

Woodland Middle School

Student Handbook Insert

2017-2018

Woodland Middle School has included this insert to give more specific guidance on our expectations, rules, and procedures. This insert directly correlates with the items in the Henry County Handbook. It is our expectation that students abide by the Henry County Handbook and Woodland Middle School's insert.

Bullying

At Woodland Middle School, our mission is to create a learning community in which each student experiences success. Key to this success is ensuring a safe and orderly school climate that educates students on issues of bullying in all its forms. WMS currently implements elements of the Olweus Bullying Prevention Program in order to address bullying as it occurs. Under these guidelines, bullying is defined as intentional, negative actions on the part of one or more students that are intended to hurt or harm one or more students. Moreover, such actions may be physical or emotional/psychological in nature. Additionally, bullying includes any of the above behaviors achieved through electronic means (e.g. cyber bullying defined as enlisting Social Media such as Facebook, Twitter, e-mail/texting/sexting or any Internet-based media). Students who engage in bullying behavior will be subject to the disciplinary measures outlined in the Henry County Schools' Student & Teacher Handbook.

Procedures for reporting a bullying incident:

- Student is required to make the incident known to the teacher via a Bullying Incident Report Form or via the Bullying Incident Report Form on the counseling department link on the school's website
- Once the report is completed, either the teacher or student should submit the report to their respective guidance counselor for further investigation
- Upon further investigation, counselors will document the claim and refer to administration for subsequent follow-up, if needed.

Dress Code

1. Extreme hair styles are prohibited. "Extreme" includes hair colors that are not defined as "natural" colors. Natural colors include shades of black, brown, blonde, and red.
2. Bandanas or bandanas print scarfs are prohibited.
3. **All pants and skirts must be worn at the waistline – no sagging pants allowed.**
4. **Jeans/pants/shorts that have holes, cuts, frays, rips or tears are prohibited.**
5. If students wear leggings, jeggings (jean style leggings), or tights, the shirt or dress worn over them **MUST** be finger-tip length of the longest finger. Pants of any type that are too tight fitting are prohibited by the HCSS Student Code of Conduct.
6. Shorts, skirts, dresses, and culottes must be reasonable in length. At WMS, "reasonable in length" means below the student's finger tips when the arms are stretched on the side.
7. Bedroom shoes (slippers) are prohibited at all times.
8. Jewelry and belts displaying bullets and/or spikes are prohibited.
9. Nose, lip, or brow piercing is prohibited.
10. Repeat dress code violations will be treated as insubordination and will be subject to appropriate disciplinary measures outlined in the Henry County Schools Student & Parent Handbook.

Offenses and Punishments

At WMS, there are several interventions and strategies in place to assist students who misbehave. We have school-wide citations, called **BITES (Behavioral Interventions To Ensure Success)** that will be given for minor infractions within a team. Upon your child's **second** citation, regardless of the infraction, the parent will be contacted. The second citation will serve as the teacher/team's final intervention strategy. The next infraction (#3) within a 9-week period will result in an Office Referral. Please note that some infractions will result in an immediate Office Referral with no prior citations required.

Citation Consequences:

1st Offense – Warning. Student/Teacher Conference (Documented)

2nd Offense – Silent Lunch or On-Team timeout, and mandatory parent contact (phone, email, or conference documented)

3rd Offense – Office Referral

Student Rewards

We expect all students to meet the set expectations for behavior at WMS. Students who do not accumulate B.I.T.E.S. or behavior referrals during each grading period will be rewarded during the year for meeting the defined behavior expectations for Woodland Middle School. Students will participate in various activities throughout the year as a reward.

Procedures/Rules

1. At WMS, all students are expected to walk in a straight line to and from classes. "2 on 3" simply means two feet on the third block.
2. Agendas are required. Agendas are used for communication purposes, as well as hall passes. Students found in the halls without an agenda/pass, will receive redirection/and a consequence.
3. Water or juice bottles are prohibited in classrooms; unless prior approval by the Principal or his designee has been given.
4. Book bags –Book bags will be placed in the lockers during homeroom, and will remain there until the end of the day. Students may not carry any sort of alternate book bag (string totes, etc.) throughout the day. Additionally, rolling book bags are prohibited at WMS unless there is a specific medical reason (doctor's note).
5. Car riders need to be picked up by 4:15pm each day. The car rider line will be heavy due to the fact that we have many HB251 students. If a student is not picked up by 4:30pm, a BITE will be issued to the student as documentation, and disciplinary action may be implemented according to the steps in the Henry County Student Handbook.

Connections Course Offerings

In addition to our rigorous core academic curriculum, we offer exciting exploratory courses that are designed to expose students to a variety of co-curricular content such as fine and visual arts, family and consumer sciences, health, physical education and foreign language. With the exception of band, chorus, orchestra and Advanced Spanish, these courses are not elective and will be randomly assigned to students each semester (18 weeks). There is no standardized connections course sequence. The state offers connections clusters within which a wide range of specific connections courses may be offered depending upon the availability of properly qualified instructional personnel, personnel allocations and site-based program needs. The Principal, in consultation with appropriate district personnel, will make the final decision on connections course offerings.

Homework Policy

At Woodland Middle School, homework is regarded as an important assessment tool for teachers and students. Homework, if the teacher assigns it for a grade, will not be decisive in determining a student's final grade for a grading period; however, homework will consistently provide the teacher and student with important information on how the student is progressing with his/her learning. As the assignment of homework is a function of instructional planning, the Principal defers to the teacher as to how she/he structures and assigns homework. There will be some key guidelines for assignment and assessment of homework.

- Homework, whether graded or not, will be checked for accuracy not mere completion
- Homework will be used for formative assessment
- Teachers will clarify, reteach and/or emphasize appropriate content based upon any gaps in students' learning that homework reveals

Grading System: /Infinite Campus Weights

Categories	Weight
Practice Work (i.e., homework, classwork, formative assessments, diagnostic assessments, written reflections)	20%
Assessments Tasks (i.e., constructed response assessments, selected response assessments, reflective assessments, summative unit assessments, culminating performance tasks, projects)	65%
Semester Summative Assessment Task (i.e., assessment over multiple units)	15%

Woodland Middle School Grading Norms/Recovery

Students have the following opportunities for grade recovery during each 4½-week period. Students will not be able to make-up or re-do assignments beyond the 4½-week period. Grade recovery opportunities are will be determined with the teacher before/after school, during working lunch or during designated times at teacher discretion.

Practice Work (Homework/Classwork and Written Reflections)

- Teacher feedback on assigned practice work is not required after the original due date, but self-reflection on practice is encouraged.
- Teachers will provide feedback on formative practice work within a timely manner.
- Students who fail to turn in practice work as assigned must make-up the work by the end of the 4½-week period. Late work will receive a maximum score of 70%.

Assessment Tasks (Constructed Response Assessments, Selective Response Assessment, and Reflective Assessments)

- Students can make corrections to common quizzes/retakes and receive half credit for corrections. The format in which quiz corrections are competed will be at the teacher/content discretion.
- Quiz corrections and/or retakes should be complete and submitted within the 4½-week period.

Summative Assessments (Common Unit Assessment, Culminating Performance Task, and Projects)

- Students must participate in remediation activities, defined by the teacher, (i.e. tutoring sessions, extended practice, online activity, etc.) prior to retaking the assessment.
- One retake allowed per summative assessment.
- The higher grade recorded in Infinite Campus.

Empower HCSS/ BYOT Guidelines for Students

Morning (Before 8:45am in the Gym/Commons)

- Cell Phones and other electronic devices are not permitted for morning use. Upon entering the building each day, all electronic devices and headphones must not be visible. All electronic devices must be placed in a book bag, purse, etc.
- Students are able to use their HCSS issued laptop during morning supervision. Students are only allowed to access the HCSS/BYOT network using their laptops.
- All electronic devices, excluding the HCSS issued laptop, must be placed in the locker during the morning locker break and remain until the end of the day.

During Class

- Students are only permitted to be in possession of the HCSS issued laptops during class time, at teacher discretion.
- Cell phones, I-Pads, and all other electronic devices are not permitted during class. All electronic devices, other than HCSS issued laptop, must be placed in the locker during the morning locker break and remain until the end of the day.

During Dismissal

Students are not allowed to use devices at dismissal. Students must be able to hear afternoon announcements, bus changes etc., to assist in a smooth daily transition home.

Before/After School Guidance

Students are not allowed in the building prior to 7:30am. Students must be picked-up in the afternoon no later than 4:20pm.

Co-Curricular/ Extra-curricular Event Attendance

If students are staying after school to attend an extra-curricular activity (athletic event, concert, etc.) students must:

- Follow the rules of the HCSS Student Code of Conduct
- Stay in the assigned area of the event to ensure proper student supervision
- May not leave the campus of the school unless in the care of a parent or guardian
- Must be pick-up within 15 minutes of the end of the event. Most athletic events end no later than 7:15pm.

Students who do not follow the above stated guidelines may not be able to attend other after school events and/or be subjected to discipline consequences per the HCSS Student Code of Conduct.

End of the Year Awards Criteria

- **Perfect Attendance**- Present in school daily from the first day of school until May 11, 2018

- **A/B Honor Roll Students** --An 85.0 or above Grade Point Average at the Term 4 Progress Report.
- **A Honor Roll Students** --A 90.0 or above Grade Point Average at the Term 4 Progress Report.
- **Principal's List** – A 95.0 or above Grade Point Average at the Term 4 Progress Report.
- **Pack Leader Award** –The Highest Overall Grade Point Average at each grade level.
- **8th Grade ONLY** - Middle School Attendance Award – Students who have been present in school every day from 6th -8th grade in the Henry County School System.