

OFFICE HOURS

Main office hours during the regular school day are 7:00 a.m. to 3:30 p.m. Please feel free to stop in if you have questions or concerns or would like to schedule an appointment.

ARRIVAL/DISMISSAL



Classes start at 7:30 AM and dismiss at 2:19 PM. At the end of the school day, students are expected to go directly home unless they have a special reason/ permission to be in school after dismissal time or have practice for a school-sponsored activity. Students who are in the building without just cause will be subject to discipline and parents will be contacted.

ATTENDANCE

Regular attendance in school is an important component in education, and state law requires that students attend school until the age of 16. When a student misses school for any reason, a parent/guardian should call the **Attendance Office at 662-0184** or email the office at wmsattendance@bcschools.net no later than 1:00 p.m. on the day of the absence. If a phone call or email cannot be made, a note should be sent with the student the day he/she returns to school. The note should verify the date(s) of absence, state the reason for the absence, and be signed by a parent/guardian.

Attendance procedures listed in the **Student Code of Conduct** booklet will be followed for students who exceed the acceptable number of absences.

EXTENDED ABSENCES

Parents of students who are going to miss school as a result of an extended, planned absence are requested to notify the main office by note or phone call prior to the absence.

LEAVING SCHOOL EARLY

On occasion, students must leave school early due to illness or for appointments. Any student who leaves early **must** report to the main office and **be signed out by a parent or guardian**. We request that parents notify the attendance office of an early dismissal (via a written note or a phone call) and state the reason for the early departure.



TRUANCY

Truancy, as defined here, is the unauthorized absence from one or more classes in the school day, and is a violation of the school code and state law. Students guilty of truancy will be required to make up the time missed in detention. Continued problems could result in an in-

school and/or out-of-school suspension. Students guilty of chronic truancy will be referred to the district attendance officer with the potential to be petitioned into Probate Court.

ACADEMIC AWARDS ASSEMBLIES

Students will be recognized at grade level academic awards assemblies at the conclusion of first semester and at the end of the school year. Parents are invited and encouraged to attend these ceremonies honoring their children.

The end-of-the year awards assembly for 8th grade will recognize cumulative academic achievement for the previous 2 ½ years.

ATHLETICS

Interscholastic athletics are offered at the seventh and eighth grade level and include the following:

	<u>BOYS</u>	<u>GIRLS</u>
Fall	8 th Gr. Tackle Football	Basketball Swimming
Winter	Basketball Swimming	Cheerleading Volleyball
Spring	Track	Track

The Bay City School District provides an Athletic Handbook which explains the expectations the district and school have for any student participating in an interscholastic activity. In addition, all student athletes must comply with the discipline code as outlined in the district **Student Code of Conduct** booklet. Students must have an updated physical on file, pay a one-time yearly participation fee, and return a parental permission slip before they can participate in athletics. Insurance is optional and is available for purchase.

BUILDING RULES

The following are general building rules. Individual teachers may have additional rules and procedures for their own classrooms.

1. Respect self, others and property.
2. Be in class on time with the required materials.
3. Follow directions the first time given.
4. Keep hands, feet, objects and personal comments to yourself.
5. Walk in the hallways, traveling on the right side.
6. Consume food and beverages only in the cafeteria/commons.
7. Use lockers only at permitted times.

BULLYING/HARASSMENT

Western Middle School is committed to providing a safe, positive learning environment free of bullying and harassment for students and staff.

A student is being bullied when another student or several students:

- Say mean and hurtful things or make fun of him/her or call him/her mean and hurtful names.
- Completely ignore or exclude him/her from their group of friends or leave him/her out of things on purpose.
- Hit, kick, push, shove around or lock him/her inside a room.
- Tell lies or spread false rumors about him/her or send mean notes/email and try to make other students dislike him/her.
- Do other hurtful things.

These things may happen repeatedly and there may be an imbalance of power, making it difficult for the student being bullied to defend himself/herself.



Bullying incidents should be reported by completing the proper form and turning it in to the counseling or main office for further investigation. Any student who bullies/harasses any other student will be disciplined accordingly.

BUS RULES

Students and parents must understand that riding the school bus is a privilege rather than a right.

Students should always:

- Be at the bus stop on time
- Cross in front of the bus when crossing any road, street, highway, etc.
- Be courteous and polite to the driver
- Stay in their seat, assigned or otherwise
- Keep their head, hands, arms, and feet inside the bus with both feet under the seat in front of them
- Refrain from throwing anything inside the bus or out the window
- Keep the aisles clear
- Keep the noise level to a minimum
- Keep the bus clean, sanitary and orderly
- Report any problems to the driver



Failure to follow the bus rules could result in the loss of bus privileges. Any student causing damage to a bus will make restitution.

Refer to the **Student Code of Conduct** for additional information.

LATE BUSES

Late buses are provided for our students who stay after school to work with a teacher or to participate in co-curricular activities such as clubs. Late buses leave our building shortly after 3:00 PM to travel to the appropriate elementary building. **Students must have a signed late bus slip in order to board a late bus.** These slips should be obtained from the staff person with whom the student stayed after school. Riding a late bus is a privilege and appropriate student behavior is expected or the privilege will be taken away.

CLOSED CAMPUS

Western Middle School is a closed campus. Students are not allowed to leave school property once they arrive and should not be dropped off at off campus locations. Leaving school grounds at any time during the school day will result in disciplinary action.

DISCIPLINE

GUIDELINES FOR BEHAVIOR

Western Middle School students are expected to demonstrate good manners and treat staff members and fellow students with respect. Any conduct which is disruptive to the educational process is unacceptable. Inappropriate verbal outbursts, profanity, gestures, and threats will not be tolerated, nor will public displays of affection.

DISCIPLINE PROCEDURES

When students are in violation of school rules or the district's discipline code they will be disciplined accordingly. Depending on the violation, the student will be subject to one or more consequences.

NOTE:

When a student receives an out-of-school suspension he/she is not allowed on school property, cannot attend any school activities, or participate in athletics. Students have the right to request homework while on suspension.

Please refer to the district **Student Code of Conduct** booklet for additional information.

RESPONSIBLE THINKING PROCESS (RTP)

In support of WMS's mission, student disruptions in the classroom must be addressed effectively. The RTP process holds the student accountable for his/her behavior. When a student is disruptive he/she reports to the RTP classroom to complete a behavior plan. The student and teacher must meet to review the plan before the student may re-enter the classroom. Further disruption in the RTP classroom may result in suspension of the student from school until a parent meeting is held.

DRESS CODE



Michigan school law requires students to attend school in “appropriate” dress. We expect students to dress neatly and appropriately.

Student dress and appearance shall not be hazardous to the health or safety of anyone in the school, nor shall it have a negative effect on or be disruptive to the educational process.

Staff members and administration have the authority to determine the appropriateness of student dress and appearance if they feel it is not in accordance with the standards/guidelines listed below.

General Guidelines:

1. Footwear must be worn at all times.
2. Hats, hoods, bandanas or sunglasses are not to be worn in the school building.
3. Coats or jackets may not be worn in the classrooms. They must be kept in lockers.

Clothing/attire that is NOT acceptable:

- Clothing or attire that advertises alcohol, tobacco, or promotes other illegal substances, activities, or violence including suggestive, profane or obscene language or graphics.
- Tops or shirts that expose the midriff, are off the shoulder or strapless, have low necklines, thin straps or large armholes including tank tops.
- Shorts or skirts that are too short (they must be mid-thigh or longer in length).
- Sagging or low rise pants or shorts or those that have holes or tears above the mid-thigh.
- Sleep apparel/pajamas, slippers, or spandex.
- Jewelry or objects that might cause a safety hazard or wallet chains.
- Excessive facial /body piercings.

Students who choose not to dress appropriately for school have the following choices:

1. Call home to have someone bring appropriate clothes.
2. Change into clothing available in the Counseling Office or clothing that another student has in his/her locker.
3. Be removed from classes for non-compliance.

These standards of dress and grooming are in effect at all school sponsored activities including dances and field trips. Repeat offenders shall be subject to appropriate disciplinary action.

Refer to the district **Student Code of Conduct** booklet for additional information.

EMERGENCY PROCEDURES

Teachers will explain procedures for fire, tornado, and lock-down emergencies to students the first week of school. Students should familiarize themselves with the proper exit routes from each of the classrooms and areas of the building they will be using. As required by state law, fire and tornado drills will be scheduled periodically during the year.

When a fire drill signal sounds, students should leave the building in an orderly manner and move at least 100 feet from the building. They should remain with their teacher and not return to the building until an “all clear” signal is sounded. Students are to follow their teacher’s instructions for tornado drills.

If it is necessary to evacuate or lock down Western Middle School during the school day, each classroom is equipped with a safety plan. Teachers are familiar with this plan and are responsible for the safety of the students in their classrooms.

FOOD, DRINKS AND GUM



All food and drink during the school day will be consumed only in the cafeteria/commons area. Violation of this will result in the confiscation of the food/drink items and possible disciplinary action. Teachers will explain procedures for classroom treats/snacks.

Students are discouraged from chewing gum at any time in the building. Failure to follow these rules may lead to disciplinary action.

GRADES / REPORT CARDS / HONOR ROLL

Report cards are issued six times a year. Students receive an academic grade and a citizenship grade for each class. The first and third marking period report cards are distributed to parents at Parent/Teacher Conferences. All other report cards will be mailed home approximately 1-2 weeks after the end of each marking period.



Students who do not complete course requirements may be given an “I” or incomplete. The incomplete must be made up at the discretion of the teacher or the grade will become an “E”.

GRADING SYSTEM

The following grading system is used at Western Middle School:

A = 4.0	C = 2.0
A- = 3.7	C- = 1.7
B+ = 3.3	D+ = 1.3
B = 3.0	D = 1.0
B- = 2.7	D- = 0.7
C+ = 2.3	E = 0.0

ACADEMIC HONOR ROLL

Honor roll lists will be posted each marking period by grade level for students who achieve a GPA of 3.0 or higher.

Any student receiving an "I" will be ineligible for honor roll recognition for that marking period. If a student receives an "I" and the grade is corrected to meet "Honor Status" he/she will be eligible for end of school year recognition.

ACADEMIC IMPROVEMENT

Any student who increases her/his grade point average by .5 or more from first to third marking period and third through fifth marking period will be recognized for academic improvement.

CITIZENSHIP AWARD

We believe that demonstrating good citizenship is a very important part of a student's total education. Parents can help us in this regard by encouraging and expecting your child to be a good representative of Western Middle School.

To qualify for a citizenship award, a student must receive a 3.5 GPA or above for citizenship grades. The citizenship GPA is computed with the following scale:

14 = A = 4.0	12 = C = 2.0
13 = B = 3.0	11 = D = 1.0

GUIDANCE AND COUNSELING SERVICES

Counselors are available to assist students with school, personal, and academic problems. They are also responsible for the scheduling and orientation of new students, coordinating standardized testing programs such as MEAP and presenting classroom lessons on a variety of topics.

Students may meet with their assigned counselor by completing a request form in the counseling office. Students whose last name begins with letters A-M sign up to see Mrs. Baillargeon and last names beginning with N-Z sign up to see Mrs. Helwig.

HOMEWORK



The middle school staff, recognizing the value of extending learning opportunities for students, believes in the concept of regularly assigned and monitored homework. We believe that homework must be a cooperative effort among staff, students, and parents.

Parents should check their child's planner and look for homework every day. Research indicates that successful students spend at least one to two hours nightly on school work.

MAKE UP WORK

Students have the right to make up assignments that were given in their absence. For very short-term absences, it is the student's responsibility to contact his/her teacher(s) upon returning to school to obtain the assignments missed. For absences of longer duration, parents may call the school to request assignments that may be worked on prior to the student's return. Parents may pick up assignments in the counseling office or request another student to deliver them. Please allow twenty-four (24) hours for teachers to prepare the assignments and call to confirm that homework has been collected.

ILLNESS OR INJURY IN SCHOOL

If a student becomes ill or is injured during the school day, he/she must report to the office. If the student is unable to stay in school, parents will be notified. At no time should a student leave the building without checking out at the main office.

PARENTS – PLEASE NOTIFY US OF ANY CHANGES IN HOME OR WORK PHONE NUMBERS. THIS INFORMATION IS CRITICAL IN TIMES OF EMERGENCY.

INCLEMENT WEATHER

School closings due to bad weather or mechanical failure are announced on most area radio and television stations. The decision to close school will be made prior to 6:00 a.m. and notification will be broadcast early enough to avoid sending students to school. Parents are encouraged to listen to the radio, watch television, or visit the district web site (www.bcschools.net) to obtain school closing information. **Please do not call the school or Board of Education office to ask if schools are closed.**

In the rare event that all students are sent home prior to the regular closing time, it is not possible to notify parents individually. Parents/caregivers should provide their children with directions on what they should do when released early from school.

LOCKERS



All lockers are the property of the Bay City School District. Lockers can and will be opened for inspection if believed to contain any material that is illegal and/or detrimental to the health and/or safety of the student or the student body.

HALL LOCKERS

Each student at Western Middle School is assigned his/her own locker and a combination lock. Students must use the lock provided on their locker and they are responsible for this lock.

In order to keep their possessions safe, students should not share their combination with any other students. ***The school is not responsible for lost or stolen articles including textbooks or other school supplies.***

Students are not allowed to switch lockers during the school year unless permission is obtained from the office.

Each student is responsible for the care and appearance of her/his locker. Inspections and locker clean-outs will be made periodically throughout the year.

GYM LOCKERS

Students must provide their own lock for their gym locker. Because the locker rooms are used for so many after school and evening activities, nothing may be left in them nor may they remain locked after physical education classes. The school is not responsible for lost or stolen articles.



LOST AND FOUND

It is the student's responsibility to see that all of his/her personal property bears proper identification. Items found on the grounds, buses, or in the building should be taken to the Counseling office. A student may claim a lost item by identifying it to the office personnel. Parents are also encouraged to personally check lost and found for stolen or missing items. Articles not claimed within a reasonable amount of time will be donated to charity.

LUNCH



The school cafeteria/commons is maintained as a vital part of the health program of the school. To encourage good nutrition, a well-balanced lunch is offered at a reasonable price.

Cooperation in obeying the following rules is appreciated by lunchroom supervisors and fellow students:

1. All students must report to the cafeteria/commons for lunch.
2. All food and beverages are to be consumed at the tables.

3. Trays and utensils are to be returned to the proper area.
4. Trash is to be deposited in the proper containers, and the tables and floor are to be left in a clean condition.
5. Running, arm wrestling, etc. is not permitted.
6. Students are not allowed in the walkway area, the upper commons, nor are they to gather around the trash containers.
7. Students may not leave the cafeteria/commons unless they are dismissed by a lunchroom supervisor.

MEDIA CENTER

The Western Media Center has a wide variety of materials selected to meet the needs of middle school students. Librarians and aides are available from 7:15 a.m. until 2:30 p.m. to help students using the center for class work and resource materials, as well as recreational reading. Students will also be assigned a library day through their language arts or seminar class during which time they will learn and demonstrate library skills. All other classes may schedule time in the Media Center, as needed, for special projects and research. The following Media Center guidelines apply to all students:



1. Books are loaned for 2 weeks and magazines for 1 week.
2. All materials should be returned on or before the due date.
3. Overdue materials are subject to a fine of 5 cents per day.
4. Students who lose, damage or deface material must pay replacement costs.

Students who do not follow the Media Center guidelines may lose library privileges.

MEDICATION IN SCHOOL

When it is necessary for a student to take any medication during school hours, it must be done under the supervision of personnel in the counseling or main office. The school cannot distribute any medication without a signed medication form by a parent/guardian.



All medication must be in the original labeled container and must be kept in the counseling office.

PARENT TEACHER CONFERENCES

To facilitate communication between parents and teachers, conferences are scheduled after the first and third marking periods. On both occasions, the entire staff is available to meet with parents. Individual conferences may also be scheduled during the school year by contacting the appropriate teacher(s).



PERSONAL PROPERTY

Students should not bring personal property to school that is not needed for educational purposes. These items interfere with the learning environment in our school, can be disruptive, and are often the targets of theft.

The following items should **not** be brought to school:

1. Cell phones, pagers, cameras, or electronic games.
(Cell phones may only be used after school hours.)
2. Boom boxes, CD/MP3/cassette players, CDs or other musical devices.
3. Skateboards, trading cards or game pieces.

If these items are brought to school, it may be necessary to confiscate them and have parents pick them up in the office.

The school is not responsible for the loss or replacement of these items.

PROGRESS REPORT PROCEDURES

Because completing progress reports is a time consuming process, the following procedures must be followed to insure that they are being used effectively.

- Progress reports are designed for students who struggle academically.
- Parents must request progress reports with the request being made to the student's counselor.
- Students must use their planner consistently to record daily assignments in order to be considered for progress reports.
- It is the student's responsibility to present their planner to each teacher (on Friday) to have the teacher enter grades and comments for the week.
- Students will take their planner home for parent signature on the progress report.

STUDENT ACTIVITIES

A variety of after school activities are available to students at Western Middle School ranging from academic to athletic. These activities will be announced during the school year. Students are encouraged to participate in activities that are of interest to them.

DANCES

Dances will be held at various times throughout the school year for **Western Middle School students only**. Students from other schools will not be admitted. **All school rules are in effect during dances.**

Arrangements for transportation home after a dance should be made before the dance, as phones are not available for student use. *Students are not to leave dances early unless a parent picks them up from inside the building.*

The last dance of the year is the eighth grade step-up dance. It is a dress-up dance held at the end of the school year and is for WMS eighth grade students only. A letter will be sent home to parents outlining the cost and appropriate dress for the step-up dance.

STUDENT COUNCIL

Several students in each grade level are elected to student council. Elections are held in the fall and may involve petitions, speeches, and campaigning. Student council representatives work with the building administrators and staff to provide leadership for the student body. They also help plan student activities throughout the year.

STUDENT PLANNERS



All students at Western Middle School are provided a student planner at the beginning of the school year. Students are expected to bring their planner to all classes daily and to record assignments, test dates and projects due. In addition, students are required to "sign out" on a designated page at the back of the planner if they have permission to leave a classroom with a pass. The student handbook is included in the front section of the planner.

It is highly recommended that parents check their child's planner daily to monitor the completion of homework and communicate with teachers. Regular use of the planner promotes organization and time management skills. The cost to replace a lost or damaged planner is \$5.00.

TARDINESS



Students arriving to school late must report to the main office to check in and receive a pass to class.

Students are expected to be in class on time with the required materials. Students who arrive late to class are considered to be tardy and teachers will record this on the student's attendance record.

Students with excessive tardies will be required to serve lunch or after school detention to make up the time, as a consequence. If the problem persists, it will be dealt with as insubordination, the result of which could be in-school or out-of-school suspension.



TELEPHONE USE / MESSAGES

The office telephones are for official school business and are available to students only for emergency situations. Students must obtain permission from office personnel before using the office phone.

Except for verified emergencies, classes will not be interrupted during the school day to deliver messages to students. *The school cannot guarantee the receipt of non-emergency messages.*



Student use of cell phones is not allowed until school ends. Cell phones are not to be used at school during the school day.

VISITORS

All visitors must report to the main office to sign in and obtain a **Visitor's Pass**

Parents are always welcome in our school, however, a 24 hour courtesy notice to the teacher must be given to prepare for the visit. If a conference is needed with a staff member, please call in advance to schedule an appointment.

Students are not allowed to have "guests" spend the day with them at Western Middle School unless proper permission is given and prior arrangements have been made at least 24 hours in advance.

CAREER PATHWAYS

Career Pathways are broad groupings of careers that share similar characteristics and whose employment requirements call for many common interests, strengths and competencies. The goal in middle school is for students to select a career pathway that interests them.

Michigan's six career pathways are:



Arts and Communications

Careers related to the humanities and the performing, visual, literary, and media arts.

These include graphic, interior and fashion design, writing, film, fine arts, journalism, languages, media, advertising and public relations.



Business, Management, Marketing, and Technology

Careers related to all aspects of business including accounting, business

administration, computer/information systems, economics, entrepreneur, finance, marketing, personnel and sales.



Engineering/Manufacturing and Industrial Technology

Careers related to technologies necessary to design, develop, install, or maintain physical systems. These include engineering, manufacturing, construction, service, and related technologies.



Health Sciences

Careers related to the promotion of health as well as the treatment of injuries, conditions, and disease. These include research, prevention, treatment, and related health technologies.



Human Services

Careers in this path are related to economic, political, and social systems. These include education, government, law and law enforcement, leisure and recreation, military, religion, child care, hospitality, and social and personal services.



Natural Resources and Agriscience

Careers related to natural resources, agriculture, and the environment. These include agricultural sciences, environmental sciences, fisheries, forestry, horticulture and wildlife.

EDLINE

- A web-based program that allows parents/ guardians to view their student's grades, missing assignments and overall progress at any time.
- Internet access from any computer is required.
- Students are able to access Edline maintaining accountability for their academic growth.
- 24 / 7 availability
- Get "connected" by using your individual access code. This code will be mailed home with back-to-school information.
- Questions? Please contact Ms. Ford at 989-662-0418.

