

WESTLAND STUDENT HANDBOOK 2019-20

Westland Middle School
5511 Massachusetts Avenue
Bethesda, MD 20816
301.320.6515

Student Last: _____

Student First: _____

Vision: To develop students who are prepared for high school and are independent, responsible, and productive global citizens.

Mission: The mission of Westland, in conjunction with the aims and objectives of the International Baccalaureate Organization, is to engage all students in a challenging educational program in an environment where all students are supported academically, socially, and emotionally.



Core Values:

- Growth
- Kindness
- Academic Excellence
- Equity
- Engagement
- Global-Mindedness

Westland Bell Schedules

Regular Bell Schedule

Period 1: 8:15 - 9:00
 Period 2: 9:04 - 9:49
 STAR: 9:53 - 10:21
 Period 3: 10:25 - 11:10

6 th grade	7 th grade	8 th grade
LUNCH 11:14 – 11:44	Period 4 11:14 – 11:59	Period 4 11:14 – 11:59
Period 4 11:48 - 12:33	LUNCH 12:03 – 12:33	Period 5 12:03 – 12:48
Period 5 12:37 – 1:22	Period 5 12:37 – 1:22	LUNCH 12:52 – 1:22

Period 6: 1:26 - 2:11
 Period 7: 2:15 - 3:00

Early Release Day Bell Schedule

Period 1: 8:15 - 8:45
 Period 2: 8:49 - 9:15
 Period 3: 9:19 - 9:44
 Period 6: 9:48 - 10:14
 Period 7: 10:18 - 10:48

6 th Grade	7 th Grade	8 th Grade
Lunch 10:52 – 11:22	Period 4 10:52 – 11:22	Period 4 10:52 – 11:22
Period 4 11:26- 11:56	Lunch 11:26- 11:56	Period 5 11:26- 11:56
Period 5 12:00– 12:30	Period 5 12:00– 12:30	Lunch 12:00 – 12:30

Two Hour Delay Bell Schedule

Period 1: 10:15 - 10:50
 Period 2: 10:54 - 11:27

6 th Grade	7 th Grade	8 th Grade
Lunch 11:31 - 12:01	Period 4 11:31 - 12:01	Period 4 11:31 - 12:01
Period 4 12:05 - 12:35	Lunch 12:05 - 12:35	Period 5 12:05 - 12:35
Period 5 12:39 – 1:09	Period 5 12:39 – 1:09	Lunch 12:39 – 1:09

Period 3: 1:13 - 1:46
 Period 6: 1:50 - 2:23
 Period 7: 2:27 - 3:00

MARKING PERIODS

MP1: Ends 11/8/19
 MP2: Ends 1/24/20
 MP3: Ends 3/27/20
 MP4: Ends 6/15/20

REPORT CARD DISTRIBUTION

MP1: 11/20/19
 MP2: 2/4/20
 MP3: 4/15/20
 MP4: 6/23/20



Hall Locker Number: _____ (located near classroom _____)

Bus Route: _____ **STAR Teacher:** _____

Principal: Ms. Serino
Assistant Principals: Mr. Jefferson (6th and 8th A-L) Ms. Sanya (7th and 8th M-Z)

Counselor:
Ms. Kohlerman (6th) Ms. Fischer (7th) Ms. Gama (8th)

Attendance: 301.320.6534.....Ms. Scholl

Cafeteria: 301.320.7047.....Ms. Li

Counseling Office: 301.320.6525.....Ms. Belott

Counseling Office Fax: 301.320.7053

Health Room: 301.320.6533.....Ms. Mangum, Ms. Weinberg

Media Center: 301.320.6524.....Ms. Grant

Main Office: 301.320.6515

Main Office Fax: 301.320.7054

Special Education: 301.320.7050.....Ms. Mitchell-Lazarus

Transportation (MCPS): 301.469.1068 or 301.469.1070

Crisis Center, Montgomery County 240.777.4000 (24 hr phone or walk-in)
www.montgomerycountymd.gov

Mental Health Association

TEXT 301.733.2255 (Mon-Th from 4 pm-9 pm)

CALL 301.738.2255 (24 hrs/day 7 days/week)

CHAT www.crisischat.org (24 hrs/day 7 days/week)

BTheOne.org

Lifeline 1.800.272.TALK (8255) or 24 hour crisis center 240.777.4000

STUDENT EXPECTATIONS

Shaded text indicates new handbook language in 2019-20

ACTIVITY BUSES

On days that we have extra-curricular activities activity buses will be provided. The routes will be different with fewer, centralized stops than the daily routes. Students who are not in a supervised activity (and especially those that leave school grounds) will NOT be able to ride the activity bus.

ATHLETICS

Consistent with all other middle schools in MCPS, Westland will offer the following interscholastic sports for seventh and eighth graders only:

- Fall- boys' softball, girls' softball and co-ed cross country
- Winter- boys' basketball and girls' basketball
- Spring- boys' soccer and girls' soccer

Students must have an updated physical (within two years) on file in the health room and they must be academically eligible to participate. Sixth grade students may not participate in interscholastic sports, but they are encouraged to join intramural activities that are advertised during the school year.

ATTENDANCE

Attendance is required by law. If a student is absent or will be arriving late, the parent/guardian should call the attendance line at 301-320-6534. They may also report an absence or late arrival from the link on our homepage.

Absent or late students should bring an attendance note that includes student name, grade, date, reason for absence or lateness, parent/guardian name, parent/guardian signature and the phone number where a parent may be reached. Attendance notes should be hand carried to the main office when the student enters the building. Alternately, the parent may report an absence online or send a student with a note generated by the doctor/dentist. A student does not need to be accompanied by a parent when signing in late if s/he has a note.

Students leaving early for appointments should bring a note stating the time of the early dismissal to the main office before the start of the school day. A pass will be issued to the student to report to the main office at the time indicated so as to avoid calling into the classroom.

The adult picking up the student must come into the main office. No student will be released to an adult that

is not authorized in writing to pick up a student. A photo ID is required.

All students must sign out in the main office if leaving the school before the final bell.

An absence from school is considered lawful only in case of:

- Activity accepted by school official and with prior approval
- Court summons
- Certified illness of the child* (*A physician's note is required if a student is absent 5 or more days.)
- Death in the immediate family
- Observance of religious holiday
- State emergency
- Suspension
- Violent storm

Vacations are not considered excused absences. The principal or grade level administrator may issue an exception in extraordinary circumstances. Requests to grade level administrators must be made at least one week before the expected absence. It is the student's responsibility to gather and complete any missing assignments.

BACKPACKS/BOOK BAGS/SHOULDER BAGS

All student bags should be secured in students' assigned lockers during the school day. Students are not to carry bags from class to class. Any bag large enough to hold a notebook must be kept in the locker.

If students need to carry clothes and shoes for PE, these items should be carried in a small bag that does not contain other items.

BUSES

Morning procedure: If your child's bus is more than 15 minutes late to the stop and there is not a likely weather delay, please call the transportation depot at 301-469-1070.

Afternoon procedure: Buses will depart at 3:07 PM. No students may use the central sidewalk unless being picked up by a parent in the lot.

Bus Expectations: School Buses - Students must obey the bus driver at all times while under his/her supervision. The driver may request an assigned seat

or removal of a student from the bus for disciplinary reasons. The driver will report all violations of safety regulations as well as any behavior problems to the school administrator. Expectations:

1. Remain 5 feet from the road while waiting for the bus.
2. Do not run along the side of the bus as it is arriving.
3. Follow school rules at the bus stop and while riding.
4. Ride only on your assigned bus.
5. Follow the bus operator's directions.
6. Stay seated while the bus is moving.
7. Keep aisles clear of feet and objects.
8. Keep arms and hands inside the bus.
9. Keep voice to a conversational level, using appropriate language.
10. Play music through headphones/earbuds only.
11. Do not throw objects.
12. Do not play fight or hit.
13. Do not eat or drink.
14. When crossing the street after leaving the bus, cross only after the driver signals that it is safe to cross.

Students are not allowed to ride an MCPS bus other than the one to which they are assigned. For special exceptions, a student should present a note from his/her parent to the main office for a bus pass in the morning. If a bus is at capacity, additional passes will not be issued.

Bus riding is a privilege, which can be revoked for a period of days or revoked for the entire year due to inappropriate behavior.

CAFETERIA

Westland provides breakfast and lunch each day. Reduced or free lunch applications may be completed online and will be made available to students during the first week of school. PINs (personal identification numbers) will be distributed during the first week of school through STAR. It is important for students to keep their PIN number confidential.

Students are expected to behave appropriately in the cafeteria.

1. Students should be seated when they arrive and should remain seated unless getting food, taking care of trash/recycling or relocating to a free seat to sit at another table.
2. If attention is called, students should have their **mouths closed**, their **bodies still** and their **eyes on the speaker**.

3. Students may use the bathrooms nearest the cafeteria.
4. Students are required to obtain a written pass to go to any other part of the building.
5. If a student has a food item that s/he does not want to eat, it should be placed on top of one of the blue cube recycling boxes.
6. Students should clean up their tables and areas disposing of trash in receptacles and recycling items.
7. When students are interested in getting fresh air outside, an adult will check the area at and under the table before issuing a card. Students may not eat or drink while outside.
8. Students are not permitted to order food or beverages to be delivered to them for lunch.

CELL PHONES AND ELECTRONIC DEVICES

MCPS middle school students may possess cell phones and electronic devices on MCPS property and at MCPS-sponsored activities according to the following regulations.

Phones and electronic devices...

1. Must be **powered down and put out of sight** NO LATER than 8:10.
2. May be kept on a student's person but cannot be used from 8:10 to 3:00. An exception is made when teachers allow phones for instructional purposes during designated class periods only. In these cases, students will work in groups or have access to school technology so no students are disadvantaged if they do not bring a cell phone to school.
3. May only be used at the end of the instructional day and during after-school extra-curricular activities as long as they do not interfere with the activity.
4. May be used on school buses to and from school as long as they do not pose a safety hazard.
5. Electronic readers are permitted if used as readers.

If seen or heard in use during the day, the phone or electronic device will be confiscated and turned into the main office. At a first offense, the electronic device will be returned to the student at the end of the school day. At a second offense and thereafter, a parent will need to pick up the device. (Gaming systems should not be brought to school at all.)

Cell phones and electronic devices may be used in 7th and 8th grade lunches each Friday. Students are expected to follow all school rules regarding use of cell phones and accessing information.

Headphones and earbuds should be placed away and out of sight unless specific permission has been given for an instructional activity or timeframe.

DRESS CODE

The following expectations have been established to promote a safe and practical learning environment while still allowing students to express themselves.

1. Clothing must allow students a full range of motion (including sitting, bending, reaching, running) without at any time revealing private areas including the bottom or breasts.
2. Clothing must cover all underwear/undergarments. (While exposed bra straps are acceptable, other parts of the bra are not.)
3. Shirts must have sleeves or straps and cover stomachs and lower backs.
4. Hats, bandanas and other head coverings may be worn for religious purposes only. In addition to not being worn, these items cannot be carried or attached to the person.
5. Pajamas and slippers are not permitted.
6. Clothing or accessories with inappropriate statements, sexual or violent overtones or advertisements about alcohol and other drugs are not permitted.
7. Coats will be stored in hall lockers.

If the expectations are not met, students will be asked to change their clothes. In matters of opinion, the judgment of the principal/principal designee shall prevail.

DROP-OFF/PICK-UP

Parents may drop-off and pick-up students in the designated drop-off area marked in front of the cafeteria. Parents should not leave their car idling unattended at arrival and dismissal. Please do not wait in one of the spaces designated for drivers with disabilities unless applicable.

EMERGENCY/CRISIS PROCEDURES

Shelter Drill: A shelter is implemented when an emergency situation requires all students to be under supervision and accounted for. This might include a severe weather situation or a medical emergency within the building.

- All students should be accounted for in an instructional area.

- Teachers should take attendance and wait for further directions and classroom instruction continues.
- Students and teachers should ignore class change bells.

Lockdown Drill: A lockdown is activated when there is urgent danger inside or immediately outside the school.

- All students should move to the nearest location where the door can be secured or locked.
- Students and staff members should remain in the room with the lights out, windows and blinds closed, and the door window covered.
- Students should await further directions, be silent and remain calm.
- Students and teachers should ignore alarms and bells that might sound.
- Teachers should take attendance if safe to do so.

Lockdown Drill with Options: A lockdown drill with options is activated when there is urgent danger inside or immediately outside the school.

- Students should follow guidelines above.
- However, if it is deemed that exit from the building is a likely safe option, **the students and adults may flee away from the school grounds to the closest intersection where they cannot see the school and contact 911.**

Evacuation: The school is evacuated if an emergency makes it dangerous to remain in the building

- All students should follow teacher directions to leave the building quickly, quietly and orderly through the exit designated for each classroom.
- Students should line up with their designated class (no less than 50 feet from the building) and remain silent for instructions and attendance.
- Staff members will take attendance and await instructions about returning to the building.
- Students are to remain outside until they are given the all clear signal from their teacher.

FINANCIAL INFORMATION

Obligations: Students who owe money for lost or damaged texts, materials, library books, etc. will be charged the replacement or damage cost as appropriate. This includes lost locks, replacement student planners, loaned lunch money, etc. If a student owes a financial obligation to the school, s/he may not be permitted to participate in events or activities that charge admission or a fee until the obligation is paid. (This includes end-of-year activities.) Families with

economic hardship should contact their child's counselor or administrator.

Returned Checks: If a check is written to the school and is returned for insufficient funds or any other reason, families will be charged \$25.00 in addition to the initial amount of the check. If a check is returned, a letter will be sent by mail to the parent/guardian with the initial amount of the check and the total now due to the school. The student will receive an obligation for this amount and all obligation rules will be in effect.

GOOGLE PROFILE

Students shall use school-appropriate images/graphics for their MCPS Google profile.

HALL PASSES

Students are required to have a hall pass when traveling in the hallways from 8:15 am to 3:00 pm.

HALLWAY EXPECTATIONS

To maintain a safe, respectful and orderly building, students are expected to behave as follows:

1. Look out for one another,
2. Walk on the right,
3. Keep hands and feet to themselves,
4. Make room on crowded stairwells for traffic flow in two directions,
5. Use language that would NOT be bleeped by television censors,
6. Travel with a pass during STAR, class time and lunchtime,
7. Respond to reasonable requests by adults—staff members and guest teachers alike.

HEALTH ROOM

The health room is open to students from 8:30 am - 2:50 pm. Except for emergencies, a pass is required to be admitted. If a student requires daily medication, an appropriate form must be filled out and signed by both the parent and the physician. Under no circumstances will either school or health department personnel administer medication brought to school by a student without appropriate paperwork. Students may not carry medication in school without the nurse's knowledge.

HOMEWORK

Homework is assigned to enable students to master skills in each subject and to extend and enrich their knowledge of particular content. It is recommended that students use our paper planner, purchase a Westland agenda book or utilize their own planner to track assignments. Homework assignments vary according to subject and grade level.

Guidelines:

Homework will consist of 20 minutes per class for a typical night. (Students should stop if homework for one class is taking more than 30 minutes on a consistent basis. The student or parent should inform the teacher.)

- Sixth grade- 45 to 75* minutes total
- Seventh grade- 60 to 90* minutes total
- Eighth grade- 75 to 120* minutes total

(*Time may be longer based on the number of high school level courses in which a student is enrolled.)

No Homework Weekends and School Break:

In 2019-20 we will continue to implement a handful of no homework weekends. However, reading assignments ARE allowable during these particular weekends and breaks.

There will be no homework due:

- Monday, Dec 2
- Thursday, Jan 2
- Tuesday, Feb 18
- Tuesday, April 14

LOCKERS

Students are assigned a large locker in the hallway and a small locker within the Physical Education locker room to be used for storing school-related possessions. **Students should not share lockers and should keep their combinations secret.** The school is not responsible for lost or stolen property. Therefore, it is not recommended for students to bring items of value (excessive amounts of money, jewelry, electronic devices, collection cards, etc.) to school. Book bags, backpacks and coats must be kept in the hall lockers. Administrators and/or security assistants may search a locker if deemed necessary.

LOST AND FOUND

Please label books, coats, lunch bags, etc. with your name. In some respects, it is more important in middle school than in elementary school to label belongings because students travel to more locations! Personal articles found in the school building or on school property should be turned in to the main office.

- Glasses, keys, wallets/purses, electronic devices, etc. are stored in the main office.
- Books and notebooks are returned to the appropriate teacher.
- Clothing and lunch bags are placed in the cafeteria.

MAKE-UP WORK FOR ABSENCES

Excused Absences

It is the student's responsibility to obtain missed assignments when absent from class. An "excused absence" does not mean the student is excused from completing the work. It just indicates that it is a lawful absence. It is recommended that students do the following:

- Check myMCPS or google classroom.
- Contact classmates about missing assignments using the student directory
- Arrange a make-up schedule with each teacher upon returning to class. The students will have three days to make up work for every day of an excused absence

When circumstances require that a student be absent **for three or more days**, a parent or student himself/herself should contact the teachers to request the work. Teachers have 48 hours to generate work and may need to present some assignments when the student returns to school. Assistance can be requested of the counselor or grade level administrator.

MEDIA CENTER

The media center is open from 8:00am-3:20pm. Students can use the media center before and after school, and during classes (as permitted by the media staff and the classroom teachers). Books may be borrowed for a period of two weeks and renewed if necessary. No fines are charged on overdue materials; however, students will be obligated to pay for lost or damaged materials.

PROPERTY- SCHOOL PROPERTY AND PERSONAL PROPERTY

Students are responsible for any school property assigned to or used by them. This includes books, furniture, and equipment. Students must pay for any items lost, damaged or stolen. Students should use lockers and all equipment carefully and must respect the personal property of staff and other students. Any intentional damage to private property will be addressed by administrators. (This does not include private property that is not permitted in school.)

REFERRALS OR TIME OUTS TO OFFICE

Students who are referred to the office must report immediately to the office and notify a member of the office staff that they are present. Students should not leave the office until dismissed by a staff member or an administrator. Any staff member, bus driver or guest teacher may refer students.

REPORT CARDS

Students will receive report cards with marking period grades.

- MP1 ends on November 8. Report cards will be distributed on November 20.
- MP2 ends on January 24. Report cards will be distributed on February 4.
- MP3 ends on March 27. Report cards will be distributed on Apr 15.
- MP4 ends on June 15. Report cards will be mailed home by MCPS on/about June 23.

SALES

Students are not permitted to sell items outside of an approved school fundraiser. This includes selling candy, food, toys, clothing, etc.

SNACKS AND WATER

All students will be provided opportunities to consume snacks during their classes

- Teachers will set parameters in their own classrooms about when/where snacks can be consumed and when/how students should take care of trash.
- No snacks are permitted in PE classes, the locker rooms, the media center, the TV studio or in computer labs.
- Water (but no other beverage) may be consumed unless it is inappropriate for an instructional space (i.e. computer lab) or an instructional task (i.e. science lab).
- No peanut/treenut or peanut/treenut snacks should be consumed because of shared classroom furniture.
- Students will NOT be given passes to retrieve snacks from their lockers.
- Snacks will not be shared.
- Sunflower seeds in shells are not permitted.

STAR

STAR (Students and Teachers Achieving Results) is a daily study/advisory period that occurs after second period. On designated days, students will be encouraged to make appointments for re-teaching and re-assessing with their classroom teachers. Otherwise students are expected to work on homework, classwork, or read silently.

STAYING ON CAMPUS

Once students arrive to school they must remain on campus through the end of school day or the end of a supervised after-school activity. Students cannot leave campus-to go to the library, Starbucks, Rite Aid, Giant, etc.—and return to campus to access our buses or to access an after-school program.

STUDENT SERVICE LEARNING

Service learning experience is a graduation requirement. These 75 required hours may be accumulated through curriculum, co-curricular programs, community organizations or special student service learning activities.

Approval must be granted **prior** to beginning the activity. Verification forms are available in the main office, counseling office and on the website. Forms should be submitted no later than the end of the semester in which the hours were completed. If an activity is for two semesters, the hours earned each semester must be submitted at the end of the semester.

Original forms only will be accepted as documentation. No faxes or scanned copies will be accepted.

- Hours earned during the summer must be submitted by the last Friday in September-September 27!
- Hours earned during first semester must be submitted by the first Friday in January-January 3!
- Hours to be considered for the superintendent's service award for 2019-20 must be submitted by April 3!
- Hours earned during second semester must be submitted by the first Friday in June- June 5!

TARDIES

Students who arrive late to class without a pass will be given a warning about their tardy. At a second arrival without a pass the teacher will contact parents. At the third tardy and thereafter administrators will be involved in assigning consequences, most likely a lunch or after

school detention.

TEXTBOOKS/WORKBOOKS

When texts or other materials are issued, the student's name, teacher's name, book condition and school year should be recorded on the bookplate. This enables us to quickly reunite lost materials with students. Students who lose or damage school texts will be given an obligation form by the teacher who issued the book. Students must clear all financial obligations before the end of the year.

TEST DAYS

Test days are scheduled for classes although quizzes may be given on any day of the week. The test days are:

- Arts: Tu, Th
- English/Reading: Tu, Th
- Math: Mon, Wed
- PE/Health: Mon, Wed
- Science: Tu, Fri
- Social Studies: Mon, Th
- World Languages: Wed, Fri

Or written another way

- Monday: math, PE/health, social studies
- Tuesday: arts, English/reading, science
- Wednesday: math, PE, world languages
- Thursday: arts, English, social studies
- Friday: science, world languages

These test days may be shifted as agreed upon by the grade level team.

VISITORS

Adult visitors are welcome and requested to sign in at the main office, presenting a photo ID. The school is neither equipped nor staffed to accommodate student visitors. In addition, Westland will not tolerate trespassers.

Please consult the MCPS Student's Guide to Rights and Responsibilities Handbook and the MCPS Student Code of Conduct for detailed information regarding behaviors and potential consequences.

Discipline



Every student at Westland Middle School has three basic rights:

- The right to be physically and emotionally safe,
- The right to feel physically and emotionally safe, and
- The right to learn.

Restorative Questions

Staff members and administrators will attempt to resolve concerns with a restorative approach. These are examples of questions we will pose to students:

- What happened?
- What were you thinking of at the time?
- What have you thought about since?
- Who has been affected by what you have done? In what way?
- What do you need to do to make things right?

Academic Honesty

Students at Westland Middle School are principled, life-long learners who value academic honesty.

Academic honesty is the practice of adhering to a set of values and skills that promote personal integrity. An academically honest student produces work that is unique and does not share his/her work product unless permitted to do so based on the task.

When completing assigned tasks, homework, projects or assessments, students show academic integrity by not engaging in acts such as:

- Copying answers from others or allowing others to copy from them.
- Having or using a communication device such as a cell phone to send or obtain unauthorized information.
- Providing or receiving information about all or part of an assessment, including answers or questions from the assessment.
- Having or using notes or papers on an assessment that have not been authorized by the instructor.
- Copying by cutting and pasting from another piece of work.
- Copying and pasting information from the internet.
- Submitting the work of another student and claiming it as your own.
- Copying part or all of another student's paper and submitting it as your own.
- Knowingly failing to use quotation marks where appropriate.
- Failing to properly acknowledge paraphrased materials through textual citations, a works cited page, or a bibliography.
- Citing non-existent sources (articles, websites, books, etc.).

The following are potential consequences for academic dishonesty:

- Conference with student.
- Contact/conference with parent.
- Complete parallel assignment for full or partial credit.
- Earn lower grade or earn zero on assignment.
- Complete restorative action to repair the harm caused.
- Additional consequences as outlined by the MCPS Student Code of Conduct.

Bullying, Harassment, or Intimidation

If you are faced with a potential bullying situation, discuss the situation with a friend or trusted adult to determine if it meets the criteria of bullying.

- There is an **imbalance of power**. (This could mean different sizes of kids, different social positions, different numbers of friends, etc.)
- The actions or words are **repeated often**.
- One student is **humiliated** by the behavior.
- One student **enjoys the humiliation**.

If yes, it is bullying:

- Report it to your administrator, counselor or trusted adult in person or in writing as soon as you can.
- Make a report on an MCPS bullying/harassment/intimidation form 230-25



How to deal with a bully

- Have confidence in yourself—be assertive.
- Make eye contact.
- Tell the person to stop bothering you or to stop bothering someone else.
- Walk yourself (or the other person) to the nearest adult.
- Make good friends and stick together—avoid being alone with the person.
- Don't be a silent victim; let your administrator or counselor know about your problem by telling them or dropping them a note
- Report instances of bullying. You can sign your name or provide information anonymously.



Bullying, Harassment, or Intimidation Reporting Form

Department of Student Services
MONTGOMERY COUNTY PUBLIC SCHOOLS • Rockville, Maryland 20850

This form is to be confidentially maintained in accordance with the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g.

MCPS Form 230-25
February 2019

Directions: Bullying, harassment, or intimidation are serious and will not be tolerated. This is a form to report alleged bullying, harassment, or intimidation that occurred on school property, at a school-sponsored activity or event off school property on a school bus, or on the way to and/or from school, in the current school year. If you are a student victim, the parent/guardian of a student victim, a close adult relative of a student victim, or a school staff member and wish to report an incident of alleged bullying, harassment or intimidation, complete this form and return it to the Principal at the student victim's school. Contact the school for additional information or assistance at any time.

Bullying, harassment, or intimidation means intentional conduct, including verbal, physical, or written conduct or an intentional electronic communication that creates a hostile educational environment by substantially interfering with a student's educational benefits, opportunities, or performance, or with a student's physical or psychological well-being and is:

- motivated by an actual or perceived personal characteristic including race, national origin, marital status, sex, sexual orientation, gender identity, religion, ancestry, physical attributes, socioeconomic status, familial status, or physical or mental ability or disability; or
- threatening or seriously intimidating; and
- occurs on school property, at a school activity or event, or on a school bus; or
- substantially disrupts the orderly operation of a school.

"Electronic communication" means a communication transmitted by means of an electronic device, including a telephone, cellular phone, computer, or pager.

Today's date: ____/____/____ School: _____ School System: _____

Person Reporting Incident: Name: _____
 Telephone: _____ E-mail: _____

Place an in the appropriate box:
 Student Student (witness/bystander) Parent/guardian Close adult relative School staff member

1. Name of student victim (Please print): _____ Age: _____

2. Name(s) of alleged offender(s) (If known) (Please print):	Age	School (if known)	Is he/she a student?
			Yes <input type="checkbox"/> No <input type="checkbox"/>
			Yes <input type="checkbox"/> No <input type="checkbox"/>

3. On what date(s) did the incident happen? _____
 (MC/Day/Year) (MC/Day/Year) (MC/Day/Year)

4. Where did the incident happen (choose all that apply)?
 On school property At a school-sponsored activity or event off school property
 On a school bus On the way to/from school?

5. Place an X next to the statement(s) that best describes what happened (choose all that apply):
 Any bullying, harassment, or intimidation that involves physical aggression
 Getting another person to hit or harm the student
 Teasing, name-calling, making critical remarks, or threatening, in person or by other means
 Humiliating and making the victim of jokes Making rude and/or threatening gestures
 Excluding or rejecting the student Spreading harmful rumors or gossip Intimidating (bullying), extorting, or exploiting
 Electronic communications (specify): _____
 Other (specify): _____

*Will be collected unless specifically excluded by local board policy
 Maryland State Department of Education in accordance with the Safe Schools Reporting Act of 2005
 DISTRIBUTION: School Confidential File Page 1 of 2

If it is not bullying, but it feels like something WORSE...

- Report it to your administrator or counselor in person or in writing as soon as you can.

If it is not bullying, but it feels like a conflict:

- Report it to your counselor so s/he can help you mediate the conflict with the other person. Maybe it is a rocky friendship, hurtful teasing, rudeness, a misunderstanding, etc.

2019	
July 4	Independence Day—Offices and schools closed
August 26, 27, 28, 29, 30	Professional days for teachers
September 2	Labor Day—Offices and schools closed
September 3	First day of school for students
September 30	No school for students and teachers
October 4	Early release day for all students
October 9	No school for students and teachers
November 8	Early release day for all students; end of quarter planning
November 11 and 12	Early release day for all students
November 27	Early release day for all students
November 28 and 29	Thanksgiving—Offices and schools closed
December 23, 24, 25, 26, 27, 30, 31	Winter Break—No school for students and teachers; Offices closed December 24 and 25
2020	
January 1	New Year's Day—Offices and schools closed
January 20	Dr. Martin Luther King, Jr. Day—Offices and schools closed
January 24	Early release day for all students; end of quarter planning
January 27	Professional day for teachers; no school for students
February 17	Presidents' Day—Offices and schools closed
February 28	Early release day for all students
March 27	Early release day for all students; end of quarter planning
April 6, 7, 8, 9, 10, 13	Spring Break—No school for students and teachers; Offices closed April 10 and 13
April 28	No school for students and teachers
May 25	Memorial Day—Offices and schools closed
June 15	Last day of school for students; early release day for all students
June 16	Professional day for teachers

If the school year is disrupted by emergencies and schools are closed three or more days, dates in 2020 identified as possible make-up instructional days include: June 16-22, April 6, April 7 and January 27.

*** This list of dates does not apply to Roscoe Nix Elementary School and Arcola Elementary School, which will follow the 2019–2020 Innovative School Year Calendar.**

Adopted: 11/13/18

Highlighted Westland Behavior Expectations- Student/Parent Acknowledgment

1) Language: Use language that is appropriate for school. (No words that would be bleeped on network TV.) Use language that builds up, not language that breaks down. Racist, sexist, homophobic, anti-religious, etc. language and actions that negatively impacts the community regardless of intent. Use the acronym "THINK" before you act - is your language/message True? Helpful? Inspiring? Necessary? Kind?

Consequences may include: restorative action, suspension, referral to the police

2) Bus Behavior: Treat the driver and your fellow riders with respect. The key reminders are to remain seated at all times, keep your voice to a conversational level, play music through earbuds/headphones only and keep your body and your belongings to yourself. (see page 4)

Consequences may include: restorative action, assigned seat for a period of time, loss of bus-riding privilege, suspension

3) Vaping: Treat your body with respect. Vaping and being in possession of vape pens, Juuls, e-cigs, etc. or using them is not permitted.

Consequences may include: restorative action, suspension, referral to the police

4) Cell Phones: Let your phone rest during the school day. Phones must be powered down or silenced and out of sight no later than 8:10 am and not used again until 3:00 pm. (An exception may be made for 7th and 8th graders INSIDE the cafeteria on Fridays.) If an adult observes you on your phone or if the phone signals or sounds during the school day, please politely hand the phone over to the staff member.

Consequences may include: restorative action, phone jail for the day, detention, parent conference

5) Social Media: Use social media appropriately. If social media posts have an adverse effect on a student's ability to perform at school, school administrators may become involved.

Consequences may include: restorative action, suspension, referral to the police

6) Academic Honesty: Unless otherwise indicated by a teacher, submit work that is solely the product of your brain power. (see page 10)

Consequences may include: restorative action, loss of credit

This page can remain in your agenda book.
Please see the next page to sign and return.

Highlighted Westland Behavior Expectations- Student/Parent Acknowledgment

<p>1) Language: Use language that is appropriate for school. (No words that would be bleeped on network TV.) Use language that builds up, not language that breaks down. Racist, sexist, homophobic, anti-religious, etc. language and actions that negatively impacts the community regardless of intent. Use the acronym “THINK” before you act - is your language/message True? Helpful? Inspiring? Necessary? Kind?</p> <p><i>Consequences may include: restorative action, suspension, referral to the police</i></p>	<p>INITIAL BELOW</p> <p>____/____</p>
<p>2) Bus Behavior: Treat the driver and your fellow riders with respect. The key reminders are to remain seated at all times, keep your voice to a conversational level, play music through earbuds/headphones only and keep your body and your belongings to yourself. (see page 3)</p> <p><i>Consequences may include: restorative action, assigned seat for a period of time, loss of bus-riding privilege, suspension</i></p>	<p>____/____</p>
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Directions: Students and parents, please review these expectations.

Student Last Name: _____ Student First Name: _____ Grd: ____

Student Signature: _____ Parent Signature: _____ Date: ____

Return initialed and signed form to your assistant principal.