

Westerly Middle School

10 Sandy Hill Road
Westerly, RI 02891
401-348-2750 *phone*
401-348-2752 *fax*

Dear Parents/Guardians and Students of Westerly Middle School,

Welcome to the 2019-2020 school year! This handbook is designed to be a daily communication tool for students, teachers, and families to help insure that every student progresses successfully toward excellence. At the same time, we hope it clarifies for parents/guardians and students additional expectations, routines, policies, and disciplinary consequences for certain behavioral decisions. Students should use this agenda book daily; parents/guardians should review it and use it for regular and ongoing communication with teachers. We ask that you review the information in this book with your children. Our team teachers will also review the organization and use of the agenda book during the first few days of school. Please feel free to call your child's teacher or us if you have any remaining questions.

We do the most important work together. We at WMS thank you for entrusting your children to us. We look forward to working with you, to fully enjoying your children's unique talents, and to jointly celebrate their experiences of excellence.

Sincerely,

WMS Administration, Faculty and Staff

WMS MISSION STATEMENT

The Westerly Middle School is a community of diverse learners committed to excellence and respectful relationships. The school's programs are standards-based and designed to meet the unique social, emotional, and intellectual needs of every Westerly Middle School student. Measuring success one child at a time, our school community strives to ensure that all students will become lifelong learners and responsible, productive citizens.

GENERAL SCHOOL OPERATIONS

Prompt arrival...

The hours for our school day are 8:00-2:30 p.m. All middle school students will be transported by bus to and from school daily. If personally transporting, parents/guardians are asked to drop students off no earlier than 7:30 a.m. and pick up students at dismissal using the designated parent/guardian drop-off area in a safe orderly manner. All students are expected to report directly to their pod area upon arrival to school. They will be supervised by a staff member until their 8:00 a.m. entry to homeroom. Breakfast will be available in the cafeteria before school.

At 8:05 a.m. an administrator/designee using the P.A. system will begin the day with morning announcements. All instruction may begin at 8:10 a.m. unless homeroom is otherwise extended for some purpose.

Dismissal...

Staff members do their best to supervise students as they board busses after school. However, it is not possible to monitor students entering private vehicles. Please instruct your child not to leave with anyone who is not listed on his/her emergency card.

Attendance...

Parents/Guardians are requested to call the school at 401-315-1692 before 8:00 a.m. when a student will be absent from school. Should a call not be received, office staff will attempt to contact parent/guardian to verify absences. In cases where an adult cannot be reached, the attendance officer may be dispatched to the home. **An absence is only "excused" by a note from a physician or a school nurse. A student absent from school on a regular school day may not attend or participate in any after school activity that day.**

In the event of serious unexcused absences (10 consecutive days or more) parents will be contacted and must provide appropriate medical documentation to prevent referral to Rhode Island Family Court. Chronic tardiness and absenteeism negatively impact any student's academic performance and require that home and school work together to ensure success.

Family vacations should be scheduled in accordance with school vacations. Please note: Parent/Guardian requests to remove students from scheduled school days to participate in family vacations cannot be excused absences. Missed class time inevitably creates additional stress in both attempting to make-up, as well as keep up with the class as it moves along. Teachers will not be expected to provide make-up work and tutorial help for a family trip taken while school is in session. A copy of the 2019-2020 school year calendar is included in this handbook.

Tardy...

The goal is to support all students to manage time appropriately. A student is tardy if he/she arrives to homeroom after 8:00. Tardy students must report directly to the main office to receive an appropriate tardy pass.

Parents/Guardians will be informed of chronic tardiness so that school and home can work together in addressing the situation. Chronic tardiness may result in a parent/guardian conference or office detention. For serious cases of tardiness, referral may be made to the Rhode Island Family Court. ****Office detention will be assigned for each unexcused tardy after the fifth tardy to school.**

Truancy...

Truancy is defined as any unauthorized absence from school. Leaving school without permission is considered truancy. Truancy may result in an assignment of ESD or other appropriate disciplinary action and may be referred to the Rhode Island Family Court. Parent/Guardian notification will be made and a conference will be required in all instances of truancy.

Early dismissals...

Parents/Guardians are requested to schedule medical and dental appointments after school hours. In cases where this is not possible, the procedure for early dismissal is as follows:

- The student must present a written early dismissal request to the main office upon entering school that morning.

- Parents/Guardians must present themselves in the main office prior to the release of the student for sign out and dismissal. Due to concerns for students' safety, students will not be released to anyone other than those persons indicated on emergency cards. The school requests current information on custodial decisions which could impact student release. Identification will be requested before release.
- A student returning to school from an early dismissal must report to the main office for re-entry to school.

School closings...

When school is canceled or delayed due to inclement weather or other emergencies, an announcement is made over local radio and television stations. In addition, cancellation information is available by calling 401-348-2747 or by logging on to the WPS website or the Rhode Island Broadcasters Association website ribroadcasters.com to sign up for notifications. Local media includes television stations WLNE-6, WJAR-10, and WPRI-12 and radio stations WVVE-102.3 FM, WHJJ-920 AM, WPRO-105 FM, WBLQ-88.1 FM, WRX-103.7 FM, and WSNE-93.3 FM. The BLACKBOARD CONNECT system may also be utilized to announce delayed openings and early dismissals.

When school is **dismissed early** due to inclement weather or other emergencies, an announcement is made through the BLACKBOARD CONNECT system & over local radio and television stations as early as possible. If early dismissal requires a change of the normal transportation routine, parents/guardians must inform the school of the change in advance so the school can a Dean of Students when an early dismissal arises; without such a plan, the normal dismissal routine to the buses will be followed by school personnel.

Making up work...

Parents/Guardians may call the team or school counselor to request assignments when students are ill for 3 consecutive days or more. Such requests will be filled within 24 hours or one school day. It is the student's responsibility to obtain make-up work and due dates upon return to school. For single day absences students/parents/guardians can check the Skyward Family Access Learning Center.

Care of school and personal property...

All textbooks and chromebooks are property of Westerly Public Schools. Students who damage or lose property or equipment may be required to pay for the repair or replacement of the item. Every member of the Westerly Middle School community is expected to help maintain the excellent condition of the building. Those who cannot abide by our PBIS school wide expectations of being **Respectful**, **Responsible**, and **Safe**, will have to accept appropriate consequences including restitution. Malicious vandalism may be referred to the Westerly Municipal Juvenile Hearing Board for disposition.

Lockers...

Every Westerly Middle School student must provide a combination lock or equivalent lock to secure belongings in a locker. The combination will be recorded by the homeroom teacher on the first day of school. Students will be assigned the use of a specific locker by a homeroom teacher. This will be a year-long assignment, and students may not independently change these assignments. Valuables, electronics and large sums of money should be left at home. Team teachers will establish clear and appropriate routines for student locker use. Periodic locker clean outs are scheduled and supervised by the teams. Students should also bring another combination lock or equivalent lock to secure items in PE locker room. A student in the band needs an additional lock for the instrument locker.

Cell Phones...

A student may possess an electronic communication device (ECD) (including but not limited to cellular phones) in school provided that during school hours the device remains in silent mode and secured in their locker. Unrestricted and obsessive use of these devices is often an avenue to student conflicts which detracts from school harmony. The only exception is when a teacher asks students to use electronic communication devices for instructional purposes. Violations of this practice may result in confiscation of the electronic communication device and disciplinary action may be taken. If the item is confiscated it will be released/returned to the parent/guardian.

Refer to: **Westerly Public Schools Policy No. 2302 Bring Your Own Device Policy.**

STUDENT BEHAVIOR & SAFETY...

Westerly Public Schools is proud to provide an exemplary educational environment and positive school atmosphere in all of its schools. To foster a commitment to high performance standards, Westerly Public Schools recognizes that a student has the right to a public education in an orderly school and a classroom environment conducive to instruction. The students, however, have the responsibility to ensure that their actions do not interfere or disrupt the classroom, school activities or the right of any person to a public education. Expectations for student behavior are based on a shared attitude of mutual respect and common courtesy.

Positive Behavior Interventions & Supports (PBIS) is a district-adopted approach that explicitly teaches, models, re-teaches and recognizes students who meet or exceed our school-wide expectations:

Be Respectful
Be Responsible
Be Safe.

It is expected that all members of the WMS community adhere to these core principles in order to maintain a positive and productive school climate for all students and staff alike.

Aside from our three school-wide PBIS expectations, the four anti-bullying rules serve as an ideal fit for the type of culture we strive to build and sustain at WMS:

1. *We will not bully others.*
2. *We will try to help students who are bullied.*
3. *We will try to include students who are left out.*
4. *If we know somebody who is being bullied, we will tell an adult at school and an adult at home.*

Means of Intervention...

In the event that a school staff member refers a student to an administrator/Dean of Students for disciplinary action, a written report of the incident is provided by the teacher and is recorded.

A student's failure to comply with school rules and regulations may result in the school taking one or more of the following actions:

- **Warning** - Warnings in the form of contracts, verbal or written understandings or agreements may be appropriate for some students.
- **Counseling** - Counseling with a student by an administrator or other school staff member may be useful in bringing about a desired change of behavior.

- Conference - Parent/guardian conferences may be held in an effort to clarify student behavior and to seek help and cooperation from the parent/guardian.
- Mediation - This procedure is available in an effort to provide intervention and peaceful settlement of problems.
- School-Community Service Projects - Projects in and out of school may be assigned in lieu of other disciplinary action.
- Teacher/Team/Office Detention - Detention is held for a specified amount of time either before a student's first scheduled class or following the last scheduled class. Parent/guardian(s) will be given 24 hours notice and may be responsible for providing transportation.
- Non-participation in School-Sponsored Activities - Restriction will be set for a fixed period of time or until certain specified requirements have been met. This corrective measure applies to all school sponsored activities.
- Extended School Day - ESD is designed to maintain educational services and to provide an additional response to inappropriate behavior prior to out of school suspension.
- Saturday School (Westerly Middle School) - Saturday School (8:00 a.m.-12:00 p.m.) may be assigned by administration/Dean of Students as needed to support students' success. This intervention may be used as an alternative to out of school suspensions.
- OSS- Out of School Suspension may be given to any student who engages in behavior which disrupts the normal operation of any activity occurring on property under the control and/or direction of the Westerly Public Schools.
- ISS- In School Suspension may be given to any student who engages in behavior which disrupts the normal operation of any activity occurring on property under the control and/or direction of the Westerly Public Schools.
- Westerly Municipal Juvenile Hearing Board - Will hear civil or criminal matters which occur in or on property under the control and/or direction of the Westerly Public Schools.
- Expulsion - Expulsion is used in extreme situations to be determined by the Superintendent of Schools.

The following infractions may result in office detention or other school determined actions as decided by the building administrator/Dean of Students:

- Habitually late to class(>5x)
- Late to school without an approved excuse
- Sent out of class for discipline
- Inappropriate behavior during passing time
- Walking out of class
- Disrespect
- Failure to report to teacher detention
- Inappropriate physical contact including but not limited to pushing, poking, tripping and/or kicking.
- Any infraction deemed inappropriate by the administration, such as the dress guidelines and bus misconduct
- A student may possess an electronic communication device (ECD) (including but not limited to cellular phones) in school provided that during school hours the device remains in silent mode and secured in their locker. Unrestricted and obsessive use of these devices is often an avenue to student conflicts which detracts from school harmony. The only exception is when a teacher asks students to use electronic communication devices for instructional purposes. Violations of this practice may result in confiscation of the electronic communication device and disciplinary action may be taken. If the item is confiscated it will be released/returned to the parent/guardian.

Refer to: **Westerly Public Schools Policy No. 2302 Bring Your Own Device Policy.**

- Violation of the Responsible Use and Internet Safety Policy 2300 (See district website www.westerly.k12.ri.us)
- Misleading or dishonest behavior
- Loitering on school property

Teacher/Team/Office detention...

A classroom teacher assigns classroom detention when classroom expectations (academic and/or behavioral) have not been met. Students will be given written notification 24 hours prior to the detention being served. Teams are empowered to develop and implement their own detention procedures. When a student fails to honor his or her detention responsibilities the following occurs:

- Teacher detention is reassigned, administration is notified, and additional detention is assigned by administration.
- If a student does not meet re-assigned detention obligations, Extended School Day (ESD) will be assigned & parent/guardian will be notified by an administrator/Dean of Students. ESD is served in addition to original detention.

Office detention is assigned by an administrator/Dean of Students for failure to follow school rules.

- Office detention is scheduled Monday through Wednesday.
- Office detention will be held from 2:30 until 3:30.
- Students will be given written notification when office detention/ESD is assigned.
- A copy of the detention/ESD slip will be sent home to parent/guardian.

When a student fails to honor his or her office detention responsibilities the following occurs:

- First offense – Additional Detention, 2:30-3:30 p.m. Lunch detention/s may also be assigned.
- Second offense –Additional ESD assigned
- Third offense - Parent/Guardian conference, additional ESD, or In School Suspension (ISS).

Extended School Day (ESD)...

Extended School Day is designed to provide an additional response to inappropriate behavior. The Extended School Day is scheduled Monday through Wednesday, 2:30-4:30 p.m. Parents/Guardians will receive written notification of the ESD assignment in order to provide appropriate transportation home at the conclusion. A parent/guardian conference may be required when these events occur. The school administration determines which offenses warrant an ESD assignment. These determinations will be based on the seriousness of the offense, the circumstances involved, and/or the frequency of infractions.

Infractions which may warrant ESD include:

- Habitual disciplinary problems in class
- Smoking, first offense
- Possession of tobacco products and/or related items
- Excessive tardiness to class/school
- Truancy
- Leaving school without permission
- Cutting class

- Inappropriate language
- Failure to report to office detention
- Failure to report to office when directed
- More than one person in the lavatory stall
- Littering, spitting
- Gambling
- Violation of the Internet Acceptable Use Policy 2300 (See district website)
- Misleading or dishonest behavior
- Bullying
- Any infraction deemed inappropriate by administration/Dean of Students

Extended School Day (ESD) Guidelines...

A student will be given written notification for parents/guardians. On the day of ESD, the student reports to the designated area after school with all books and materials. Once the student enters ESD, the following standards apply:

1. All school rules remain in effect.
2. Students are expected to quietly work on classroom and ESD assignments as directed.
3. Students should bring reading material to be used upon completion of assigned work.
4. Students may not use their lockers during ESD.
5. Any student who does not adhere to these standards will face the following consequences:
 - Parent/Guardian notification and an additional detention assignment.
 - A second offense will result in a parent/guardian conference, reassignment of the original ESD, and further consequences to be determined, which may include additional ESD, In School Suspension (ISS).

In School Suspension (ISS) Guidelines...

A student will be given written notification and a contract to be signed by parent/guardians. On the day of ISS, the student reports directly to the office, will forfeit their cell phone and await direction from the administrator/Dean of Students. Once the student enters ISS, the following standards apply:

1. All school rules remain in effect.
2. Students are expected to quietly work on assignments provided by their teachers
3. Students will have access to highly qualified educators throughout the school day.
4. Students will be assigned additional tasks in the event their teacher provided work is complete.
5. Any student who does not adhere to these standards could potentially face any of the following consequences:
 - Parent/Guardian notification and an additional ISS

Out of School Suspension (OSS)...

The following infractions may result in Out of School Suspension:

- Assault
- Fighting
- Bullying
- Blatant disrespect toward authority
- Use of, possession of or selling alcohol, drugs or drug paraphernalia
- Possession of any weapon
- Theft/stealing
- Vandalism
- Arson
- Verbal/physical/sexual harassment
- Smoking, second offense and subsequent offenses
- Possession of tobacco products and/or related items
- Threatening behavior: physical or verbal
- Any violation of the Westerly Violence Prevention Policy 2032 (see district website)
- Electronic threat or harassment
- Gambling
- Violation of the Internet Acceptable Use Policy 2300 (see district website)
- Hazing
- Any violation of the law
- Repeated violation of school policies
- Any infraction deemed inappropriate by administration

The following infractions may result in a referral to the Town of Westerly Juvenile Hearing Board, Truancy Court and/or the Westerly Police Department:

- School Vandalism
- Fighting
- Selling, using or possessing alcohol or other drugs
- Possessing any weapon
- Truancy
- Any violation of the law
- Any violation of the Westerly Violence Prevention Policy 2032 (see district website)
- Electronic threat or harassment
- Violation of the Internet Acceptable Use Policy 2300 (see district website)
- Bullying
- Threatening behavior: physical or verbal

Gang Activity...

Individuals or gangs who engage in, advocate or promote activities which intimidate or otherwise threaten the safety or well-being of persons on school premises (or in reasonable proximity thereto) or at any school-sponsored activity are harmful to the educational process. Gang activity will not be allowed on school property and/or at activities controlled by the school department. Incidents involving intimidation or related behavior of such individuals or groups are prohibited; all criminal infractions will be referred to the Westerly Police Department for potential prosecution.

Student Dress...

The tone and the atmosphere of a school are affected by the overall appearance of the students. Since choice of clothing directly affects the school environment and students' attitudes, careful consideration of wardrobe is important. These guidelines are an effort to promote school unity and pride, to ensure the health, welfare and safety of the members of the student body and enhance a positive image of students and the schools.

Students are asked to consider cleanliness, good taste and appropriateness in the selection of clothing to be worn in school. However true it is that one's appearance is a personal choice, it is nevertheless the responsibility of the teachers and the school administration to maintain a reasonable standard of conduct and appearance. A decorum of modesty and appropriateness necessary for the educational environment is required; this determination will be made by the school administration.

1. Students should practice good grooming at all times.
2. Appropriate & safe footwear must be worn at all times. "Wheelie" shoes and slippers are banned.
3. Outerwear (coats, hats, bandanas, headbands, sunglasses, etc.) is restricted to lockers/coat areas and is not to be worn during the school day.
4. Any items of apparel or decoration thereon that cause a distraction/disruption in the classroom or school building are prohibited. Short shorts or skirts, jogging shorts, muscle shirts, see through or mesh tops/tank tops, spaghetti strap tops, low cut shirts/tops, hoods and sunglasses are also prohibited. Skirts and shorts must be longer than the tip of the fingers when arms are at the side.
5. Any clothing or items that imply an obscene, drug/alcohol-related message or a violent message are prohibited. Students wearing such apparel will not be allowed to attend classes until such time as the clothing in question is changed and/or a parent/guardian is notified.
6. Any attire, accessory or body piercing that is of a health or safety concern, exposes undergarments and/or any part of the torso is prohibited.
7. Undergarments, pajamas, bathing suits, etc. are not acceptable school attire.
8. Specific attire and/or grooming methods may be required in special areas such as industrial tech, home economics, physical education or labs.

Violation procedure is defined as follows:

First Infraction – The student will be reminded of the dress code policy by a school administrator or his/her designee and the parent/guardian will be notified. Student may be directed to change or cover clothing or parent/guardian may be asked to bring clothing to school.

Second Infraction – The student will be reminded of the dress code policy by a school administrator or his/her designee and the parent/guardian will be notified in writing. A copy of the dress code policy will be given to the parent/guardian. Student may be directed to change or cover clothing or parent/guardian may be asked to bring clothes to school. A conference with the parent/guardian may be required. A student may be excluded from school related activities if he/she continues to violate the dress code policy. Disciplinary action for students with IEPs or 504 plans must follow the Federal regulations. Any questions should be forwarded to the Director of Pupil Personnel Services.

- **Please review Westerly Public Schools Dress Code Guide located in front of this handbook.**

Emergency evacuations...

Teachers will review and post emergency evacuation procedures in all classes. Students are required to respond to every evacuation as an emergency.

- Students should move swiftly, quietly, and in an orderly fashion during an evacuation.
- Students should be familiar with the evacuation route from each room on their schedule.
- Students will assemble at designated locations for attendance once outside.
- Students should be ready to respond appropriately if an exit is obstructed.

Lock-down procedures...

WMS will conduct state mandated lock-down drills. Students should carefully follow the directions of the adults and classroom teachers during these special drills.

Locker Searches...

Students are assigned lockers for storing and securing their books, school supplies and personal effects. Lockers, desks and storage areas are the property of the school district. No right or expectation of privacy exists for any student as to the use of any locker issued or assigned to a student by the school.

No student may use a locker, desk or storage area as a depository for any substance or object which is prohibited by law or school rules or which poses a threat to the health, safety or welfare of the occupants of the school building or the building itself.

Any student's locker, desk or other storage area will be subject to search if reasonable grounds exist to suspect that the search will yield evidence of the student's violation of the law or school rules. Any search of an individual student's locker will be conducted according to policy governing personal searches.

All lockers may be searched at any time without prior notice. If the school official conducting such a search develops a reasonable suspicion that any container inside the locker, including but not limited to a purse, handbag, backpack, gym bag or an article of clothing, contains evidence of a student's violation of the law or school rules, the container may be searched according to policy governing personal searches.

Cafeteria...

All students are expected to demonstrate appropriate behavior in the cafeteria. Cafeteria expectations are based on concerns for health, safety and the need to maintain an orderly environment. Students may be assigned to specific seats. Expectations and routines will be stated and explained by the administration and cafeteria support personnel. These expectations include but are not limited to:

- learning and keeping confidential their assigned I. D. number;
- acceptable table manners;
- remaining seated during lunch;
- speaking in a reasonable tone of voice;
- asking permission before leaving the cafeteria and before leaving seat;
- removing and discarding of trash;
- eating/drinking is confined to the cafeteria;
- respectfully following adult directions;
- students who are directed or have permission to eat lunch in the classroom must present a written pass to the cafeteria monitor at the beginning of the lunch period.

Bus transportation and safety...

School Bus Transportation is a privilege provided by the Westerly Public Schools. Because conduct on buses is directly related to the driver's control of the vehicle and to the safety of all students, the school department considers bus misconduct to be a serious offense and subject to disciplinary action. Bus drivers have the authority to enforce all bus rules and regulations. Student department may be monitored electronically.

Students must assume responsibility for their actions and behavior. They also have the responsibility to learn and follow the rules and regulations of bus and bus stop behavior. Parents/Guardians must also assume responsibility for the behavior of their children riding the bus as well as knowing the bus and bus stop rules and regulations.

Parents/Guardians are responsible for their child's behavior and safety to, from, and at the bus stop.

Parents/Guardians at the elementary and middle school levels must give written permission twenty four hours in advance for their child to use a different mode of transportation when a bus student is not going home on the assigned bus. Any temporary or permanent requests for bussing changes must originate at the Central Registration Office, 93 Tower Street, Westerly, RI 02891. If your child is taking another bus, he or she must bring in a note signed by the parent/guardian. This request must be approved by WMS and WPS Transportation Department.

When school administrators/Dean of Students receive written notification of student misbehavior, parents/guardians will be contacted and appropriate action will be taken. If permission to ride the bus is revoked, the parent/guardian must provide transportation to and from school until such time when bus privileges are reinstated.

Please refer to Westerly Public Schools Bus Transportation Policy between Home and School No. 8100.

Bus and Bus Stop Rules and Regulations

Students are expected to observe the following rules and regulations for safety and courtesy on the bus and at the bus stop. Due to the community nature of the bus stop, problems of a criminal nature will be referred to the Westerly Police Department for resolution.

At the Bus Stop:

- Arrive at your assigned stop five minutes before bus pickup (students are not allowed to ride any school bus other than the one assigned to their address)
- Stand on the sidewalk
- Stay off private property
- Do not stand on the traveled part of the road
- Be respectful and watchful of traffic
- Wait in a quiet and orderly manner

When Bus Arrives:

- Allow the bus to come to a complete stop
- Cross in front of the bus
- Stay at least 10 feet away from the bus on all sides
- Board bus in a quiet, orderly manner

On the Bus:

- Remain seated at all times and the driver has the right to assign seats
- Cooperate with the driver and practice orderly conduct
- The driver has the responsibility of controlling windows
- No profanity, excessive noise (use reasonable tone of voice) or obscene behavior
- No use or possession of tobacco, illegal drugs or alcohol
- No eating, drinking or gum chewing
- No vandalism (students are responsible for any damage to the bus that they cause)

- No body parts or personal belongings outside the bus
- No animals are permitted
- No unsafe objects or weapons
- No throwing items from the bus or on the bus including litter on the floor
- All school rules pertaining to behavior apply on the bus
- Large items that cannot be stored safely will not be allowed on the bus
- Decorations hanging from backpacks that could be a safety hazard are prohibited

Exiting the Bus:

- Remain seated until the bus comes to a complete stop
- Leave in an orderly manner
- Leave only at your assigned bus stop
- Stay at least 10 feet away from the bus on all sides
- Cross in front of the bus

Late buses...

A late bus will be available on Mondays through Wednesdays throughout the school year for the students who remain after school for an approved and supervised purpose. Students will only be permitted to ride the bus with a late bus pass signed by a supervising staff member. Parents/Guardians are reminded that late bus ride is usually longer than the student's regular bus and the drop off point may also be different. **A loss of late bus privileges is automatic with the loss of regular bus privileges.**

Visitor Parking.... Visitor parking is located in the first lot closest to the school. Please do not park in numbered spots; numbered spots are assigned to staff. Please do not drop off or pick up in the loading dock area.

WMS Academic Teams...

Teaming is a middle level organizational, educational practice that allows a core group of teachers to get to know and provide instruction to a common group of students. Each team will be comprise of academic teachers who provide instruction in English/Language Arts, Math, Science, Social Studies, and Special Education. Each team is basically a small version of the entire school population; they are schools within schools. Every team has a heterogeneous mix of students. The teaming approach also provides team planning time for teachers to organize instruction, communicate/meet with administration/parents/guardians, and effectively perform all other professional duties necessary in an exemplary middle school environment.

Academic assessments...

Letter grades of A, B, C, D, and F are used. Plus (+) and minus (-) designations may be given. Teachers also record effort and select appropriate comments for each area of instruction. This report card was designed to supply parents with essential information in a clear and concise format. Attendance and tardy information are also included on report cards. You will be notified of exact report card distribution dates in September. You may refer to the district calendar for end of grading period dates. The numeral equivalents for the letter grades are as follows:

A+ = 97-100	B+ = 87-89	C+ = 77-79	D = 65-69 (no plus or minus)
A = 93-96	B = 83-86	C = 73-76	F = 50-64 failure
A- = 90-92	B- = 80-82	C- = 70-72	I = Incomplete
			M = Medical excuse

Allied Arts classes rotate either quarterly or by semester.

“I” for **Incomplete** is used only in rare situations of illness or other serious reasons that impede a student from fulfilling school expectations by the end of the marking period. When a grade of incomplete is given, the student has the responsibility for making arrangements with the teacher who assigned the incomplete to fulfill all the requirements for a grade. When a student completes the work, the appropriate letter grade will be assigned by the next marking period. If a student fails to complete the requirements, the incomplete may be changed to an F at the next marking period.

Report cards are issued quarterly in an envelope that a parent/guardian is required to sign. Students then return the envelope to the homeroom teacher. The report card can be kept and need not be returned. WMS Honor Roll distinction is for students who achieve A's and B's.

National Junior Honor Society...

Westerly Middle School is a member of the National Junior Honor Society. Rising 8th graders who are interested in consideration should contact the school counselor's office or the advisor as early as possible in the fall. For more information and requirements, check the NJHS website.

Physical Education requirements...

All students are scheduled for PE/Health classes. Students in grades 6, 7 & 8 are required to bring a complete change of clothing for their PE class including shorts, T-shirt, socks and sneakers. No exchanging or borrowing of PE clothing is permitted and all clothing should be cleaned weekly. Students in grade 5 are required to wear sneakers. Students should bring a combination lock to secure items.

Whenever a student misses a class(es), the student has the responsibility of checking with his/her teacher to schedule a make-up class/classes after school. If exceptions are warranted due to long term medical excuses (2 or more weeks) the make-up requirement may be waived or extended.

Students, who fail to participate in or dress for physical education classes or make-up missed classes, when required, may be assigned to teacher detention. Quarterly PE grades are based largely on participation. Missed classes adversely affect a student's grade.

Evening events...

Attendance at special events is a privilege earned by good behavior. Refer to School Committee Policy for Middle School Events and Activities (7210), adopted 2005. Except for school dances, students attending evening events must be accompanied by a supervising adult.

Home/School communication...

WMS recognizes how crucial school/home communication is to a child's success in school and works diligently to keep parents informed of a student's academic and behavioral status. Skyward, our Student Information System, allows for parents and students to view daily attendance, discipline and grades.

Skyward Family Access Accounts are created for every student's legal guardian(s). If you have a student enrolled in Westerly Public Schools you have a Family Access account. If you are new to the district it may take several days after registration for your account to be created.

The Skyward Family Access Portal will get you access to:

- Grades, Report Cards and Progress Reports
- Attendance
- Schedules

To obtain your login information submit a helpdesk ticket on the Westerly Public Schools Technology Department webpage. Be sure to include your name, phone number, email address, and each child's name & school. Only biological parents and/or legal guardians will be allowed to access Skyward and obtain their child/children's information.

Report Cards and Progress Reports will be available at the midpoint and end of each quarter through Skyward.

Please refer to the Westerly Public Schools (www.westerly.k12.ri.us) website for the following policies which are not all inclusive of the Westerly Public Schools policies.

- Student Attendance Policy No. 2030
- Violence Prevention Policy No. 2032
- Physical Threat Policy No. 2033
- Internet Acceptable Use Policy No. 2300
- Social Networking and Texting Messaging No. 2321
- Residency Policy No. 2510
- Student Nutrition and Physical Activity No. 5010
- Administering Medication to Children No. 5020
- Substance Abuse No. 5040
- Prevention of Harassment, Intimidation, Bullying, Teen Dating Violence and Sexual Violence No. 7300
- Electronic Communication Devices No. 7500
- Bus Transportation Between Home and School No. 8100
- Bring Your Own Device Policy 2302

Rhode Island and The United States Department of Education Laws

- Compulsory Attendance – RI General Law Chapter 16-19-1
- RI State Health Education General Law – 16-22-4
- Education of Students with Disabilities /Section 504 of the Rehabilitation Act of 1973
Public Law 93-112