

# **Wester Middle School Addendum**

## **2017-2018**

### **WMS Administrative Team**

Principal – Richard Manuel

Assistant Principal, 6<sup>th</sup> Grade and Hillcats – Dan Kanzler

Assistant Principal, 8<sup>th</sup> Grade and Rockhounds – Jennifer King

### **WMS Counseling Team**

Counselor, 6<sup>th</sup> Grade and Hillcats – Julie Lewis

Counselor, 8<sup>th</sup> Grade and Rockhounds – Tori Talbert

School Resource Officer – Officer Richard Pippen

### **WMS Mission Statement**

**Wester Middle School creates a positive learning community committed to empowering all students to RISE to their highest potential.**

### **WMS Vision Statement**

**Wester Middle School will know each student by name and need to ensure learning for all.**

**Core Values – Respect, Integrity, Service, Excellence**

**School Colors – Red, White, Gold**

**WMS Mascot – Wildcat**

Please visit the school website <http://www.friscoisd.org/wester>

Refer to the [FISD Middle School Handbook](#) for a comprehensive explanation of rules and policies

## **General Information**

### **School Hours:**

The school day is from **8:25am - 3:35pm**. Students may arrive no earlier than 7:30am. Students will report to the cafeteria until dismissed to 1<sup>st</sup> period by an administrator. For student safety and security, we ask unattended students not to loiter or be on campus after 3:55pm each day. Unless a student is staying for tutorials or a planned practice that is supervised by school personnel, all students should be off campus, including the tennis courts, by 3:55pm. Students are not allowed to wait unsupervised. Arrangements should be made for students to be picked up immediately after school or following a sanctioned event. Students who loiter may receive disciplinary consequences.

### **Attendance:**

When a student is absent, a parent or doctor note must be presented to the attendance clerk within three days of the student's return to school. The doctor note may also be scanned and emailed to the attendance clerk at [\*\*wester@friscoisd.org\*\*](mailto:wester@friscoisd.org). It is important to remember that an absence without a note within three days will result in an unexcused absence. Written notification is also required when a student signs out to leave school early. Students must bring a doctor's note after the third consecutive absence. Excessive absences will result in a Student Attendance Behavior Improvement Plan and possible retention or referral to truancy court. Please refer to the FISD Middle School handbook for specific attendance requirements regarding the Compulsory Attendance Law and truancy. We can only accept **8 parent notes** for the school year. Any further parent notes would result in unexcused absences. After **9 unexcused absences**, the student may be referred to truancy court.

### **Sign Out Procedures:**

When it is necessary for a student to leave during the day, he/she must sign out in the office. A parent/guardian must show a valid I.D. and sign out using the Raptor system. If the person signing the student out is not the parent/guardian, written permission must be provided by the parent/guardian and the person must show a valid I.D. Students are not permitted to leave class until they are called from class by the front office, thus, please allow 10 to 15 minutes for your child to gather belongings from his/her locker and arrive in the front office. The parent/guardian may write a note for the appointment at the time the student is leaving or when the student returns to school. A written note must be returned within three days anytime a student is leaving early, or this will result in an unexcused absence.

### **Visitors:**

All visitors are required to check in at the front office using the Hall Pass system, present a valid I.D. and wear a visitor's badge during the visit.

If a student is being visited during lunch, the visitor must be on the student's emergency check out sheet or have written permission from the parent/guardian. The following guidelines are in place for lunch:

- **Due to the Texas Nutrition Policy, "Students or parents should only bring enough food for themselves. No large quantities to feed other students are allowed." The Texas Nutrition Policy does not allow sharing food.**
- **Lunch visitors and students should sit at the designated visitor tables. Lunch visitors will be limited to the parent(s), the student and one friend.**

**Change of Address, Phone Number, Email:**

Please inform the office immediately in writing of any changes to parent contact information. The school consistently refers to parent contact information, and it is important that the information provided be current. Also, please keep emergency contact information up-to-date.

**Deliveries to Students**

All lunches, homework, PE clothes, etc. will be placed on a cart of the appropriate grade shelf in the front office. It will be the student's responsibility to check with the front office for any items that are dropped off. Glasses/contacts and phones will be held with our receptionist until the student is able to pick them up. Parents will need to sign-in all items on the provided clipboard and students should initial when they pick up the item. **Items such as flowers, candy, balloons, or other gifts will not be accepted.**

**Lockers:**

Each student will be assigned a locker. Students shall not "rig" lockers so that the combination is not necessary, and they shall not share lockers. Lockers are school property and are subject to search by school officials. Locker decorations are allowed on the inside of a student's locker only. Lockers can be decorated in August at designated Meet Your Locker times. School sponsored organizations are allowed to decorate the outside of lockers with the approval of the coach, sponsor, and principal.

**Textbooks:**

Textbooks may be provided by the district and issued at the beginning of the year. Every student is obligated to give his/her book the best care. The student should put his/her name in the book as soon as it is issued. Students are not to loan or borrow books. Students who lose or damage a book will be expected to pay for it. Certain classes may use class sets, online textbooks, or textbook CDs. If a student transfers to another school in the district, they will take their consumable textbooks with them. If they move out of the district, they will return the consumable textbook to the school.

**Lost and Found:**

Students should not bring valuable items to school. Students must keep all personal belongings in their possession or locked in a locker at all times. The school assumes no responsibility for student items and will not investigate lost/stolen property, including lost/stolen electronics. Found items are placed in the lost and found in the Theatre Arts room. Items not claimed by the end of the year are donated to charity.

**PE Uniforms:**

PE uniforms are required for all students enrolled in a PE class. Uniforms can be purchased from the Wester PTO. Order forms are located in the front office. Every student must have a uniform by the second week of school. If a uniform is lost, it must be replaced within one week. Students may also purchase a gray shirt and black shorts as their uniform.

**Food and Drinks during the School Day:**

Students are not allowed any type of food or drink (except water) in the classroom at any time during the school day. Water is allowed but should be in a clear bottle so that its contents are visible. Students that bring their lunch to school should keep them in their lockers until the designated lunch period. If a student has a medical condition which requires a snack during the day, arrangements should be made with the school nurse.

**Medications:**

Students are not allowed to have any medication in their possession at school. All medication must be kept in the nurses office at all times, including over-the-counter medication, prescription medication, herbs and vitamins. See FISD Middle School Handbook for further information on the district's medication policy. Students will receive discipline consequences if these policies are not followed.

**Methods of Communication:**

In an effort to involve parents and community, Wester uses a variety of communication methods. Those include the school website, <http://www.friscoisd.org/wester>, the Wester Facebook page, Wester Twitter account, a weekly calendar of events, a 6 week electronic newsletter, School Messenger calls, Home Access Center, Remind 101, parent teacher conferences, open house, and CAT Camp.

**Bring Your Own Device (BYOD):**

Students are allowed to use their own electronic devices in the classroom with teacher permission for educational purposes. Students may not use their electronic devices between 8:15am-3:35pm without specific teacher permission. Electronic devices may not be used in the halls between classes. It is important that students act responsibly with their electronic communication. Students shall not take pictures or make posts during the school day. Electronic communication that has a negative impact on the learning environment, other students or school personnel, no matter when the communication occurs, is a violation of the Code of Conduct and will have disciplinary consequences. It is vital that students "Pause before They Post."

**Book Bags, Backpacks and Other Containers:**

Book bags and backpacks can be used to transport belongings to and from school, but they are not allowed in classrooms. As soon as students are released to 1<sup>st</sup> period, all bags must be placed in the students' lockers. The bag must be collapsible and able to fit in the locker without jamming it.

**Bicycles:**

Students may ride bicycles to school. Bikes are to be parked and locked in designated areas. Wester cannot provide security against theft or vandalism. Students are urged to use caution and common sense when riding bikes, as the area around the school is often congested. School officials reserve the right to prohibit bike riding on school grounds before and after school if a student does not adhere to safety procedures.

**Skateboards, Skates, Scooters, Roller Blades, RipStiks and Hoverboards:**

These are not allowed on school property including FISD buses. These items should not be brought to school and may be confiscated, with parents required to pick them up.

## **Academics**

### **Grades:**

Students will be assigned a numerical grade based on a 100 point scale each six weeks. The average of the six six-week grades will be the final grade for the course. The Wester grading rubric is as follows:

- Major grades (tests, writing/research projects, etc.) – 50%
- Minor grades (quizzes, in-class assignments, labs, etc.) – 30%
- Daily grades (homework, warm-ups, in-class assignments, etc.) – 20%

### **Retests:**

A student shall be afforded the opportunity to retest on major formative assessment tests if he/she scores an 84 or below for a maximum score of 85 on the retest. In order to retest, a student must attend at least one tutorial session where the teacher may require test corrections. The student must attend the retest on the date specified by the teacher.

### **Eligibility:**

All promoted students begin the school year as UIL eligible. Students will lose eligibility if they are not passing all of their classes at the end of any 6 week grading period. Students can regain eligibility based on the 3 week progress report or 6 week report card, provided that they are passing all of their classes. If a student is ineligible, they may practice with the team, but will not be able to play or travel with the team.

### **Extracurricular Attendance**

To be eligible to attend extracurricular activities and after-school events, students must have passed all classes on the most recent report card. This includes all ball games, band concerts, theatre productions, and any other special extracurricular programs. Gate keepers will be provided a list of ineligible students prior to every after-school event. Students may regain their opportunity to attend extracurricular events if they bring their grades up and are passing all of their classes at progress report time. Any student who tries to enter the event that is on the ineligible list will not be allowed to stay. Any student who does not have their ID to prove eligibility may also be asked to leave.

A student should be picked up by a parent no later than 20 minutes after the conclusion of a school sanctioned event. This includes dances, athletic events, and any other extracurricular activity. A student that is not picked up within 20 minutes will receive a warning the first time and will lose the privilege of attending after school activities on the second occurrence. This is cumulative for the year for all after school activities.

Students are expected to be in the stands during the game times. No footballs, soccer balls, basketballs, wireless speakers, etc. should be brought to the activity. The FISD dress code applies to extracurricular activities as well.

### **Academic Dishonesty:**

Academic dishonesty includes cheating, copying the work of another student, allowing another student to copy your work, doing work for another student, plagiarism, and unauthorized communication between students during an exam. A student found to have been engaged in academic dishonesty may be subject to disciplinary action. The student may be given a grade of zero for the assignment.

**Late Work:**

**Daily Assignments:** The general late work policy at Wester Middle School is aimed at helping our students learn to take responsibility for their learning and to maintain consistency throughout the building. For daily assignments that are turned in past their due date, after grading the assignment, the highest grade possible is:

**1 day late – maximum 70**  
**2 days late – maximum 50**  
**3 days or more late – 0**

*Examples: If a student turns in an assignment 1 day late and earns an 85, he/she would receive a 70 in the grade book. If another student turns in an assignment 1 day late and earns a 50, he/she would still receive the 50 in the grade book.*

**Major and Minor Assessments:** All assignments included in the major and minor grade categories that are turned in late will be subject to the following. After being graded, the highest score possible is:

**1 day late – maximum 85**  
**2 days late – maximum 70**  
**3 days or more late – assigned C-Hall, academic TNS, ISS**

If the student does not turn in the assignment after 2 days, the student will attend academic C-Hall, academic Thursday Night School, and/or work in academic ISS to complete the assignment.

*Examples: If a student turns in a major grade project 1 day late and earns a 90, he/she would receive an 85 in the grade book. If another student turns in a major grade project 1 day late and earns a 50, he/she would still receive the 50 in the grade book. If another student still hasn't turned in the project after 2 days, he/she would be assigned an academic C-Hall or Thursday Night School (whichever comes first). If he/she still hasn't finished after attending the C-Hall/TNS, he would be assigned academic ISS until he/she has finished the assignment.*

**Tutorials:**

Tutorials are available to every student before and after school on every day, **except for Wednesday afternoons**, and are designed for students who are struggling to understand a concept. Students who need a quiet place to complete homework should go to the library, not tutorials. Morning tutorials are from 7:55am-8:15am, and afternoon tutorials are from 3:40pm-4:05pm. Students need to be prompt in arriving to tutorials. In the morning, they have between 7:55 and 8:00 to get to their tutorials, or else the doors are closed and they cannot attend. Teachers offer tutorials each day unless they are on duty or have a previously scheduled meeting. Teachers post their tutorial schedules by the classroom doors. Students are encouraged to “make an appointment” with a teacher if they need one-on-one undivided teacher attention to master an objective.

**Advisory:**

Students will have an advisory period every Tuesday, Wednesday and Thursday. This period is an opportunity for students to get tutoring and to begin working on homework. Tuesday and Wednesday advisories will include targeted tutorials for students requiring extra assistance with a specific topic, as well as open tutorials for students to receive additional guidance. If the student chooses, he or she may elect to attend a study hall in the gym or cafeteria to complete homework or read. The Thursday advisory period will be used to promote campus goals and programs, such as Olweus and other campus initiatives. Students are not allowed to use a device during advisory unless they are with the teacher that made the assignment. Students are, however, allowed to use the computers in the library but must get a pass during the school day from the librarian.

**Home Access Center:**

The Home Access Center is a great tool for students and parents to work together to keep up with current grades and attendance. Usernames and passwords will be provided to students during the first six weeks of school. We encourage you to make using HAC a regular part of your student/parent conversations. To access HAC, go to the school website and scroll down to the bottom of the home page. There will be a link for the Home Access Center (HAC) under campus quick links. There is also a short tutorial for your use. If you have any questions about accessing HAC, do not hesitate to contact the school. The staff consistently uses HAC, and Wester encourages parents and students to do likewise.

**Schedule Changes:**

Schedule change requests are accepted during the first week of school *only*. After the first week, schedule change requests will be made based on academic need and will require principal approval. Schedule change request forms are located in the counselor's office and require a parent signature before it will be considered. Due to class size and personnel, we cannot guarantee that the request will be granted, even during the first week of school.

## Behavior Management

It is our goal that students complete work on time and follow the Student Code of Conduct. However, in the event that a student strays from his/her responsibilities, the following disciplinary techniques may be used: lunch detention; teacher detention 3:40pm - 4:10pm; C-Hall (academic or punitive) – Monday, Tuesday, Thursday and Friday 3:40pm-4:40pm; Thursday Night School (TNS - academic) 3:40pm-6:30pm; Thursday Night Reflection (TNR - punitive) 3:40pm-6:30pm; Short Term In-School Suspension; Long Term In-School Suspension. Students are responsible for bringing schoolwork to detention, C-Hall, TNS and TNR as well as following the rules and procedures. Students may bring a healthy snack to TNS/TNR. Parents may not deliver any type of food for TNS/TNR. Students must arrange for timely transportation home. While most disciplinary incidents are considered on a case-by-case basis, below are consistent consequences for tardies, dress code violations, and inappropriate use of an electronic device.

<b>Tardy*</b>	<b><u>Consequence</u></b> (cumulative per semester)
1 <sup>st</sup> Offense	Warning
2 <sup>nd</sup> Offense	Warning
3 <sup>rd</sup> Offense	Lunch Detention
4 <sup>th</sup> Offense	C-Hall
5 <sup>th</sup> Offense	Thursday Night Reflection
6 <sup>th</sup> Offense	Thursday Night Reflection
7 <sup>th</sup> Offense and beyond	Office Referral
<b><u>Dress Code</u></b>	<b><u>Consequence</u></b> (cumulative per six weeks)
1 <sup>st</sup> Offense	Warning and Change
2 <sup>nd</sup> Offense	Lunch Detention and Change
3 <sup>rd</sup> Offense	C-Hall, Notify Parent and Change
4 <sup>th</sup> Offense	TNR, Notify Parent and Change
<b><u>Electronic Device</u></b>	<b><u>Consequence</u></b> (cumulative for the school year)
1 <sup>st</sup> Offense	Device taken and returned to parent with warning
2 <sup>nd</sup> Offense	\$15 fine and parent signature before device is returned
3 <sup>rd</sup> Offense	Additional \$15 and parent signature before device is returned
4 <sup>th</sup> Offense	Confiscated for remainder of year and additional \$15 for the return

**\*A note on Tardies:** In the event that a student arrives to school tardy, the student must check in at the front desk. Tardy students will not be admitted to class without a pass from a teacher or from the Tardy Gate. Students who have excessive tardies will be disciplined according to the table above. An automated email is sent for each tardy if there is a current email address on file. This automated email is sent only to the primary email address on file. Tardy counts are reset at the beginning of the second semester.