

**J.T. Henley
Middle School**

2020 - 2021

**Student and
Family
Handbook**

Table of Contents:

Henley's Virtual Expectations in a Virtual Environment

Guardian Support in Henley's Virtual Environment

Henley's Student Behavior Philosophy

Henley's Response to Student Behavior

ABCs of Henley (Virtual and In Person)

Henley Student Expectations in a Virtual Learning Environment

(ACPS Stage 2-3)

- Students must adhere to all Standards of Conduct as published in the school handbook (Dress Code, Behavior, Technology usage, Digital Citizenship, etc.).
- Students are responsible for the content posted through their login and account activity. Sharing or using usernames and passwords with others or using other's usernames and passwords is strictly prohibited.
- Students are expected to check Schoology and email daily. Office hours will be available on Fridays and by appointment.
- Students must maintain a log of usernames and passwords for all virtual learning platforms.
- Students will attend both synchronous virtual lessons with teachers and participate in asynchronous lessons daily. Attendance will be taken.
- Students are expected to be active participants in virtual activities as directed by the teacher.
- Advocate for personal needs and additional support when needed. Students are expected to meet the teacher policy regarding assignment submission, late work, and incomplete work.
- Report any technical issues to the Tech Service Desk at 434-975-9444 or x15004 as soon as an issue arises. The Service Desk is open **7:00 AM-7:00 PM Monday-Friday**.
- Students will maintain best practices for virtual learning sessions.

Guardian Support

In order for a student to be a successful virtual learner, a true partnership must be established between the guardian, student, and the teacher. It is imperative that all contact information be kept current in Power School. Teachers will be communicating regularly with guardians in addition to communicating with students.

Guardian support may be needed in the following ways:

- Guardians, if possible, might consider setting up a dedicated learning space in the home - free from distractions and interruption (pets, siblings, television, etc...). This may include a quiet space, no movement behind the student, and appropriate background.
- Guardians may need to assist (according to grade level) a daily work schedule for the student in accordance with the synchronous and asynchronous
- Guardians may need to monitor student work and ensure that assignments are submitted according to directions by the teacher. This includes due dates and format.
- Guardians are expected to assist their child in following all ACPS policies and procedures are followed. Students must understand they must be properly dressed and cannot issue inappropriate or threatening

language.

- Guardians are expected to read, review, and follow the ACPS Responsible Use of Technology Policy.
- Guardian support of academic integrity by allowing students to work independently will be essential as students develop the skills needed to thrive in a virtual environment.
- **Communication is a key component to virtual learning.**
- Guardians will need to provide schools and teachers with the most current contact information (phone numbers, emergency contact, and address).
- Guardians should maintain open lines of communication (phone and email) with teachers and communicate any concerns or questions to the teacher. Teachers will return communication within 1 business day.
- Guardians should plan to attend one virtual parent-teacher conference in the first quarter.
- Guardians are expected to ensure that the student is communicating appropriately with teachers and classmates (email, chat feature, etc...).
- Guardian support of academic integrity by allowing students to work independently will be essential as students develop the skills needed to thrive in a virtual environment.

Glossary of Terms

Power School is the student information system used by ACPS. The Parent Portal is the online access point for important student information.

This secure site provides an easy way to view student academic information including:

- Grades
- Attendance
- Progress reports/report cards
- State testing scores

Definitions

Asynchronous Instruction is instruction provided by a certified educator to students who participate in instruction at a separate time from when the teacher delivered the instruction. This may include but not be limited to methods such as printed work materials, teacher assigned individual or group projects, audio- or video-recorded lessons, or online course modules, or other appropriate methods as determined by the district.

Schoology is the learning management system platform used in ACPS that allows schools to deliver a virtual learning environment that meets the needs of the student and the school. Student assignments can be found in and submitted through this platform as well as course syllabus, dates for important assignments and links to classroom information.

ZOOM is the secure on-line platform that will be used for teachers to video conference with students to deliver synchronous instruction. In addition, it may be used for parent and teacher interactions and conferencing.

Synchronous Instruction is instruction provided by a teacher to a student or students at the same time but not necessarily in the same place who engage in instruction while it occurs. This may include but not be limited to in-person instruction or telephonic, Internet-based, or other appropriate methods of communication as determined by the district and may include full-class or small-group instruction or one-on-one instruction between student and teacher.

HENLEY'S STUDENT BEHAVIOR PHILOSOPHY

It is important for everyone to be a part of making Henley Middle School a safe and comfortable community for learning. Learning can best occur where there is a sense of orderliness. We expect students to conduct themselves in an appropriate manner throughout the school day.

Our school-wide expectations or social contract are intended to promote:

1. A safe, healthy, positive, nurturing school climate for optimum student learning
2. Respect for the staff, students, faculty, and administration
3. Student self-respect and respect for peers
4. Respect for school and personal property
5. Student acceptance of responsibility for actions
6. Cooperation among students, parents, and staff.

Henley Discipline Referral System

The Henley Response to Student Behavior can be viewed as a tiered system, much like a staircase that includes a variety of interventions that gradually become more restrictive to match behaviors. It will help to understand this approach by referring to the "Henley Response to Student Behavior" on the next page. The response to these behaviors runs a range from interventions to long form major infractions as outlined below.

Empowering and Encouraging Language: This positive and inclusive language is something all Henley staff have committed to. This everyday intervention is how we talk with and address students. This language consists of reinforcing language, reminding language, redirecting language, and reflecting language.

TAB: TAB stands for "Take A Break." During class, a student or teacher may get to a point where he or she needs to take a break from their peers and reflect on what is happening and how to best be a member of the classroom community. At such a time, a student may self-select or be directed to "take a break" in the TAB chair. In the virtual environment, this may look like a student being asked to or being muted by the teacher.

TAB OUT: TAB out is similar to TAB but it is a break in another teacher's classroom. This classroom-to-classroom arrangement is designed and modeled for all students to access it successfully as the student is using another classroom space. TAB out is utilized when TAB is not working to help address a need. In the virtual environment, a student will be placed outside of the virtual classroom where they will be asked to complete a tab out form. After 3 -5 minutes, the student will rejoin the class through teacher conversation and admittance.

Problem-Solving Conference: A problem solving conference is a conversation with a student or multiple students and an adult to address either an ongoing or strong need that TAB or TAB out may not be able to solve. These will occur when deemed necessary by staff and at the best time in the schedule to help a student or students with needs. The goal of this conference is to help a student or students resolve issues so academic success can be achieved and unencumbered. In the virtual environment, a teacher will remove the student from the class and ask an administrator to hold a problem-solving conference. The administrator will email the student a new Zoom link to hold the conference.

Refocus (for in person, in school): A student may be asked to go or select to go to the Refocus room when the

prior strategies are not helping. A student may spend a variable amount of time in the Refocus room. While there the student will work through an issue with an adult, prepare for restoration, and either return to class or spend time completing work for the remainder of class in the room. If a student is sent to the Refocus room, a staff member will get in touch with his or her parents and depending on the infraction may get the administration involved and/or request a parent conference to address the issue.

LONG FORMS for MAJOR INFRACTIONS: Consequences for an office referral that results from a **major infraction (Disruptive, Defiant/Dangerous Behaviors)** may range from conferencing to out-of-school suspension and/or referral to the Superintendent depending on the seriousness of the incident. A long form does not mean the student will get in trouble, but that an administrator will investigate the situation. The administration will deal with each situation on a case-by-case basis. Parent contact is extremely important in seeking a solution to the problem. Teacher and school counselor involvement will be utilized when appropriate.

HENLEY'S RESPONSE TO STUDENT BEHAVIOR

	Level 1 Productive Student	Level 2 Productive Classroom	Level 3 Orderly Environment	Level 4 Safe Environment
D E S C R I P T I O N	The student's behavior inhibits his or her own progress or work in the classroom (or in a public setting). The student is not behaving respectfully, but isn't necessarily disturbing others. (ex - talking, tardy, being unprepared, off-task, out of seat, misuse of technology)	The student's behavior disturbs or disrupts the progress/work of others in the classroom (or in a public setting). The student's behavior disturbs others in close proximity and/or at a low level. (ex - disruptive behavior, keeping hand to self)	The student's behavior disrupts or contributes to the breakdown of the learning environment in the classroom or the civil and respectful nature of a public setting. (ex - verbal or physical confrontation, blatant defiance and/or disrespect of teacher)	The student's behavior is undisciplined, unruly, disorderly, and/or explosive or contributes to and/or creates a dangerous or unsafe classroom or public setting for the student, the office and/or others.
R E S P O N S E	<p>In most cases, the teacher can handle Level 1 transgressions with appropriate classroom redirection. Student behavior is guided and reshaped within the context of the classroom.</p> <p>Teachers may keep personal notes or a log to better communicate with families.</p> <p>Empowering Language Redirection</p> <p>Pathways to Self-Control</p>	<p>If appropriate classroom interventions are unsuccessful, a TAB or TAB Out and Back sheet should be given to the student for reflection.</p> <p>This behavior will be documented by the classroom teacher. If the behavior continues after TAB Out and Back, the teacher should use Level 3 interventions..</p> <p>Take a Break (TAB)-use script</p>	<p>Virtual Environment: Student will be removed from the Zoom class. Teacher will contact an administrator who will send an email to the student asking them to join a Zoom meeting. Student will need to accept this meeting invite and talk with the administrator.</p> <p>The behavior will be documented in a log entry (Power School)</p> <p>Repair and Return</p> <p>Parent Notification</p> <p>In Person: A ReFocus sheet should be issued; depending upon the</p>	<p>Virtual Environment: Student will be removed from the Zoom class. Teacher will contact an administrator who will send an email to the student asking them to join a Zoom meeting. Student will need to accept this meeting invite and talk with the administrator.</p> <p>The behavior will be documented in a log entry (Power School).</p> <p>Loss of privilege</p> <p>Repair and Return</p> <p>Parent Notification</p> <p>In Person: The student should be sent - and</p>

		TAB Out and Back-use script Problem Solving Conference	situation, the student can be sent to the ReFocus room (to wait for an available administrator*) or the office (if/when deemed more serious). TAB Out and Back Repair and Return	in most cases escorted - to the office. The behavior should be documented on a Student Behavior Form (google form). BACK UP-Admin orally goes through reflection/"Fix It" form with student; loss of privilege Repair and Return
I N T E R V E N T I O N	The range of interventions on the part of the teacher can include (and is not limited to): Options: Redirection Empowering Language Regrouping/Moving the student's seat Take a Break (TAB) Reflective mini-conference (aside or outside of classroom)	The range of Interventions can include but is not limited to the following: Options: Problem Solving Conference Loss of Privilege Parent Contact Parent Conference	The range of Interventions can include but is not limited to the following: Options: Lunch Detention (by grade level) Variable time in ReFocus room Parent Contact Success Conference with parent and administrator	The range of Interventions can include but is not limited to the following: Options: Extended ReFocus After School Detention ISS Behavior Contract Saturday School Loss of Activity (Dance, activities, etc.) Overnight Suspension OSS Disciplinary Hearing
R E T U R N	N/A	The return is very important. Conducted by the teacher w/student. May be facilitated by the counselor or an administrator	Teacher contacts parents; depending on the situation, a class re-entry meeting will be conducted by the teacher, counselor and/or an administrator with student and/or parent involvement. Repair Relationship	Parent contacted by teacher and admin. Re-entry meeting is required, conducted by an administrator (or designee) or counselor w/parent involvement.

Absences

In Person & Virtual

Parents/guardians need to call 434-823-4393 (preferred), send in a note, or email jwilkes@k12albemarle.org when their child is absent from school.

The following information is necessary for our attendance records:

- date of absence
- reason of absence
- parent/guardian signature

Requests for homework can be made through the counseling office when a student has missed three or more consecutive days of school.

Repeated absences will be addressed on an individual basis.

Alcohol, Tobacco, Drugs, and Weapons

In Person & Virtual

Students who violate these guidelines are subject to severe disciplinary action. (See School Board Policy)

- Use, possession, or being under the influence of alcohol, tobacco, E-cigarettes, and/or drugs (including look-alikes) is strictly prohibited within the building, on school property, or while attending any school function.
- Weapons (including look-alikes), knowledge of weapons, possession, and/or use of weapons is strictly prohibited within the building, on school property, or while attending any school function.

Cafeteria

In Person

School lunches are prepared daily and consist of a variety of items:

- Students are expected to remove trays and trash from their tables.
- Students are expected to follow the rules of the cafeteria
- It is against county policy to have food delivered to the premises.

Cell Phones and Electronic Devices

In Person

ACPS Middle School students will not be permitted to use cell phones during the school day between the hours of 9:00 am - 4:05 pm.

Prior to the tardy bell to start the day, all cell phones, iPods, and other personal electronic devices (excluding personal laptops approved in place of a school laptop) should be turned off and placed in student lockers.

If a member of the family needs to contact students, they should call the main office number at (434) 823-4393 or email the student.

Clinic/Medication

In Person

Students may obtain a pass from their teacher to go to the clinic. The health clinician will determine students' needs.

- Parents/guardians need to bring any medication to the clinic directly.
- These students must have a school medication form signed by their physician and parent/guardian on file in the health clinician's office prior to taking the medication.

Counseling Office

In Person & Virtual

Henley provides a counseling program that assists early adolescents in making self-directed, rational, and responsible decisions that affect their lives.

- In order to meet the needs of the emerging adolescent, a variety of techniques are used including classroom guidance, individual and small group counseling, and consultation with appropriate personnel.
- The school counselors are important contacts for students, parents/ guardians, and staff and are vital to having a positive middle school experience.
- Information regarding enrollment, withdrawal, and transfer procedures may be obtained from the counseling department.
- If a student would like to see a counselor, he/she should sign up for an appointment between classes.
- Teachers may write a pass for a student who needs to see a counselor immediately.

Dances In Person

Dances are held throughout the school year for Henley students

- Students who are absent from school, assigned In-School or Out-of-School suspension on the day of the dance will not be eligible to attend.
- Students are expected to be picked up promptly by a parent/guardian at conclusion of the dance and will not be permitted to walk home unless prior notice has been provided by parent/guardian and approved by an administrator.
- No student may leave a dance early unless accompanied by a parent/guardian.

Dress Code

In Person & Virtual

Students who do not follow the dress code will be asked to change into their P.E. uniform or will stay in Refocus until a parent/guardian can bring appropriate clothing.

- Clothing that demonstrates modesty is appropriate for school. Images the cause disruption will be dealt with and at the judgment of the administration.
- Athletic clothing and shoes are expected for PE.
- Hats are permitted in common areas of the school
- Hats in classrooms are at the teacher's discretion.

- Clothing or buttons with words, pictures, or innuendos imprinted that suggest vulgarity, racial slurs, obscenity, and gang symbols or gun/alcohol/drug/ tobacco use are not permitted.

Early Dismissals/Late Arrivals

In Person

Students will need to be signed in and out of school in the main office by a parent or guardian.

Fire Drills, Tornado Drills, and Lockdowns

In Person

At regular intervals, drills are required by law and are an important safety precaution.

- Exits for fire drills, tornado drills will be posted in each room, and verbal directions of how students should respond to the fire drill will be given during the first week of school.
- Students are to follow adult directions and move silently and quickly.
- Tampering with an alarm box or reporting a false alarm is a felony.
- We will communicate procedures for tornado drills and lockdowns as those situations occur.

Grading Procedures

In Person & Virtual

Henley Grading Scale:

90-100A, 80-89B, 70-79C, 60-69D, 50-59F

Report cards are available through Parent Portal or they will be mailed to parents who request a copy through the counseling office.

- Teachers will communicate general classroom grading procedures to students and parents.
- Parents are urged to contact teachers or counselors to request progress reports as needed.

Homework In Person

Homework may be assigned at the discretion of the teachers and shall be in accordance with the needs of the class and the ACPS Homework Policy.

- Homework will be a review and/or enrichment of the material taught in class.
- If a pattern of missed homework or classwork emerges, students may be pulled during STING, students may be assigned to academic

probation during lunch, complete work before or after school, or on Saturdays.

Library/Media Center

- The library is open to students each school day.
- Books in the library circulate for three weeks and may be renewed.
- Reference books and newspapers are available online. Back issues of magazines are available for checkout.
- Checkout privileges are dependent upon returning library materials on time. Students with overdue materials still have access to a limited number of resources.
- It is expected that students will pay or replace lost or damaged books. See librarian to make arrangements for taking care of this responsibility.

Lockers

In Person and Dependent on ACPs Guidelines

Lockers are intended for the storage of an individual's books and clothing.

- If a student has difficulty with a locker, he/she should report the problem to the counseling office.
- Students may not share lockers with another student.
- Each student is responsible for the care of his/her locker.
- Locker combinations should be kept private.
- The locker remains the property of Henley Middle School and may be opened and inspected by school officials at any time.

Lost And Found

In Person

The lost and found is located outside the cafeteria.

- We will donate unclaimed items to charity periodically

S.C.A.

In Person & Virtual

The Student Council Association is an organization that sponsors a variety of activities throughout the year. All students are a part of the SCA and will grade levels have representatives.

School Hours

In Person & Virtual

School hours - 9:30 a.m. - 4:30 p.m.

School-Wide Expectations

In Person & Virtual

We will be reviewing during Advisory and first weeks of school.

School Bus

In Person

Riding the bus is a privilege.

- Students are expected to follow all school rules while on the bus.
- Failure to do this will result in the loss of the privilege to ride the bus.
- Permission to ride a bus other than the one that you are assigned must be submitted via parent or guardian written note to an administrator during lunch in the cafeteria.
- If an alternate bus stop is needed during the school year, an *Alternate Bus Stop Request Form* may be obtained from Ms. Fisher.

Tardies (per 9-weeks)

In Person

School-wide tardy policy will begin the Wednesday after Labor Day. Prior to it beginning, teachers and staff will work with students to solve any problems of getting to class on time through problem solving conferences. This tardy policy is per class not per schedule.

- 1st – Warning and problem solving conference
- 2nd – Lunch detention

A chronic pattern of lunch detentions for tardies will be reviewed and given appropriate consequences as deemed by the administrator.

Technology

In Person & Virtual

As stated in the Albemarle County Public Schools' Acceptable Use of Technology Policy, each student is responsible for using the school's computer technology and Internet access in an ethical, responsible, and legal manner for school-related use only.

- Violation of the acceptable use of technology policy will result in disciplinary action up to and including suspension or expulsion.
- Lost or Damaged chargers must be replaced at a

cost to the student/parent. New chargers must be ordered from the school library.

Telephone Use

In Person

Students are allowed to use the office phone before and after school or during lunch.

- Students must have a pass from a teacher or an administrator to use the phone at any other time.

Ten-Minute Rule

In Person

Students will not be dismissed during the last 10 minutes of class.

Refocus Referrals

In Person

- 1st – Refocus coordinator calls parent / guardian
- 2nd - Refocus coordinator and teacher calls parent / guardian
- 3rd - Refocus coordinator and an administrator calls parent / guardian. This will result in an after/before school detention or lunch detention.