



Westlake
Middle School
Code of Conduct &
Handbook

Principal
Mr. Mungioli

Assistant Principal
Ms. Parrottino

Guidance Team
Ms. Greco, Mr. Keogh

Nurse
Ms. McCarrick, R.N.

School Psychologist
Ms. Sullivan

Social Worker
Ms. Iodice

Office Phone Numbers

Main Office	914-769-8540
Fax	914-769-8550
Nurse/Health Office	914-769-8540, ext. 2700
Guidance	914-769-8540
School Psychologist	914-769-8540, ext. 2640
School Social Worker	914-769-8540, ext. 1645

Westlake Middle School Website: wms.mtplcsd.org

Name: _____

Grade: _____

Homeroom: _____

Locker Number: _____

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WESTLAKE MIDDLE SCHOOL
MT. PLEASANT CENTRAL SCHOOL DISTRICT

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September 2022

Dear Westlake Middle School Parent (Guardian):

Following is a copy of the Westlake Middle School Student Handbook and Code of Conduct. The Handbook and Code of Conduct are based on three fundamental concepts- *be safe, be respectful, and be responsible*. These three principles foster an environment that is conducive to learning, teaching, and personal growth.

Please read the Handbook and Code of Conduct and review and discuss it with your child. After reading, both you and your child should sign and return this letter to your child's homeroom teacher by September 10th. Your signature conveys a strong message to your child that at Westlake Middle School, we are all partners in the school community and that you understand the standards outlined in the Handbook and Code of Conduct.

Sincerely,

Mr. Anthony Mungioli
Principal

Ms. Christine Parrottino
Assistant Principal

[CODE OF CONDUCT & HANDBOOK SIGNED AGREEMENT](#)

We have read the Handbook and Code of Conduct and agree to abide by the rules included within. Please sign by September 11, 2020. *The signed agreement will remain in the planner.*

Student's Name (Print)

Parents' (Guardians') Names (Print)

Student's Signature

Parents' (Guardians') Signatures

Date _____

Parents' (Guardians') Signatures

CODE OF CONDUCT

PHILOSOPHY

The staff, students, and community of Westlake Middle School are committed to academic excellence through a program that recognizes the uniqueness of the changing adolescent and fosters the development of self-esteem, caring, and respect in all our students within the local and global community. We seek to develop each student's full potential through a challenging, authentic curriculum and a commitment to intellectual development through inquiry. We will provide a foundation for lifelong learning by fostering creativity and developing critical thinking. Our students will be prepared to become ethical and responsible members of society.

MISSION STATEMENT

At Westlake Middle School, we are committed to engage and develop independent, inquisitive, tenacious, and open-minded students who think critically, perform innovatively, and act ethically in our local and global community.

To achieve this goal, students need a safe, orderly, and inviting school environment in which teachers can teach and students can learn. The Westlake Middle School Code of Conduct ensures such an environment by fostering a climate of mutual respect, concern for others, and responsible conduct. The Westlake Middle School community includes students, teachers, support staff, administrators, and parents. While we all need to be committed to strengthening the sense of community at Westlake Middle School, each partner has his/her responsibilities to fulfill.

POSITIVE BEHAVIOR AND INTERVENTION SYSTEMS

Westlake Middle School uses a proactive approach, Positive Behavior Intervention, and Supports, to improve school safety and promote positive behavior. The focus of Positive Behavior Intervention and Supports is prevention, not punishment. At its heart, we explicitly teach students positive behavior strategies, just as we would teach about any other subject. We specifically identify and teach what safe, responsible respectful behavior looks like across all settings as detailed below.

	What does safe, responsible, and respectful behavior specifically look like in different settings?				
	All Settings	Classrooms	Hallways	Cafeteria	Recess
Safe	Walk Keep hands/feet to yourself Use kind words and faces	Sit properly in a chair Use classroom materials as intended	Walk on the right side of the hallway Hand/feet to yourself	Stay seated while eating Walk Wait inline	Play safe Use equipment properly
Responsible	Be on time Give your best effort Be prepared	Be on time Bring materials to class Give your best effort	Keep belongings in your locker Keep your locker tidy Electronics kept in the locker at all times	Be an upstander Clean up your space	Return sports equipment
Respectful	Be kind Include others	Eyes on the speaker Raise your hand Use an indoor voice Clean up after yourself Acknowledge other people's opinion	Be mindful of other people's space and belongings	Practice good table manners Listen to the lunch staff Wait for dismissal	Include others Listen to the adults

STUDENTS are expected to:

- Exercise respect and tolerance in dealing with others at all times
- Assume responsibility for their behavior and actions
- Be honest
- Accept consequences maturely
- Strengthen the sense of community at Westlake Middle School
- Support peers who are excluded or being bullied

PARENTS are expected to:

- Exercise respect and tolerance in dealing with others at all times
- Accept responsibility for their child's behavior and learning
- Encourage regular and prompt attendance at school
- Model respect and courtesy toward all school personnel
- Understand and support the Westlake Middle School Code of Conduct
- Strengthen the sense of community at Westlake Middle School

TEACHERS AND STAFF are expected to:

- Exercise respect and tolerance in dealing with others at all times

- Promote the spirit of the Westlake Middle School Code of Conduct by acting as role models
- Demonstrate professionalism when interacting with students, parents, and colleagues
- Support one another in upholding the Westlake Middle School Code of Conduct
- Strengthen the sense of community at Westlake Middle School

ADMINISTRATORS are expected to:

- Exercise respect and tolerance in dealing with others at all times
- Promote a spirit of shared responsibility in establishing a positive school climate
- Communicate the Westlake Middle School Code of Conduct to students, parents, teachers, and support staff
- Support and encourage all community members in the implementation of the Westlake Middle School Code of Conduct
- Enforce as appropriate the consequences outlined in the Westlake Middle School Code of Conduct
- Strengthen the sense of community at Westlake Middle School

SCHOOL CONDUCT AND DISCIPLINE

While an appropriate focus on behavior at the middle school level is primarily positive and support, Westlake Middle School, and The Mount Pleasant CSD #1 Board of Education ("Board"), acknowledge our responsibility to protect the educational climate of Westlake Middle School and to promote responsible student behavior.

Accordingly, we recognize the need to clearly define these expectations for acceptable conduct on school property, to identify the possible consequences of unacceptable conduct, and to ensure that discipline, when necessary, is administered promptly and fairly. To this end, the Board adopts this Code of Conduct ("Code") pursuant to S.A.V.E. legislation. Unless otherwise indicated, this Code applies to all students, District personnel, parents, and other visitors when on school property or attending a school function. This Code of Conduct supersedes all other building codes of conduct.

Discipline, unlike punishment, is proactive and begins before there are problems. It means seeing misconduct and conflict as opportunities to problem-solve. Discipline provides guidance, focuses on prevention, enhances communication, models respect, and embraces natural consequences. It teaches fairness, responsibility, life skills, and problem-solving.

Students are obligated to follow those classroom rules and procedures established with the teacher as well as the rules of the school and described in the District [Code of Conduct](#). When rules are violated, teachers are expected to engage in appropriate classroom management strategies and techniques.

The Code of Conduct contains a comprehensive list of definitions, rights, responsibilities, prohibited conduct, disciplinary procedures, specific penalties, and actions (including detentions and suspensions) that are applied when it becomes necessary to administer discipline.

Depending on the nature and severity of prohibitive conduct, attempts to provide various interventions and supports should always be attempted first. These include but are not limited to:

- Team meetings - collaborative problem solving
- Scheduled teacher and/or counselor check-ins with students
- Scheduled teacher and/or counselor check-ins with parents
- Student progress monitoring forms and behavior contracts

Depending on the nature and severity of prohibitive conduct, discipline and penalties should always be progressive, beginning with oral and written notifications and descriptions of behavior to the students and their parents and then formal meetings with students and their parents to discuss the conduct and its impact on the learning environment.

The penalties detailed in the district code of conduct are the following:

1. Oral warning
2. Written warning
3. Written notification to the parent
4. Detention
5. Suspension from transportation
6. Suspension from athletic participation
7. Suspension from social or extracurricular activities
8. Suspension of other privileges
9. In-school suspension
10. Removal from classroom by teacher
11. Short-term (five days or less) suspension from school
12. Long-term (more than five days) suspension from school
13. Permanent suspension from school

To increase student accountability, and foster independence, students should be active participants in the process when appropriate.

Students can receive detention for repeated or egregious disorderly, insubordinate, disruptive, or dangerous conduct. This includes conduct that violates the academic honesty policy (i.e. plagiarism, cheating, copying, altering records).

Students may also be assigned lunch detention as an academic intervention (i.e. completing missing or incomplete work).

RESPONSIBILITIES

Members of the Westlake community -- i.e. students, parents, teachers, administrators, cafeteria workers, aides, custodians, field trip chaperones, secretaries, bus drivers -- come to the Westlake campus with the expectation that they will be in a safe environment. Students attend school so that they may develop to their fullest potential. With this in mind, we all have the responsibility to maintain that expectation by:

- Using appropriate language and never use racial, ethnic, or religious slurs, or any language which might be offensive. This includes harassment, cruel or prolonged teasing, sexual references or contact;
- Attend school on time, be in class on time and be prepared to learn every day unless they are legally excused;
- Proceeding in the hallways and classrooms and outside grounds safely and appropriately;
- Being courteous and respectful to one another, including displaying affection towards other students in an appropriate manner, as well as to all members of the school community;
- Treating personal and school property, as well as equipment, with respect;
- Pursuing studies honestly and without interfering with the learning of others;
- Following all local, state, and federal laws;
- Keeping the Westlake complex free of drugs, alcohol, tobacco products, weapons (including but not limited to, knives of any kind, BB, pellet, or paint guns), firecrackers, matches, lighters, explosives, or any other item which could endanger the safety of others;

- Be familiar with and abide by all District policies, rules, and regulations dealing with student conduct;
- Work to develop ways to control their anger;
- Ask questions when they do not understand;
- Seek help in solving problems that you are having difficulty with;
- Adhere to the district established student dress code for school and school functions;
- Contribute to maintaining a safe and orderly school environment that is conducive to learning and show respect to other persons and property;
- Work to the best of our ability in all academic and extracurricular pursuits and strive toward the highest level of achievement possible;
- React to a direction given by teachers, administrators, and other school staff in a respectful, positive manner;
- Accept responsibility for our actions;
- Complete class assignments and other school responsibilities by established deadlines;
- Conduct ourselves as representatives of the District when participating in or attending school-sponsored extracurricular events and to hold themselves to the highest standards of conduct, demeanor, and sportsmanship;
- Recognize that teachers assume the role of surrogate parents in matters of behavior and discipline when at school, as well as during any school-sponsored activities.

EXTRACURRICULAR ELIGIBILITY PROCEDURES

The academic success of all students is a primary goal of the Mount Pleasant Central School District. Extracurricular activities should provide an incentive for students to meet academic requirements. Each teacher, administrator, counselor, and coach has the responsibility to convey to each student the importance of academics and proper behavior in school.

Any student who participates in an extracurricular activity must maintain the established eligibility standards of Westlake Middle School. An extracurricular activity is defined as athletic teams, clubs, performances, and class trips.

For students in danger of not meeting academic eligibility standards, teachers, in coordination with the student's guidance counselor, must structure a temporary system of interventions/remediation, monitor progress, and conduct regular parent outreach. Interventions and remediation include, but are not limited to:

- Scheduled extra help sessions after school
- Students required to complete work during recess (see below)
- Team meetings - collaborative problem solving
- Scheduled teacher and/or counselor check-ins with students
- Scheduled teacher and/or counselor check-ins with parents
- Student progress monitoring forms and academic contracts

To increase student accountability, and foster independence, students should be an active participant in the process when appropriate.

If a student has one failure:

1. The student and parent/guardian will receive notification of the course presently failing and the calculated average from progress reports or quarterly report cards. The teacher and guidance counselor will structure a temporary remediation program with the student as soon as possible.

If a student has two failures:

1. The student will be placed on a 5-week probationary period. While on probation, the student will be permitted to participate in co/extra-curricular activities.

2. The parents will be notified by the teacher and guidance counselor.

3. The guidance counselor will arrange for a mandatory meeting with the student, and per the classroom teachers, will develop a support plan that will require additional instruction (i.e. after school extra help). These sessions will be coordinated between student and teacher and will take precedence over participation in co-curricular activities.

4. Upon conclusion of the 5-week probationary period, if the student has two or more failures in any subject, OR HAS NOT DEMONSTRATED ADEQUATE PROGRESS he/she may be declared ineligible and therefore will not be permitted to participate in any extracurricular activities for the subsequent 5-week period.

5. Final course grades will be used to determine eligibility for preseason training of fall sports and other extracurricular activities until the 1st quarter progress report of the upcoming school year.

If a student has three or more failures or has two consecutive 5-week blocks of 2 failures:

1. The student will be ineligible to participate in all co/extracurricular activities (practices and games) for a 5-week period. The same procedure for probationary students will be followed by their guidance counselor to assist the student in being removed from the ineligibility list.

A student must be in school for five (5) consecutive periods to participate in a school activity that takes place after school.

As part of the disciplinary process, a student may forfeit his/her right to be involved in extracurricular activities for a period of time to be determined by the principal. Students may appeal their eligibility status by having their Parent/Guardian petition the Principal in writing and requesting a committee review.

Students who have excessive unexcused absences may become ineligible to participate in any extracurricular activity for a period of time to be determined by the principal. At the onset of a new marking period, students may regain eligibility to participate in all extracurricular activities.

DIGNITY FOR ALL STUDENTS ACT

New York State's Dignity for All Students Act (The Dignity Act) seeks to provide the State's public elementary and secondary school students with a safe and supportive environment free from discrimination, intimidation, taunting, harassment, and bullying on school property, a school bus and/or at a school function. The Dignity Act also amends existing New York State Education Law regarding instruction in civility, citizenship, and character education by expanding the concepts of tolerance, respect for others, and dignity to include: awareness and sensitivity in the relations of people, including but not limited to, different races, weights, national origins, ethnic groups, religions, religious practices, mental or physical abilities, sexual orientations, gender identity, and sexes.

The Dignity Act was signed into law on September 13, 2010, and took effect on July 1, 2012.

For more information on The Dignity Act please go to:

<http://www.p12.nysed.gov/dignityact/>

(Refer to Board of Education Policy Number 7552)

BULLYING

For purposes of this Code of Conduct, the term "bullying" among students is defined, in general, as a variety of negative acts carried out repeatedly over time. Bullying involves a real or perceived imbalance of power, with a seemingly more powerful student or group attacking a seemingly less powerful student or group. Bullying can take several forms such as verbal, psychological, physical, or electronic. Any acts of bullying are against the School and/or District Code of Conduct and will be subject to appropriate disciplinary action. Each area of bullying is outlined below:

Verbal

- Mocking, name-calling, or taunting
- Malicious teasing about appearance, clothing, personal possessions, etc.
- Verbal threats of aggression and/or violence

Psychological

- Gossiping, embarrassing someone, or spreading rumors
- Excluding from group or social rejection
- Manipulating social relationships
- Intimidation

Physical

- Any physical contact, such as hitting, kicking, pushing, shoving, spitting, tripping, etc.
- Defacing, kicking, or stealing personal property
- Degrading or humiliating acts such as de-pantsing, placing signs on someone, etc.

Cyber Bullying

- Inappropriate use of email, text messaging, social media, etc. which interferes and/or infringes on the general health, safety, or welfare of another student.

However, it is important to note that a single negative act as enumerated above may also constitute "bullying" (if not more serious misconduct) based upon particular circumstances such as the seriousness of the act and/or the intent of the actor.

(Refer to Board of Education Policy Number 7552)

BYSTANDERS

Bystanders engage in misconduct when they do not initiate or directly participate in prohibited conduct; but rather by their actions and/or inaction they allow damage or injury which could have been prevented and/or encourage prohibited conduct. Students who are found to be wrongful bystanders may be subject to discipline.

REPORTING OF VIOLATIONS

All students are expected to promptly report violations of the Mount Pleasant Central School District's Code of Conduct to a teacher, school counselor, school staff, or building administration.

HANDBOOK

ACADEMIC HONESTY

All WMS students, with the guidance of their parents and teachers, will hold themselves to the highest standards of honesty and integrity to become principled, critical thinkers in all aspects of their lives. Students will be confident that all academic work they create is an original product that represents their current level of knowledge and skill, with appropriate citation. If a student is suspected of academic misconduct (all forms of cheating, including plagiarism, collusion, and duplication of work), the WMS Code of Conduct will be upheld consistently and fairly. For additional information see the WMS IB Middle Years page.

Don't aid someone in allowing them to copy your work.

Academic honesty in the digital age requires an understanding that taking information from the internet or other student's digital work, without giving them credit, violates the policy.

Students who submit work that is not their own will not receive credit and are subject to disciplinary penalties. They may be allowed to resubmit work at the teacher's discretion.

ACADEMIC PROGRESS

Any major assignment in which a student's grade falls below a 65, will be followed by parent communication. Parents will also be contacted regularly regarding missing assignments, homework, or significant changes in performance.

Within 10 school days following the Midpoint of the marking period, teachers will notify parents (and the school counselor, to determine eligibility) if the running average is below a 65 or if the average has fallen 10 or more points since the final average at the end of the previous marking period (i.e. 93 to 80).

ASSESSMENT POLICY

At WMS, students are at the center of assessment. Teachers monitor student progress through both formative and summative assessments, provide feedback, and adjust instruction to improve learning. For each unit of study, students are assessed using common criteria aligned to NYS Learning Standards and the IB Middle Years Program Framework. Based on these assessments, achievement levels are assigned. Grades are then recorded and reported, based upon the IB Standard Conversion Chart. For additional information see the WMS IB Middle Years page.

ATTENDANCE

ARRIVAL & DISMISSAL

The school day begins with Homeroom at 7:35 a.m. For those students who do not ride the bus:

Arrival

7:15-7:30 am-drop off at the rear bus circle

7:30 am or later students- must enter through the main entrance of the middle school

Dismissal

2:18 pm-pick up at the rear bus circle

Westlake Middle School is a closed campus, which means that once on campus, students may not leave the grounds during school hours without permission. To obtain this permission, a parent or guardian must come to the greeter's desk in the front lobby and sign their child out. A student will be called to the greeter's desk at this time.

TARDINESS TO SCHOOL/CLASS

Success in school begins with consistent attendance and punctual arrival to school and class. If a student arrives late to school, they are to enter through the middle school front entrance and report to the greeter's desk for a late pass. Three or more tardies, in a given quarter, may result in lunch detention, a letter from the school, and a meeting with guidance and administration.

ABSENCE FROM SCHOOL

Any request for a student to be absent must be communicated by a parent to the attendance officer at extension 1507. The reason and specific date and time should be stated. Excessive absence will result in a letter from the school and a meeting with guidance and administration. Updated daily attendance records can be viewed on the parent portal.

It is the responsibility of a parent/guardian to ensure their child attends school per the school district calendar. Excessive absences and/or tardiness will result in a parent meeting with a school administrator to address this concern.

Legal excuses for absence include sickness, sickness or death in the family, excused absence for part of the day, educational trips, impassable roads or weather, approved religious observations not regularly scheduled in the school calendar, quarantine, court appearance, a doctor's appointment. Illegal absences include: oversleeping, missing the bus, personal - no specific reason, family trip.

BOOK CARE

Textbooks and library books are the property of the Mt. Pleasant School District; they are lent to students. They must be adequately cared for to protect them from damage. Books are a student's responsibility and must be replaced and/or paid for if damaged or lost.

BUS TRANSPORTATION

In the district school calendar, information is available for our bus service. School rules apply on all buses at all times; the bus is considered school property. Refer to the Code of Conduct for consequences regarding misuse of bus privileges.

ELECTRONIC DEVICES

All students will receive a school-issued Chromebook. Personal devices for learning are not permitted.

Electronic devices are disruptive to the learning environment and a distraction to individuals carrying them. Electronic devices including cell phones, wearable devices such as smartwatches, iPads, etc., headphones, and in-ear headphones such as earbuds must be turned off and stored in a student's locker when they enter the school building. (For TELEPHONE USE & MESSAGES see the section below) Cell phones can be turned on and used immediately after dismissal from school. If a student uses or carries an electronic device during the school day, it will be confiscated and

returned only to a parent. (Refer to Board of Education Policy No. 7316). The only exception to this policy is when a teacher **specifically** allows the use of a personal electronic device in the classroom.

CHANGE OF INFORMATION

If a family moves to a new address, changes a home telephone number, or any other information, the District Registrar in the District Office must be informed (ext. 5110).

CHROMEBOOK CARE AND RESPONSIBILITY

Student's and family's responsibilities in the 1:1 device loaning period w include:

- Protecting the device, to the furthest extent possible, against damage, loss, or theft while ensuring the device is cared for as outlined in the '[Caring for your Chromebook](#)' Instructions.
- Reading, signing, and abiding by the District Technology Acceptable Use Policy Acknowledgement and Web Page Permission Signed at the beginning of each school year, and including:
 - Assuming responsibility for improper use, while at school and home.
 - Understanding that Mt. Pleasant CSD uses the web proxy service Lightspeed Smart Relay to monitor and block inappropriate/illegal sites from Mt. Pleasant CSD students, even at home.
 - Go Guardian is utilized to monitor student activities on the district-provided account.
 - Students will be subject to disciplinary action in accordance with the Code of Conduct for misuse of the equipment while in his/her possession.
 - Students/families are responsible for repairs made to a damaged device or to replace a lost or stolen device.

CLASS PAGE

All faculty maintain a class page for each course they teach through Google Classroom. Each class page includes a brief description of the course and the current unit of study. In addition, within the calendar section, class pages list long-term project information and deadlines, upcoming tests, and quizzes (as needed), as well as the posting of nightly assignments, no later than 4:00 p.m. on the school day before they are due. Further, teachers will indicate the updated schedule of when they will remain after school to help students (2:18 p.m. - 2:45 p.m.).

CLUBS & ACTIVITIES

Students are encouraged to participate in curriculum-related extra-curricular activity clubs and/or organizations. After-school clubs and activities are held Monday through Friday and begin in October. Details will be given to students, posted on the MS website, and sent in the MS Weekly Bulletin. Clubs and activities are subject to cancellation based on enrollment or budgetary considerations. Students are only permitted to stay after school for a planned activity with a teacher, advisor, or coach. Students must be picked up promptly at the end of the club/activity.

DAILY SCHEDULE

7:30 a.m. Warning Bell

Period 1: 7:35 a.m. - 8:25 a.m.

Period 2: 8:29 a.m. - 9:10 a.m.

Period 3: 9:14 a.m. - 9:54 a.m.

Period 4: 9:58 a.m. - 10:38 a.m.

Period 5: 10:42 a.m. - 11:22 p.m. Lunch - Grade 8

Period 6: 11:26 p.m. - 12:06 p.m. Lunch - Grade 6

Period 7: 12:10 p.m. - 12:50 p.m. Lunch - Grade 7

Period 8: 12:54 p.m. - 1:34 p.m.

Period 9: 1:38 p.m. - 2:18 p.m.

DELAYED OPENINGS & EARLY DISMISSALS

School closings, delayed openings, and emergency/early dismissals due to inclement weather conditions are posted on our website, announced on WFAS 1230 AM, 103.9 FM, and Cablevision's News 12. When there is a two-hour delay in starting the school day or when there is an early dismissal, you will meet with all classes; class periods, however, will be shortened.

DRESS CODE

All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. Clothing must be safe, appropriate, and not disrupt or interfere with the educational process and not promote and/or endorse the use of vulgarities, discrimination, violence, or illegal drugs. It must be enough to conceal undergarments and extremely brief garments such as shorts, skirts, tank tops, plunging necklines (front and back) and see-through garments are not appropriate. Student's midriffs should be covered at all times. Hats and hoods are not permitted in school except for a medical or religious purpose, or a special school activity. During cold weather, students will only be permitted to go out for recess with the appropriate clothing (i.e. coats or jackets). Hats may be worn outside of the school building. Safe footwear must also be worn at all times. Students in violation of the dress code will be discreetly asked to meet with a school counselor, and directed to call home for appropriate clothing to be brought to school or will be given appropriate clothing to wear. Students need to follow these rules at all school-sponsored activities, including dances and sporting events.

OFFICE HOURS: AFTER SCHOOL SUPPORT and EXTRA HELP

Teachers are available for office hours, after school support, and extra help sessions, with their students after the student day (2:18 p.m. - 2:45 p.m.). Teachers will post the days and hours during which they will be available on their Google Classroom.

To increase student accountability, all students who are struggling to make academic progress or who require additional support for academic success (i.e. organization) may receive a request to attend extra help.

FIELD TRIPS

Field trips enhance the learning experience in the classroom. On some field trips, admission charges will be necessary. Signed permission forms with emergency phone numbers for the day(s) of the trip will always be required. Proper behavior is expected of all students on a field trip. Participation is a privilege that can be denied by the administration for the following reasons: poor behavior during a previous field trip, prior disciplinary referrals, prior suspensions from school, and/or behavior that endangers a student's safety or the safety of others.

GADGETS & DEVICES

One of our primary goals is to establish an "inviting school environment in which teachers can teach and students can learn." Any latest craze among students, such as fidget spinners, Rubik's cube, slime, trading cards, yo-yos, etc. may be a distraction to the educational setting. Unless otherwise specified, these items are prohibited in classrooms and hallways during the school day. However, at lunchtime, they are permitted if used responsibly. Any inappropriate use of these items could result in confiscation.

HALL PASSES

Students in the halls during class periods should have hall passes unless they are accompanied by a staff member.

HEALTH OFFICE (Nurse's Office)

A student wishing to see the school nurse should obtain a pass from his/her classroom teacher. Only the nurse can authorize dismissal from school for illness. Students should not call their parents directly.

If a student is ill, the nurse will contact a parent or the emergency contact person who must then pick them up at the Health Office. That person must come in and sign out. A student will not be permitted to leave the school premises alone.

A parent/guardian must obtain a note from the doctor if a student is not to participate in Physical Education classes for a certain period of time following an illness or injury. This note should be given to the school nurse upon return to school.

Westlake Middle School is handicapped-accessible. The elevator is to be used only by students who are unable to use the stairs. Following a note from a physician, the school nurse will give a student a pass to use the elevator.

MEDICATION PROCEDURES

- A parent/guardian must provide the school with a signed authorization from the physician indicating the name of the medication prescribed, the dosage and time to be given, and a description of any adverse reactions that might result from the medicine. Long-term medications require a physician's note and a note from a parent/guardian at the beginning of each school year.
- A parent/guardian must sign a release form giving the school permission to administer the medication prescribed by the physician.

- A parent/guardian must give the medication to the school nurse in its original bottle from the pharmacy with the label attached. Students may not bring any medication into the building.

HOMEWORK

At Westlake Middle School, homework provides the opportunity for a student to practice what was taught in school independently, to extend their classroom experience, or prepare for what will be taught in the days ahead. It also enables teachers to assess students' progress towards curricular goals. The habit of completing homework regularly helps students to develop organizational skills, time management, responsibility, initiative, and ownership of their learning.

Each middle school student is provided with an agenda book to record homework assignments. Teachers also post homework assignments on their class web pages. Most teachers incorporate homework grades into quarter grades. A student is responsible for completing assignments missed due to absence. No homework (other than independent reading) will be assigned the day before or due the day following Thanksgiving break, holiday break, winter break, or spring break.

HOMEWORK: EXCUSED ABSENCES

On the third day of an excused absence, a parent can place a request with the guidance office to obtain the necessary assignments from his/her child's teacher(s), if assignments are not available on the teacher's class web page or contact the teacher directly. A child will be given an amount of time equal to his/her absence to complete the work. If further assistance is needed, please contact the school counselor before 9:00 a.m. for assistance. The absentee is responsible for having the assignments picked up. Students should check with a classmate or check the teacher's class web page for missed assignments for single absences.

HOMEWORK: UNEXCUSED ABSENCES

If a student has an unexcused absence, missed work will be provided when he/she returns to school. A child will be given an amount of time equal to his/her absence to complete the work. For example, if a child will be absent due to a non-school-sponsored event for three days, they will receive the missed work when they return and will be given three days to complete the assignments.

[HONOR ROLL \(Updated for the beginning of the 2023 - 2024 School Year\)](#)

At the end of each marking period, we recognize student achievement in three ways

For the **Honor Roll**, a student must have an average of 90% or higher at the conclusion of the marking period. In addition, a student must not have any Grades below a 65%, an Incomplete (I), or a Fail (F) on their report card.

For the **Principal's List**, a student must have an average of 95% or higher at the conclusion of the marking period. In addition, a student must not have any Grades below a 65%, an Incomplete (I), or a Fail (F) on their report card.

For the **On A Roll**, we will honor the 20 students school-wide with the largest increase in overall average from the previous marking period. In addition, a student must not have any Grades below a 65%, an Incomplete (I), or a Fail (F) on their report card.

The following weighting scale based on the number of days a course meets in a six-day cycle will be used in calculating a student's average:

<u>Days</u>	<u>Weight</u>
6	1.0
3	.5

Students who achieve these honors in a given marking period receive a congratulatory letter in the mail and have their name posted in the main office lobby. Those students who achieve honor roll status during all marking periods in a given year will also be formally recognized for their achievements. Note: The Community Leaders Project course grade is not honor roll bearing.

While we recognize that student achievement is important to students and families, we assert that the primary way of improving grades is a focus on current and upcoming assignments and assessments. Although teachers may, at their discretion, extend deadlines and/or allow students to make up missed work, going back to missed assignments can often be counterproductive to achievement on current work. As a matter of equity and fairness, extra credit assignments are not given by teachers.

INCLUSION POLICY

WMS is committed to educating all students in the least restrictive environment as outlined in the District's Special Education Plan. We support collaborative and inclusive educational practices that align with federal and state regulations and IB expectations. The goal is to develop students who are open-minded, independent, inquisitive and demonstrate respect within the local and global community, as articulated in the WMS Mission Statement. For additional information see the WMS IB Middle Years page.

INTERNET USE

All students must access the internet using their school-issued username and password. Appropriate use of the internet is vital for success in school. Students will access internet resources in many of their classes. Below is the agreement that all students must adhere to when using the internet:

AGREEMENT

In consideration of the privilege of using the School District's Computer System (DCS), I agree that I have been provided with a copy of the District's policy on student use of computerized information resources and the regulations established in connection with that policy. I agree to adhere to the policy and the regulations and any changes or additions later adopted by the district.

I understand that failure to comply with these policies and regulations may result in the loss of my access to the DCS, and may in addition result in the imposition of discipline under the District's school conduct and discipline policy and the Student Discipline Code of Conduct. I further understand that the District reserves the right to pursue legal action against me if I willfully, maliciously, or unlawfully damage or destroy the property of the District. Further, the District may bring suit in civil court pursuant to General Obligations Law Section 3-112 against my parents or legal guardians if I willfully, maliciously, or unlawfully damage or destroy District property.

LANGUAGE POLICY

Each year at WMS all students receive formal instruction in English Language Arts (IB Middle Years Language and Literature), which includes reading, writing, listening, and speaking. English as a New Language may be provided to non-English speaking students. In addition, all students receive an introduction to World Languages in grade 6 and instruction in either Italian or Spanish in grades 7 and 8 (IB Middle Years Language Acquisition). For additional information see the WMS IB Middle Years page.

LOCKERS

Every student is issued a school locker for their personal use. Students are not permitted to share his/her lock or locker combination with other students. Student lockers should be closed and locked throughout the day. The school is not responsible for the loss or theft of articles placed in the lockers. Lockers are the property of the school and are subject to random administrative searches at any time. Students are responsible for cleanliness in and around his/her locker. Students are permitted to decorate a locker after school for his/her classmate's birthday, but only with adult supervision. Locker decorations will be removed after ten days. Vandalism to lockers will result in disciplinary action as well as a financial liability for any damage caused to school property. Any unauthorized locks will be removed.

For the safety of students, locker usage will be limited to specific times throughout the school day as scheduled at each grade level.

LOST & FOUND

This is located in the Cafeteria and the gym. Students should turn in any found items and claim lost articles there. If something is lost, please check these spots as soon as possible. Periodically, the lost and found items are gathered and donated to charity. Labeling clothing and personal items help ensure they will be returned.

LUNCH/RECESS

Lunch is scheduled during periods 5, 6, and 7. Hot and cold lunches are provided daily. A monthly menu is posted on the school's website. The school uses MY Payments Plus, an online payment system for school lunches, although cash can still be used. More information about this system can be found on the school's website under Parent Resources>Lunch Menus>MyPaymentsPlus.

WMS Student Lunch Expectations:

Always enter and exit the lunchroom quietly

- Always stand in lunch line respectfully
- Always proceed to the front of the line if you have lunch detention
- Always use quiet voices
- Always keep hands, feet, and objects to yourself
- Always leave your table and floor area clean
- Always accept direction and requests respectfully from adults
- Always wait to be dismissed
- Always seek help from an adult when needed
- All food is to remain in the cafeteria except for water

WMS Student Recess Expectations:

- Always be respectful to all adults and students
- Always follow the directions from the monitors
- Always walk quietly from the cafeteria to recess

- Always leave all food in the cafeteria
- Always play SAFE and FAIR
- Always include everyone on teams and in games
- Always get an adult if help is needed with a conflict
- Always return equipment to monitor at the end of recess
- Always re-enter the building when the whistle blows quietly
- Always have fun!

MODIFIED SPORTS

Modified sports are available to 7th and 8th-grade students and meet after school. Students participating in modified sports must wait in the middle school gym or cafeteria for their coach to pick them up unless they are meeting with a teacher for extra help or working in the library. All students are expected to behave appropriately as they wait for their coach to pick them up. Cell phones are not permitted during the period that students are waiting for their coach. Students staying after school may NOT walk off-campus or wander the halls before their sport begins. At times, the interest level for a modified team creates the need to maintain a workable team size, resulting in cuts. Any additional questions can be directed to the District's Athletic Director, extension 1880.

PARENT COMMUNICATION

Every Friday, parents will receive a “*Weekly Bulletin*” via email detailing the events for the week ahead including clubs, activities, modified sports, field trips, etc.

PARENT CONFERENCES

Teachers and counselors will be available for conferences throughout the year to discuss any concerns they may have about performance or behavior. Parents can request a conference through their child's counselor. Please note that there is a formal day set aside for Parent-Teacher conferences in November. Students will be encouraged to participate in collaborative conferences with teachers, parents, and guidance counselors to be part of the process, when appropriate. We encourage students and parents to be proactive and request meetings as early as necessary.

PRINCIPAL'S LEADERSHIP GROUP

The Principal's Leadership Group (PLG) advises building administration on issues or topics relevant to students' interests or concerns for their particular grade at Westlake Middle School. Each grade level will have an elected representative from their social studies class, who will participate in the meetings. Meetings will take place during each grade's respective lunch period. Representatives will then report back to their social studies class.

REPORT CARDS & GRADEBOOKS

Report cards are available four times per year at the end of each marking period and digital grade books are visible throughout the year. For those assignments or units of study that include the corresponding IB Subject Area Rubric with either one, two, three, or four criteria, faculty use the 2019 -2020 IB *Achievement Levels Standard Conversion Chart*. to determine the percentage equivalent. Students will receive a copy of the conversion chart from their teacher.

Every assignment which is part of a child's running average is documented in the grade book and published to the [Parent Portal](#) within 10 school days following their due date. Parents are

encouraged to contact teachers at any point to request an update on his/her child's academic growth. Teacher contact information can be found on the WMS web page under *About WMS >Faculty and Staff* tab.

SAFETY DRILLS

Fire, Evacuation, Lockdown, Severe Weather, and other emergency drills are held periodically as required by law and are important safety precautions. Students are to follow the safety procedures posted in each classroom. During Fire and Evacuation drills, students are required to leave the building quickly, quietly, and in an orderly manner. During all drills, students are to remain silent to hear directions as needed.

SAFETY PROCEDURES

All doors to the school are locked and once school begins, there is a single point of entry through the main entrance. Students are not permitted to open any exterior doors to visitors to the building.

SCHOOL COUNSELOR

Westlake Middle School's school counselors are available to discuss scheduling and to help students with any concerns. Any student or parent wishing to make an appointment should contact their school counselor through email or by phone as follows: Tania Greco: tgreco@mtplcsd.org, ext. 2602 or Bill Keogh: wkeogh@mtplcsd.org, ext. 2603. Please note that counselors are working with students throughout the school day and will return emails and phone calls after students depart school for the day unless the matter is urgent.

SNACKS

Students may purchase food from the cafeteria during a student's scheduled lunch period and snacks from the vending machines after the school day ends.

SOLICITING

Students are not permitted to sell candy, cards, or other fundraising items in school or on school premises unless permission has been explicitly granted by the school administration.

STUDENT GOVERNMENT

Students are encouraged to participate in the WMS Student Council. The student council must establish reasonable standards for the qualification of candidates to serve in the offices of the council. Elections for student council are conducted at the end of the school for the following year following the principles of our democracy and elected student representatives shall work with the faculty, administration, and student body in identifying those areas of appropriate student responsibility.

TELEPHONE USE & MESSAGES

If a student is to be contacted at school, please call extension 2502 for the main office. We will communicate the message, but we will not interrupt a class or remove a student from class, except in an emergency. If a student wishes to contact his/her family, there is a student phone in room 200, that can be used with permission. If a student has a cell phone, it must be turned off and stored in their locker when they enter the school building.

TESTS

Every effort is made by teachers to schedule tests in such a way that there are not more than two on any given day for a particular student.

VISITORS

For the safety of everyone at W.M.S., all visitors must sign in at the Greeter's Desk located outside of the Main Office and wear a *Daily Visitor Pass*. If a student sees a stranger in the building or on school grounds, they are to notify a teacher immediately or go directly to the Main Office.