excessive absences per ACPS policy:

- A. When a student accumulates five (5) days of absences regardless of the reason, parents/students will be notified by written communication from the school system. The case will be referred to the school attendance/discipline committee, which shall be composed of the principal or his/her designee, the school's pupil personnel worker and other staff members assigned by the principal. The committee may invite the student's parents to come to the school for a conference and to determine available courses of action to improve attendance.
- B. Should absences continue, the parent will be notified by written communication from the school system, no later than the ninth (9) day of absence. Within this written communication, the parent will be asked to schedule a conference with the school administration and or the school pupil services team.
- C. Should absences continue, the parent will be notified again by the school system in writing, no later than immediately after the twelfth (12th) day of absence. The school system will send written communication, by mail. A conference with the parent and/or the student will be held. At the conference, the principal or designee may indicate one or more of the following outcomes as a result of the conference:
  - 1. Establishing a probationary period with verbal agreement
  - 2. Developing a written contract (to be signed by the parent and student)
  - 3. Assigning to after school detention
  - 4. Assigning additional days of attendance
  - 5. Removing school privileges
  - 6. Restricting extracurricular activities
  - 7. Explanation given to the parent of the criteria for, and the services provided to, a student who may qualify for Home and Hospital Services, if appropriate.
  - 8. Written notification to the parent will be immediately mailed to the parent, confirming the above action(s) taken.
- D. When a student accumulates twenty absences, with at least five (5) of those absences being unlawful, or ten (10) consecutive unlawful absences, the school's PPW will file charges with the State's Attorney's Office against the parent/guardian and/or the student for non-attendance. This action will be confirmed in a letter written by the PPW to the parent/guardian. The letter will also indicate additional consequences issued by the school which may include retention in



the grade (grades K through 8). The student/parent may appeal the school decision by contacting the Supervisor of Pupil Personnel in writing within 10 days.

#### Tardiness- Late Arrival to School

Students are expected to be at school by 7:40. A student arriving after 7:55 A.M. is considered TARDY. If students are late to school, parents must provide a signed and dated note to the office. 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

#### Tardiness-Late Arrival to Class

Students should immediately report to assigned class/area. Tardiness to class without a legitimate written pass is unexcused. An accumulation of 3 tardies to class will result in disciplinary action. Students who are out of class without teacher permission are cutting class and are subject to disciplinary actions.

#### Early Dismissal

Any student desiring to be excused during the school day must have a parent/guardian call and notify the main office or bring a written excuse from home stating the reason and present it to the office upon his/her arrival to school. Doctor notes should be turned in the following day so that absence can be coded as lawful. If a student must leave school during the day, the person picking them up must sign them out at the main office. Students are to remain in your assigned class until your parent/guardian arrives. Any person picking up a student must be on your emergency card or approved by the parent/guardian. They must remain in the office/lobby area and are not permitted in where else in the building. Anyone who leaves prior to an hour and one-half before dismissal time are counted as one-half day absent.

#### Students on Property After Hours

It is school policy that students leave the building and grounds after dismissal unless they are participating in a school-sponsored activity. Students may remain with permission of the Administration or a staff member, provided they have proper supervision by a staff member. If a situation arises that requires the student to remain on school premises for any reason other than those stated, the student or the parent must notify the office.

#### Student Emergency Form

A Confidential Student Emergency Form is distributed at the beginning of the school year. It is very important to fill out the entire form including emergency numbers of relatives, friends or neighbors. *If there is an address, telephone number, or emergency contact change during the year, please immediately inform the school in writing.* It is extremely important for the school personnel to be able to contact parents/guardians or the designated emergency contacts in case of an emergency situation. To ensure the safety of our students, students may only leave with individuals listed on their emergency card. Adults checking students out will be asked to provide photo identification.

#### Bus Transportation

The administration is responsible for the discipline of students within his/her attendance areas who ride a school bus. Students who cannot comply with the school bus regulations may be denied the privilege of riding the school bus. When this happens, school attendance is still required and parents must make other arrangements for their child to get to school.

Parents are liable for damage caused by their children to the property of others, including the school bus. When children walk to school or to the school bus stop, while they are waiting for the school bus, and when they are on the school bus, they must show consideration and respect for the school bus and the homes and business located along their routes.

#### Bus Passes

Students are not to change their assigned bus or bus stop without permission of the ACPS Transportation Department. Students riding home on a bus not assigned to them must receive prior permission. Students may be denied permission to ride a bus if it causes overcrowding. Written request signed by the parent or guardian requesting such a change may be accepted. In the case where a student is riding home with another student, both parties must have a note to verify the arrangement. Mass changes to a particular bus may not be possible due to overcrowding of a bus. A note signed by the office staff will be issued to the student ride a different bus or to get off at a different stop. Bus Drivers will not accept a note from a parent to ride a different bus. All such

requests must be submitted to and approved by, the office no later than 8:10 a.m. Special arrangements may be made if the emergency occurs during the school day.

#### **Bus Discipline Referral Guidelines are as follows:**

In order to maintain bus transportation to and from school, students must:

- Be at the assigned bus stop five minutes prior to the arrival of the bus.
- Be seated in an assigned seat facing forward when the bus is in route.
- Keep all parts of their body inside the bus and to themselves.
- Do not throw objects in the bus or out the windows.
- Speak quietly and avoid excessive noise that distracts the driver's attention.
- Refrain from using inappropriate language, including profanity, and avoid speaking in a way that teases, hurts or harasses others.
- Avoid eating, drinking, chewing gum without the permission of the driver.
- Tobacco in any form and vapor products are prohibited.
- Cell phone use, including the camera function are prohibited.
- Follow the bus driver's directions at all times as soon as they are issued.
- Do not block aisle. Musical instruments must be placed on the lap or under the seat.

#### School Breakfast & Lunch

Breakfast is available for all students at no charge every morning from 7:40-7:56. School lunch menus and prices are posted on the ACPS website. *The school will not loan students lunch money.* All students are issued a PIN number that they will be required to remember. Students are to follow the ROAR expectations during lunch and maintain an environment that is neat, orderly, mannerly, and respectful. Students who choose to behave in a manner that does not conform to cafeteria rules will be subject to assigned seating and/or disciplinary action. Westmar Middle School prohibits the consumption of high-energy drinks (i.e. Red Bull, Monster, RockStar, NDos, etc.) during the school day, including at lunch. Lunch bills are sent home with students weekly. PAYPams is also available. Students are only permitted to charge up to five meals. Students who exceed this charge will be offered an alternative per ACPS policy. Breakfast is served free of charge to all students as a grab and go format.

#### Free & Reduced Meals

All students will receive applications for free and reduced-price meals. Those students whose applications have been approved by the Food Service office will be notified in writing. ALL applications must be turned in to the main office before the deadline listed on the application. If an application is not received after this deadline, the student will be charged and it is the parent or guardian's responsibility to pay for charges or balances. On a regular schedule, Westmar Middle School will have a breakfast and a lunch program. During half (1/2) days, breakfast will not be served. All financial questions should be directed to the Cafeteria Manager at (301) 463-2651 or Food Service at (301) 722-0637.

#### Lockers

Every student is assigned a locker. For security and safety reasons, all students are REQUIRED to keep their lockers locked at all times. Homeroom teachers assign lockers to students during the first week of school. The physical education teachers will assign gym lockers. Students will be issued a gym lock, which they will return at the end of the year. *Students are NOT to share lockers or leave their books or possessions in another student's locker.* These lockers are public property under the control of the Board of Education and, as such, are liable for search in an emergency or for just cause. Students are responsible for any items found in your locker. It is very important that students do not share their combinations. The only way someone can have access to a locker is by giving out the combination or leaving unsecured. Contact administration if there are any issues with a locker/lock. Locker clean-outs occur periodically throughout the school year. Students may decorate only the inside of their lockers, however, decorations or items that are lewd, obscene, or otherwise deemed inappropriate by administration are NOT permitted. The outside of a locker and the school walls are public domain. Items/decorations will not be placed on the outside of lockers unless distributed by administration. Administration deems the right to remove items not approved.

#### Building Evacuations/Emergency Drills

Periodically there will be building planned practice drills (fire, severe weather, lockdown, lock-in, Run-Hide-Fight, and bus evacuations) to ensure that you are aware of emergency procedures. During a real emergency or drill, students must follow the



teacher directions, line up immediately, and walk quickly and quietly to the designated area. Once evacuated the students must continue to listen to the adult in charge for instructions and roll call. Noise/talking is NOT permitted during drills and evacuations. When entering back into the building, students are to remain quiet. In the event of an active shooter situation, students are encouraged to Run-Hide-Fight. Listen and pay attention to your surroundings and exits at all time. Students are encouraged to report all suspicious activity to administration. If you see something, say something.

#### Textbooks/School Issued books

Textbooks or books issued are to be cared for properly. Nothing should be written in or on the them. Book covers are encouraged. Students are expected to bring necessary textbooks and books to class daily. A misplaced or damaged textbook or book is the financial responsibility of the student and is a school financial obligation. Financial obligations must be paid in full before the end of the school year. Any obligation not paid will remain on the child's account and must be paid prior to graduation.

If a textbook is lost, or if the teacher deems the textbook damaged, it is to be paid for according to the following schedule:

|   |                  |
|---|------------------|
| First year (new book)                             | 100% of the cost |
| Second year                                       | 80% of the cost  |
| Third year  | 70% of the cost  |
| Fourth year                                       | 60% of the cost  |
| Fifth and over years                              | 50% of the cost  |
| A cost of \$5.00 will be charged for minor damage |                  |

#### Accidents/Accident Insurance

A brochure describing the various types of insurance will be included in student packets sent home the first day of school. Types of policies available and the cost of each may vary slightly from year to year.

#### Health Services

Westmar Middle School is fortunate to have a health nurse. Students who become ill or injured are to go to the health room for medical attention. If necessary, the school nurse will contact the parent/guardian and secure transportation home. If a parent/guardian or his/her designee cannot be reached, the school will determine if the situation warrants contacting 911 for assistance. Any student who is admitted to the health room must return class or be transported home within a reasonable length of time. At no time should a student directly contact a parent to pick him/her up using personal electronic devices.

#### 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 are not accompanied by the permission form (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.* Medications are not permitted on a school bus. *All medicine*, including over the counter, such as cough drops, Tylenol, Advil, etc., as well as prescriptions, are to be brought to school by an adult, not the student, with a medication form signed by your doctor. The administration of all medications will be by the school nurse. Parents/guardians are responsible for picking up unused portions of medications at the end of the school year or whenever the medical prescription expires or becomes null.

The medication must be brought to school in the original pharmacy container with your name, name of medication, dosage, time of administration, name of prescriber, date of medication order, expiration date of drug and how the drug is to be administered (topical, oral or injection). Medication forms are available in the health room or the main office. Medication will not be distributed to students on scheduled ½ days or delayed openings.

#### School Debts

All financial payments by pupils will be made at the time of purchase, prior to the deadline date, or at whatever time a financial obligation must be met. There should be no charging of any financial matters. Students who have outstanding debts may not be able to participate in extra school activities. Financial obligations must be paid in full before graduation

### School Telephones

School telephones are not to be used unless permission has been obtained from the Administration. Student Cell Phones may not be used during the school. When ill, students are not to call home and ask parents to pick them up. Administration or the health nurse must make all early dismissals because of illness. Failing to do so may result in disciplinary action.

### Flowers & Balloons

Please do not send flowers or balloons to students at school. The school has no place to store them, they create disruption, and they are safety hazards on school buses. Send them directly to the student's home.

## **SECTION 3** **STUDENT DISCIPLINE AND POLICY REGULATIONS**

### Student Code of Conduct

Information concerning the following prohibited items are included in The Allegany County Public Schools System-wide Code of Student Conduct Smoking; Alcohol and Drugs; Knives, Weapons, and Explosive Devices.

Disruption of the normal school environment. – According to the Annotated Code of Maryland, a person may not willfully disturb or otherwise willfully prevent the orderly conduct of the activities, administration, or classes of any educational institution. A person may not molest or threaten with bodily harm any student, employee, administrator, agent, or any other individual who is lawfully: (i) on the grounds or in the immediate vicinity of any educational institution, (ii) on a school vehicle, or (iii) at an activity sponsored by a school. Any person who violates any provision of this section is guilty of a misdemeanor and on conviction is subject to a fine not exceeding \$2,500, imprisonment not exceeding 6 months, or both.

### Discipline Policy

Westmar Middle School follows the Maryland State Code of Discipline and the ACPS Discipline policy. Westmar has a progressive discipline policy for minor infractions. Minor infractions consist of tardiness, minor class disruptions and/or disrespect, being unprepared for class, not following classroom or school procedures. Teachers will complete three of the following steps before sending a written referral to the Administration: warning and conference with the student; phone call home; parent conference; teacher detention; guidance conference; parent notification form. Major Infractions are referred to Administration immediately.

Students who receive multiple disciplinary referrals and or suspensions while in middle school may be referred to the Board of Education with a request for an alternative placement. Students who commit major infractions are referred immediately to the Administration. PLEASE BE ADVISED THAT LOCAL LAW ENFORCEMENT WILL BE INVOLVED IN REPORTABLE OFFENSES. All students and parents are required to sign a contract upon entry to Westmar.

### Dress Code

Students 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 should 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. Shoes with wheels 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.)

\*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. Attire that can be used as a weapon (e.g., chains, dog collars, hats with spikes), depicts a weapon, 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.

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).

#### Pride in your School

Any vandalism in our school is the concern of the total school population. All acts of vandalism observed is to be reported to the office and/or any staff member. Students are not to have gum or other food. It takes the custodians many hours to remove the gum from desks, floors, walls, etc. Students are also not to have permanent markers. Teachers are to enforce these rules. Keep our school clean. Always put trash in wastebaskets; pick up any paper on the floor. No marking or writing on bathrooms stalls/urinals/sinks, on walls, on lockers or on desks. At the conclusion of class, be certain to leave the desk and area clean. Treat our school as you would your home! Respect it and be proud of it!

#### Bicycles/Scooters

Students may ride a bicycle or scooter to school, but must secure it in the designated area by the gymnasium. Students will obey all rules of the road for your own personal safety. Bikes and scooters must be walked to the end of school property before students may ride them. The school will not accept responsibility for damaged or stolen bikes or scooters. Motorized bikes or scooters and ATV's are not permitted on school property. The use of safety helmets are strongly encouraged.

#### Bullying, Harassment, and Intimidation

The Allegany County School System promotes a safe and orderly environment. Bullying, harassment, and intimidation are serious and will not be tolerated. *Bullying* is a pattern of behavior when a person repeatedly uses power in an intentional manner, including verbal, physical, or written conduct or intentional electronic communication against one or more students. *Cyberbullying* is the use of electronic communication to harm or harass others in a deliberate, repeated, and hostile manner. *Harassment* includes actual or perceived negative actions that offend, ridicule, or demean another individual with regard to race, national origin, marital status, sex, sexual orientation, gender identity, religion, ancestry, physical attributes, socioeconomic status, family status, physical or mental ability, or disability. *Intimidation* is subjecting an individual to intentional action that seriously threatens and induces a sense of fear and/or inferiority. No one is to be threatened or intimidated by anyone in our school. We want to maintain a safe and orderly environment. Report any harassment to a school official. Students are encouraged to tell an adult in the building.

Administration cannot help deter or stop bullying, harassment, and intimidation if they are not made aware. Reporting forms are available through administration and are available on the ACPS website.

#### Sexual Harassment

Everyone in this building has the unquestionable right to personal body safety. This means your body belongs to you, and no one else has the right to touch you or speak to you in a way that makes you uncomfortable. If you ever feel as if someone has violated your right to personal body safety with an inappropriate touch or comment, you should tell some authority in the school, such as a teacher, counselor, or administrator immediately. Never hesitate to make this report.

#### Displays of Affection

Inappropriate displays of affection between students are not to occur during the school day, at school activities, or on school property. This includes touching, kissing, hugging, holding hands, and other actions. Such behavior is not appropriate public behavior in school and may be subject to disciplinary action.

#### Book Bags/Tote Bags/Purses

Book bags and similar large bags are to be kept in student lockers during school hours. At the discretion of an administrator, a bag or purse may be no larger than 8.5 x 11 inches (the approximate size of the agenda book). Students carrying book bags, tote bags, or purses larger than the noted size will be directed to store the bag to their locker. Upon repeated offenses, the bag will be confiscated and require a parent or guardian to pick up the item at school.

#### Cell Phones and 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 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. 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.

#### Consequences Of Disciplinary Problems

It is impossible for teaching or learning to take place in a classroom unless good order is maintained. There are few levels of action the school can take toward pupils who misbehave or break the school, county, state, or federal laws and rules. They are:

- Warning: Verbally given by teacher or administrator
- Detention: lunch or after school
- Loss of Privilege: including extracurricular activities such as dances, clubs, assemblies, field trips, etc.
- In-School Intervention: Supervised isolation from peers to complete assignments.
- Academic Village: Supervised isolation from peers for an class or classes to complete assignments in a therapeutic setting
- Suspension: Which would require a parent/guardian conference in order to readmit the pupil to school. Suspension days vary from 1 to 10 days depending on the offense. Students who are suspended may not participate in any extracurricular activities. Administration may request alternative placements.
- Expulsion: Recommendation that the pupil be removed from and denied privileges of attending school.

Criminal Charges can be filed by our School Resource Officer when disciplinary infractions also violate federal and state laws (theft, vandalism, physical assaults, disorderly conduct, and disruption of school activities).

**\*\*The information in this guide is not all-inclusive. School Board or school policy may change throughout the school year, and every effort will be made to inform students of these changes.**

## **SECTION 4**

### **ACADEMIC POLICY AND PROGRAMS**

#### **The Library/Media Center**

The Westmar Media Center is the focal point of all academic disciplines. The center is equipped with electronic learning equipment, print resources, and maker space materials. Students and classes may use the library for special projects and research. Students may check out materials for specific lengths of time depending on the material. The Library/Media Technician will designate the return date. Borrowed materials must be returned by the due date or be renewed. Overdue materials will cause restriction of library usage. Additionally, students with overdue materials will be restricted from dances and other activities until the materials are returned. Students must pay for lost or damaged materials. All English Language Arts Classes have designated media time in the schedule. Maker Space materials, such as robotics, legos, blocks, etc., are available to encourage thinking and STEM, however, may not leave the media center.

#### **Computer/Electronic/Internet Terms And Conditions Of Use**

Allegany County promotes and embraces an acceptable use policy for electronic and internet access. Several computer labs, wireless laptop labs, a multimedia center, classroom computers and media center computers are part of the instructional program at Westmar Middle School. Students use computers for writing processing, skill enhancement, data analysis, research, etc. Allegany County Public Schools provides students with access from home and school to several comprehensive, reputable online databases. The Internet, offering vast, diverse and unique educational resources, is available on all computers. With access to computers and people all over the world comes the availability of material that may not be of educational value. Allegany County Public Schools has taken precautions to restrict access to inappropriate materials, but all such information cannot be weeded out. It must be clearly understood by all students that access to such material in any form is strictly forbidden. Any information that does not support classroom learning is to be avoided.

- Use only assigned log-on information, number, file, etc. is acceptable.
- Access only assigned computer resources.
- Use the computer only for school-related, academic activities.
- Print only with the teacher permission
- Never tamper with the desktop, printer, speakers, headphones, mouse or mousepad.
- Never touch the classroom computer without direct teacher permission.

*Internet/network use is a privilege. Students must abide by guidelines:*

- Students will access only materials in support of educational, school-related topics.
- Students will access only those Internet resources to which a staff member has guided them.
- Students will respect that all communications and information via the network are assumed to be private property. Tampering with others' files, copying others' work without acknowledgment, and transmitting copyrighted material are forbidden.
- For safety reasons, students will never reveal a last name, an address, picture, or phone number in Internet communications.
- Students will follow the same code of conduct as required by Allegany County Public Schools System Code of Conduct. They will be responsible for their behavior and will not use material that is threatening, obscene, libelous, etc.
- Students will never attempt to disrupt network performance, gain unauthorized access to the network or utilize the equipment for unauthorized purposes.

#### **School Counseling Department**

The school guidance program is a planned, systematic program of counseling, consulting, appraisal, information, and placement services for the students in Westmar Middle School. Services assist students in their personal and academic growths, to make appropriate educational and career decisions, and to learn how to interact productively. A student can see the counselor immediately upon receiving permission from the teacher to leave the classroom, though students are encouraged to make appointments with the counselor.

### Conferences

Conferences are a good opportunity for parents, teachers, and students to discuss student progress and any situations that need attention. Students are encouraged to handle any concerns with parents, teachers, and counselors before they become major problems. Many times a short communication can eliminate concerns. There are two regular scheduled conference days in the school calendar; however, email or call a teacher to arrange additional conferences. The guidance counselor can arrange team conferences and all conferences regarding academics, scheduling, testing, and other related topics.

### Specific Academic Policies

Homework has an important function in a student's learning process, and students should generally expect to receive homework assignments each day. Record assignments in this Westmar Middle School agenda (which must be brought to each class on a daily basis). Parents should review the agendas on a regular basis to keep abreast of their child's completion of assignments. Teachers may use a "stamp" to mark assignments inadequately prepared or not turned in. The agenda provides a direct line of communication between parents and teachers. Teachers use homework in evaluating student progress and achievement. Teacher teams discuss homework expectations with students at the beginning of the school year. The length of time that it takes to complete homework may vary depending on the student's individual pace. It is important that students remember that homework does not only mean written work; reading and reviewing material covered in class and looking ahead to new material are parts of homework that are often overlooked by students. Long-term assignments help students to learn the planning and pacing skills needed to complete these projects. Homework can count no more than 10% of a course grade. Homework/Tutoring help is available to all students during lunch.

Homework And Makeup Work During Absence - Students who are absent from school for valid reasons are entitled to the opportunity to make up classwork. It is the responsibility of the student to take the initiative in getting makeup work. Arrangements for getting assignments missed should be made on the day a student returns to school from an absence. Any student who is absent for at least three days in a row may obtain homework through the attendance secretary. Teachers will give the assignments within a twenty-four hour period, and parents/guardians are responsible for arranging for picking up the work. Students who are suspended or in intervention are required to complete all missed work. A request will be made by administration for the assignments; however, the student is responsible for the completion and turning in of the assignments.

### Homework

Following are suggestions for parents to help students with homework:

- Help set up a consistent, organized, and quiet place and time for homework to be done. Encourage students to complete their homework as soon as they arrive home from school while the information is still fresh.
- Help your child establish a consistent schedule for completing homework that reflects daily and weekly activities.
- The purpose of the homework is for your child to practice and use what they have learned. Encourage, motivate, and prompt your child to complete homework daily. If your child is consistently not able to do the homework there are many educational websites that offer tutorials such as Khanacademy.com and please contact the teacher.
- If your child is practicing a skill, ask them to tell you which steps are easy for them, which are difficult, or how they are going to improve. If your child is doing a project, ask them what knowledge they are applying in the project.

### Academic Dishonesty

Students should maintain only the highest level of ethical standards in regards to academic achievement. The principles of integrity, honesty and commitment to personal achievement must be adhered to at all times. In addition, academic dishonesty (including cheating, plagiarism, photocopying and or stealing another's work) will not be tolerated. Consequences of such behavior will be addressed as deemed necessary and appropriate by the classroom teacher or administration.

Academic Honors - Students can achieve recognition on the quarterly Honor Roll in the following areas: Principal's Honors (GPA 4.0), Honors (GPA 3.99-3.0). To achieve an academic honor is a great accomplishment, and you should be proud of your achievement. In addition to these awards, students can work toward individual subject honors as well as team awards.

### Report Cards

Report cards are issued four (4) times during the year to measure academic progress, citizenship, and attendance. All report cards are available on the ASPEN system and will not be mailed home unless requested by a parent/guardian. Grade, attendance, and discipline may be accessed on ASPEN at any time.



Character Education/Advisory – Allegany County Public Schools is committed to the development of responsible citizenship skills in all students. Character Education is one avenue in which personal and civic virtues are examined, modeled, taught, practiced, and self-reflected. Westmar has adopted a monthly character trait that is highlighted each month through school activities. These character traits define a common theme and focus for instructional activities. Each student is also assigned a teacher mentor through Advisory. Advisory focuses various issues related to middle school.

#### Physical Education/Health

All students are required to take physical education. Students are required to purchase a school gym uniform and will also be assigned a locker and lock. The uniform may not be altered in any way. Students are to provide their own undergarments, socks, and tennis shoes to wear with the uniform. Items should be brought to school in a small gym bag and stored in the locker. The physical education staff will explain further expectations at the beginning of the course. All valuables need to be locked up while you are in physical education class. Physical Education is a state requirement. Health Education will occur during this time period for students as well.

#### Creative Arts

All students are required to take a creative arts course every nine weeks. Creative Arts are rotating courses such as art, music, technology education, consumer economics and foreign language. Creative Arts courses operate on a A day/B day schedule

#### Student Service-Learning

All students in the ACPs system must complete service-learning hours. Service learning is in-context learning that connects specific educational goals with meaningful community service. Service-learning projects include a dual focus: the goals of academic learning and the goals of authentic volunteer projects. Service learning has been infused into the 6th, 7th, 8th and 9th grade subject areas. Students will have the opportunity to receive hours in Creative Arts, English, Math, Physical Education/Health, Science and/or Social Studies. The 75 hours of service learning required for high school graduation will be counted when students successfully complete 9th grade. High school students are given a full credit on their high school transcript for service-learning hours if they exceed 132 hours above the required 75 hours and are provided recognition at graduation for their service-learning achievements.

## Positive Behavior Intervention Support (PBIS)

#### What is PBIS?

PBIS stands for Positive Behavior Interventions and Supports. It is a recognized program throughout the country that provides schools with a consistent set of school wide expectations. It is designed to support all students at three different tiers of behavior needs. For more information, please visit <http://pbis.org>.

#### WHAT are Westmar's PBIS expectations?

Westmar Middle students are demonstrate the traits of Respect, Organization, Achievement, and Responsibility or ROAR.

#### What does ROAR look like at Westmar?

Students who consistently demonstrate ROAR will earn Paws Stamps by exhibiting positive behaviors. Teachers will issue Paw Stamps to any student who is demonstrating above and beyond characteristics of positive behaviors. PAW stamps are tracked on cards that are to be kept in the plastic sleeve in the back of this Agenda Book to keep PAW cards. Stamps are redeemed at the school "ROAR" store to purchase various items or play games. The "ROAR" store is open every other Friday and on special occasions. There are also several drawings and events that PAW Stamps may be used for throughout the school year.

#### How does Westmar celebrate ROARing Students?

Students can earn the privilege of attending the Wildcat Celebration each quarter if they have all passing grades, are "referral free" and have no more than 4 unexcused absences during the quarter. Students also earn PAW stamps weekly for having perfect attendance.

### DAILY SCHEDULE

7:40 - 7:50 Breakfast/Homeroom  
7:50 Announcements

7:55 - 8:35 Co-Curricular

8:38 - 9:43 Block 1

9:46 - 10:51 Block 2

### LOCKER TIME

10:54 - 12:34 Block 3

10:54 - 11:26 Lunch 6<sup>th</sup> grade

11:28 - 12:00 Lunch 7<sup>th</sup> grade

12:02 - 12:34 Lunch 8<sup>th</sup> grade

12:37 - 1:42 Block 4

1:45 - 2:50 Block 5

2:50 Announcements 3:05 Teacher Dismissal

### 3 HOUR EARLY DISMISSAL

7:40 - 7:50 Homeroom  
7:50 Announcements

7:53 - 8:20 Co-curricular

8:23 - 8:53 Block 1

8:56 - 9:26 Block 2

### LOCKER TIME

9:29 - 9:59 Block 4

10:02 - 10:32 Block 5

10:35 - 11:50 Block 3

10:35-11:08 6<sup>th</sup> & 7<sup>th</sup> grade lunch

11:10-11:43 7<sup>th</sup> & 8<sup>th</sup> grade lunch

11:50 Announcements 12:05/3:05 Teacher Dismissal

### 3 HOUR DELAY SCHEDULE

10:40 - 10:50 Homeroom  
10:50 Announcements

10:53 - 11:14 Co-Curricular

11:17 - 12:38 Block 3

11:20 - 11:55 Lunch 6<sup>th</sup> & 7<sup>th</sup>

12:00 - 12:35 Lunch 7<sup>th</sup> & 8<sup>th</sup>

12:41 - 1:11 Block 1

### LOCKER TIME

1:14 - 1:44 Block 2

1:47 - 2:17 Block 4

2:20 - 2:50 Block 5

2:50 Announcements 3:05 Teacher Dismissal

### 2 HOUR DELAY SCHEDULE

9:40 - 9:50 Homeroom  
9:50 Announcements

9:53 - 10:28 Co-curricular

10:31 - 11:13 Block 1

11:16 - 12:35 Block 3

11:19 - 11:54 Lunch 6<sup>th</sup> & 7<sup>th</sup> grade

11:57- 12:32 Lunch 7<sup>th</sup> & 8<sup>th</sup> grade

### LOCKER TIME

12:38 - 1:20 Block 2

1:23 - 2:05 Block 4

2:08 - 2:50 Block 5

2:50 Announcements 3:05 Teacher Dismissal





# Westmar Middle School ROAR Expectations

## Respect

- ✓ Dress in a way that demonstrates respect
- ✓ Treat others as you would want to be treated
- ✓ Use language that respects all who hear it and/or read it
- ✓ Set a positive example for others
- ✓ Keep your hands/feet/objects to yourself
- ✓ Respect others personal space and personal beliefs

## Organization

- ✓ Record assignments daily in Agenda Book
- ✓ Complete and turn in all assignments on time.
- ✓ Use time in class or at home efficiently
- ✓ Keep an organized agenda book, locker, binder, folders, and homework area
- ✓ Keep all areas of the building clean and tidy

## Achievement

- ✓ Report to class and school ready to learn
- ✓ Be actively aware of your grades and check them weekly
- ✓ Work to your potential each class period
- ✓ Be actively engaged in your education
- ✓ Utilize your agenda book to maintain assignments

## Responsibility

- ✓ Know and abide by Westmar Middle Schools policies and regulations
- ✓ Keep all electronic devices and valuables stored in your locker
- ✓ Be accountable for your actions
- ✓ Be proactive, not reactive
- ✓ Seek adult help when needed
- ✓ Be on time to school and to class
- ✓ Come prepared to school and class with appropriate materials ie: pencils, binder, work, books, instruments, lunch, notes, etc.

