



Paul D. West Middle School

Student/Parent Handbook

2011-12

Principal: Dr. LaRoyce Sublett

## **VISION**

We envision a professional learning community dedicated and committed to BUILDING the future one student at a time, BRIDGING the gap between the school and community, and BONDING together to achieve our primary goal, which is student success.

## **MISSION**

The mission of Paul D. West Middle is to educate our students to their fullest potential so they will become responsible, productive citizens in a global society.

## **STUDENT CREED**

**I am a Paul D. West Panther. I will believe in myself daily and my ability to do positive things to improve my school environment. I will use my ability to read, write, and think so that I am able to compete in a global society.**

## **GUIDING PRINCIPLES**

- We believe every child has the right to an appropriate education in a safe, supportive environment while allowing others the same opportunity.
- We will reward and encourage the effort, achievement and excellence of all students.
- We will constantly challenge all students to excel and achieve to their highest potential, while recognizing and embracing cultural diversity.
- Staff members are committed to providing an excellent education for all students.

## **OUR GOALS AND OBJECTIVES**

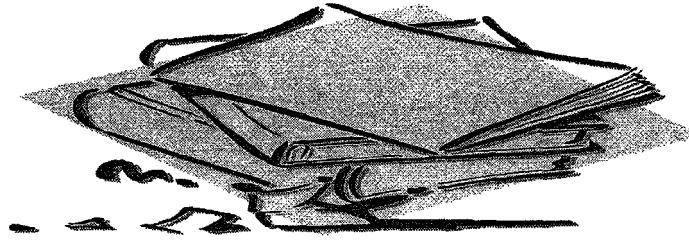
- Improve academic performance of all students
- Create a community of learners by actively engaging students daily
- Involve families in the education of their children
- Connect the school with the community
- Develop critical thinkers and leaders
- Increase the level of rigor and relevance in daily instruction
- Build relationships with students and propel them toward success

## BEHAVIOR EXPECTATION MATRIX



	SCHOOL GROUNDS	CLASSROOM	ROTUNDA/ HALLWAYS	CAFETERIA	RESTROOM	ASSEMBLY AREAS	BUSES/ LOADING ZONES	EMERGENCY
RESPECT	<ul style="list-style-type: none"> <li>-Interact appropriately</li> <li>-Use equipment properly and in designated areas</li> <li>-Use designated walkways</li> <li>-Maintain personal space</li> <li>-Use appropriate</li> </ul>	<ul style="list-style-type: none"> <li>-Follow classroom and school expectations</li> <li>-Use Standard English and appropriate language</li> <li><b>-Allow teachers to teach and allow students to learn</b></li> <li>-Wait your turn to speak</li> </ul>	<ul style="list-style-type: none"> <li>-Respect classes in session (<b>Rotunda is a quiet zone</b>)</li> <li>-Respect school and others' property</li> <li>-Keep hands and feet to self</li> <li>-Open and close lockers quietly</li> </ul>	<ul style="list-style-type: none"> <li>-Use appropriate tone of voice and appropriate language</li> <li>-Practice proper eating and table etiquette</li> <li><b>-Do not engage in inappropriate public displays of affection</b></li> </ul>	<ul style="list-style-type: none"> <li>-Respect others' privacy (no taking of pictures using electronic devices)</li> <li>-Wash and dry hands</li> <li>-Maintain a graffiti free environment</li> </ul>	<ul style="list-style-type: none"> <li>-Use appropriate voice and language</li> <li>-Sit in designated areas</li> <li>-Maintain personal space</li> <li>-Listen and applaud all speakers and performer</li> <li>-Follow event protocol</li> </ul>	<ul style="list-style-type: none"> <li>-Sit and stay in assigned seat</li> <li>-Keep hands and feet to self</li> <li>-Use quiet voice</li> <li>-Listen and follow the driver's directions</li> </ul>	<ul style="list-style-type: none"> <li>-Be considerate of others</li> <li>-Remain quiet and take every incident seriously</li> </ul>
RESPONSIBILITY	<ul style="list-style-type: none"> <li>-Enter and Exit building in an orderly and timely fashion</li> <li>-Stay on school grounds and in appropriate areas</li> <li>-Place trash in proper receptacles</li> <li>-Follow staff directions</li> <li>-Stay off fences, shrubs and trees</li> </ul>	<ul style="list-style-type: none"> <li><b>-Arrive on time to class</b></li> <li>-Be prepared for class</li> <li>-Keep classroom and work area clean</li> <li>-Take actions to correct mistakes</li> <li>-Complete all assignments</li> </ul>	<ul style="list-style-type: none"> <li>-Keep hallways clean and clear</li> <li>-Stay to the right in a line</li> <li>-Report to destination on time</li> <li>-Bring all necessary materials</li> </ul>	<ul style="list-style-type: none"> <li>-Keep food and beverages in the cafeteria</li> <li>-Sit in assigned area</li> <li>-Clean up area and dispose of all trash</li> </ul>	<ul style="list-style-type: none"> <li><b>-Use school agenda for restroom pass</b></li> <li><b>-Return to class promptly</b></li> <li><b>-Report any problems to teacher (including any photos being taken with electronic devices)</b></li> </ul>	<ul style="list-style-type: none"> <li>-Walk single file to designated areas</li> <li>-Proceed to assembly area quietly</li> <li>-Support and encourage all participants</li> <li>-Follow event protocol</li> </ul>	<ul style="list-style-type: none"> <li>-Arrive on time</li> <li>-Load and exit buses in a safe and orderly manner</li> <li>-Follow all bus rules</li> <li>-Speak in conversational tones</li> </ul>	<ul style="list-style-type: none"> <li><b>-Be quiet and listen</b></li> <li>-Follow directions immediately</li> <li>-Follow all safety procedures</li> <li>-Do not leave designated area until excused</li> </ul>
INTEGRITY	<ul style="list-style-type: none"> <li>-Follow Drug-Free expectations</li> <li>-Model appropriate behavior</li> <li>-Display affection appropriately</li> </ul>	<ul style="list-style-type: none"> <li><b>-Complete and turn in your own work</b></li> <li>-Help those that need assistance</li> <li>-Be honest and exhibit positive behavior</li> </ul>	<ul style="list-style-type: none"> <li>-Model positive behavior</li> <li>-Show appropriate displays of affection</li> </ul>	<ul style="list-style-type: none"> <li>-Be honest and model positive behavior</li> </ul>	<ul style="list-style-type: none"> <li>-Keep restrooms clean and sanitary</li> <li>-Follow Drug-Free expectations</li> <li>-Keep all electronic devices in lockers</li> </ul>	<ul style="list-style-type: none"> <li>-Model positive behavior</li> <li>-Leave sitting area clean</li> </ul>	<ul style="list-style-type: none"> <li>-Board correct bus</li> <li>-Leave on correct bus load</li> <li><b>-Report directly to designated area</b></li> </ul>	<ul style="list-style-type: none"> <li>-Report any dangerous or harmful situations to adults</li> <li>-Remind others of safety procedures and use good judgement</li> </ul>
SAFETY	<ul style="list-style-type: none"> <li>-Follow directions from all staff members and use appropriate tone of voice</li> </ul>	<ul style="list-style-type: none"> <li>-Maintain a positive and productive learning environment</li> <li>-Keep all hands, feet, and objects to self</li> <li>-Use equipment and supplies as intended</li> </ul>	<ul style="list-style-type: none"> <li>-Walk in an orderly fashion in the hallways</li> <li>-Display appropriate social behavior while at school (no jumping, running, horseplaying)</li> </ul>	<ul style="list-style-type: none"> <li>-Walk and move carefully at all times</li> <li>-Remain seated until excused</li> <li><b>-Do not throw food or beverages</b></li> </ul>	<ul style="list-style-type: none"> <li>-Use equipment appropriately</li> <li>-Keep all electronic devices in lockers</li> </ul>	<ul style="list-style-type: none"> <li>-Enter and exit in an orderly fashion</li> <li>-Follow all directions given by staff</li> </ul>	<ul style="list-style-type: none"> <li>-Dismiss promptly and timely</li> <li>-Remain seated and keep hands, feet, and objects out of the windows/doors</li> <li>-Walk onto and off the bus</li> <li>-Speak respectfully and quietly to one another</li> </ul>	<ul style="list-style-type: none"> <li>-Follow all directions</li> <li>-Remain calm and quiet at all times</li> </ul>

# SCHOOL-WIDE RULES



1. Be respectful to self, others and school property.
2. All students will have a hall pass while in halls during class time and display appropriate hall behavior and language at all times.
3. Come to school prepared to learn each period with ALL materials.
4. Clothing should be appropriate and not distract from the learning environment or create an unsafe situation.
5. Reserve ALL eating and drinking for lunch room, unless approved by the teacher and administrators.

# School-Wide Consequences

## First Infraction

- Silent Lunch

## Second Infraction

- Parental Contact
- Private Detention assigned by teacher

## Third Infraction

- Written Notification to parents
- Administration assign public detention

## Fourth Infraction

- Parental Conference
- Saturday Detention
- Informal Collaboration
- SST Process

## POLICIES AND PROCEDURES

### Arrival at Campus

**SCHOOL DOORS WILL NOT OPEN UNTIL 7:30 A.M. EACH SCHOOL DAY.** Supervision **WILL NOT** be provided for students who arrive before 7:30 a.m. Students are to report to the cafeteria for breakfast or the gymnasium until dismissed by staff. Homeroom begins at 8:10 and any time after students are considered tardy. Secure tardy passes before reporting to homeroom.

### Breakfast and Lunch

Breakfast is offered to students between 7:30 and 8:05 a.m. in the cafeteria. Breakfast will not be served after 8:05 unless there is a tardy bus. Parents are welcomed to have lunch with their child at the student's scheduled lunch time.

### Afternoon Departure

Students will be dismissed at 3:20 p.m. daily. All students must clear the school building by 4 p.m. The buses will begin departure at 3:25 p.m. Students will be dismissed according to grade level. Parents are to use the circular drive on the Headland Drive whenever picking students up in the afternoon. Students will not be allowed to walk between buses to enter cars parked. **Students must ride their assigned bus unless prior approval has been arranged.** Due to overcrowding on our buses, no exceptions will be made to this procedure. (NOTE: In the event of an emergency, it is recommended that alternate transportation arrangements be made with a relative, neighbor, or friend to be at your home to receive your child if, for some reason, you are not able to be there.)

### Backpacks

Students are not allowed to carry book bags or backpacks between classes. **Oversized book bags are not recommended as they cannot fit into lockers.** Book bags or backpacks may be used to transport books and supplies to school each morning and home in the afternoon. Once at school the student must place his/her book bag or backpack in the locker/classroom (if in classroom the backpacks must be stored in the front of the classroom).

### Student Telephone Use

**Students may not use cellular phones during school hours. In Emergency situations, parents are NOT to contact students on their personal cellular phones. Please contact the front office at (404) 669-8130.** Therefore, students should make prior arrangements for modes of transportation to or from home, extra-curricular clubs and organizations, athletic events, appointments, etc. before coming to school. When a student needs the school's front office phone, calls are limited to two minutes. A student must have a pass to use the front office telephone.

## **Valuables**

Students are not to bring electronic devices (i.e. IPODS, laptops, MP3 players, PSP, I-Pad, I-Pod Touch, Digital Cameras/Camcorders, etc...) and large amounts of cash or expensive items to school. Recovery of lost or stolen items is rare. The best prevention is not to bring them on campus. The school is not responsible for items lost or stolen.

## **Lost and Found**

Articles, books and clothing that are found must be turned in to the office. The office will make every effort to find the owners, provided the item is tagged with the student name. Unclaimed articles will be donated to a charitable organization. The school is not responsible for items lost or stolen at school.

## **Visitors**

All persons visiting the campus must sign in at the front office and obtain a "Visitor's Pass." Students are not allowed to have other student visitors during the day. If the Visitor's Pass is not worn and easily visible, the visitor will be escorted from the building.

Parents are encouraged to visit their children's classes during the school day. If you wish to visit your child's classes during the school day, we ask that you adhere to the following guidelines:

- Prior to visiting your child's classroom, you must contact the teacher and/or administrator 24-hours in advance to determine availability. **Parent/Teacher Conferences should be scheduled separately.**
- Participate in classroom activities at teacher's discretion, being mindful of the learning environment.
- You may visit a classroom only when your child is scheduled for that class and present in the classroom.

The presence of persons (including students from other schools and suspended students) without authorization will not be permitted. When unauthorized persons are observed on the premises, they shall be directed by the principal/designee to leave.

If an unauthorized person is a suspended student from the school, the principal/designee will take appropriate action which may include such as the following:

- Contacting the parent/legal guardian, advising of the presence and reminding of the potential consequences, and asking the parent/legal guardian to come and take custody of the student.
- Calling the School System Police and/or City of East Point Police and arresting the student or individuals for trespassing.

## **Library Use**

Students are permitted access to the library with a written Paul D. West library pass during the hours of 7:45 a.m. and 3:45 p.m. Books may be checked out for two weeks at a time. Late returns will be charged 5 cents a day. Computers are available for student use. Students are not to remove any material or publications, without authorization, from the library. Parents are welcome to use the library.

## **Hall Passes**

All **unsupervised** students will have a hall pass while moving throughout the building and display appropriate hall behavior and language at all times.

## **After School Events**

Students must meet the requirements to participate in after school events. All non-participating students are to leave campus and return to the event with a parent/legal guardian. Students are expected to adhere to all dress code and school-wide expectations while attending events. **No loitering or in unauthorized areas.** Students found guilty of violating these policies will be disciplined according to the Fulton County's Code of Conduct. Students will not be allowed to re-enter events once exiting building.

## **Late Work (daily grades)**

Students are encouraged to hand in all assignments on the date requested by the teacher. The following procedure is in place.

1<sup>st</sup> day after the due date will result in a reduction of 10 points from the overall earned score;

2<sup>nd</sup> day after the due date will result in a reduction of 20 points from the overall earned score;

3<sup>rd</sup> day after the due date will result in a reduction of 30 points from the overall earned score.

After the 3<sup>rd</sup> day past the due date, the work will be accepted by the teacher and the grade administered will be a 50 for overall earned score.

## **Class work/Homework Assignments**

For an excused absence, students will be given one day to make up work for each day of the excused absence. If a student is absent for fewer than three (3) days or is suspended for any length of time, assignments will **NOT** be given to the students or parents in advance of the student's return. The exception to this will only occur if the absence is for three days or more AND is accompanied by a doctor's excuse for that absence. If these conditions are met, it will be expected that the teacher have the work in the front office within 24 hours of the approved request. For an unexcused absence students will be given a **50** for all work not returned within the 5 (five days) the dates of the unexcused absence.

## Paul D. West Middle School/Grading Policy & Procedures

<u>Graded Area</u>	<u>Percentage (%) of Grade</u>
<b>Classwork/Participation</b>	<b>45%</b>
<b>Assessments</b>	<b>30%</b>
<b>Projects/Performance Tasks</b>	<b>20%</b>
<b>Homework (of all content areas)</b>	<b>5%</b>

### Late Work Policy

<b># Of Days (Daily &amp; Major Grades)</b>	<b>Points Deducted</b>	<b>Highest Grade Possible</b>
1 Day Late	10 points deducted	90
2 Days Late	20 points deducted	80
3 Days Late	30 points deducted	70
4 Days Late or Never Submitted	NA	50

Daily work is recorded as 50% of the grade for a student.

Major Grades is recorded as 50% of the grade for a student.

A minimum of 7 daily grades is required each nine weeks.

A minimum of 2 major grades is required each nine weeks.

**\*At PDW no points will be deducted from student work for improper heading, lack of writing utensils, behavior or for using a pen in math class. All grades must be tied to academic content only.**

## Tutorials

Before/After School Tutorials will be held in the teachers' classrooms. Students must have a teacher pass or written parent permission to attend the specific teacher's tutorial session. Students must obtain a pass from the front office prior to morning tutorial.

## Hallway Behavior

Students are to respect classes that are in session. In order to keep the hallways safe, students are to walk in an orderly fashion on the right side and display appropriate social behavior. It is the students' responsibility to keep the hallways clean and clear (respect school property). Failure to adhere to these instructions will result in disciplinary action.

## Supplies

Students need to come to each class prepared with instructional supplies required by the teacher.

**Permanent markers (Sharpies) will not be allowed in school.**

### Textbooks/Library Books

Textbooks and library books are furnished to your child by the school system on a loan basis and should be treated as borrowed property. Students must pay for the loss or abuse of all textbooks and library materials. All textbooks are to be correctly covered at all times and must have the student's name in ink on the inside front cover. Textbooks and other supplies are the responsibility of the student and are not to be left in the cafeteria, hall, sidewalks, etc. Teachers are not responsible for student textbooks. **Please be advised that each student, or his parent or guardian, shall be responsible for the cost of all textbooks not returned by the student or for any damages incurred while the textbooks were checked out to the student.** Any student failing to return all books shall forfeit his/her right to free textbooks until these fees are paid. Report cards will be held until all textbooks fees/fines are cleared.

## Cafeteria

### DO

- ✓ Speak in an inside voice
- ✓ Go through one line ONLY
- ✓ Sit at assigned class table ONLY
- ✓ Clean your area (i.e. put tray in trash/clean table)
- ✓ Use appropriate table manners
- ✓ Stay seated until your table is dismissed
- ✓ Exit at the end of the tables

## **Don't**

- ❖ Bang or make noise on tables
- ❖ Sit at the end of the table
- ❖ Talk loudly or yell
- ❖ Leave any trash on or under the table
- ❖ Take food or drinks (i.e. sodas, milk, Gatorade) out of the Cafeteria
- ❖ Bring sodas to school
- ❖ Move the tables
- ❖ Save seats
- ❖ Lean on glass windows or counters

## **Food/Drink**

**NO** food and drink items are to be taken outside of the cafeteria.

## **Assembly Behavior**

Refer to the Behavior Expectation Matrix on page 4 of this document.

## **Emergency/Fire Drills**

After the emergency/fire signal is given the students must follow the directions given by the teacher. There is absolutely no talking during an emergency drill. Refer to the Behavior Expectation Matrix on page 4 of this document.

## **Unauthorized Sales**

No items may be sold on the bus/school grounds by any individual. Only recognized group-sponsored sales approved by the principal will be permitted. Students will be subject to disciplinary action. Items confiscated may be returned to a parent or deposited into a student fund to benefit all students at Paul D. West.

## **Hazardous Items**

For safety reasons, students are not permitted to bring aerosol cans, paintballs, fireworks/poppers, lighters/matches, stink bombs, etc. to school. Possession of any of these items will result in disciplinary action including suspension, alternative school assignment or referral to the police department.

## **Facilities and Grounds**

It is each student's responsibility to see that the school is clean and undamaged. If a student observes anything being done to mar the beauty or cleanliness of the school, it is his/her civic responsibility to report such actions. Any student who damages school property will be required to pay damages and will be subject to disciplinary action. **Actions involving graffiti can result in severe consequences including suspension, alternative school assignment, and arrest and/or felony charges.**

## **Bullying/Verbal/Written Abuse**

There is no place at school for any behavior that hurts another person's feelings. Name-calling, derogatory remarks, "slam" books, profanity, sexual harassment, bullying, etc. will not be tolerated. Any negative comments regarding race or ethnic background will not be tolerated. Students engaging in this type of behavior will be disciplined.

## **Discipline Record**

Any student being sent to the office for disciplinary reasons must report immediately to the appropriate principal. Failure to report immediately to the appropriate office will result in an additional referral and consequences will be administered in addition to any action which may have resulted from the original teacher referral. If action is taken on a discipline referral a copy will be delivered to the parents. If a student's behavior contributes to, or incites others to demonstrate aggressive disruptive behavior, this will result in disciplinary action.

## **Student Concerns**

Students or parents who have a concern should first discuss the matter with the teacher. It is expected that the teacher will return phone calls within 48 hours. If the outcome of that discussion is not satisfactory, parents should request a conference with the appropriate assistant principal. If the issue is not resolved then parents should request a conference with the building principal.

## **Dress/Hair/Tattoos/Jewelry/Grooming**

Students in the school system are expected to dress and groom themselves in such a way as to reflect neatness, cleanliness and safety. All students shall dress appropriately so as no to disrupt or interfere with the educational program or the orderly operation of the school (Fulton County Code of Conduct & Discipline Handbook, 2010).

Sagging pants and break away pants are not permitted. Halters, bare midriff and bare backs are not acceptable. Ripped or torn clothing, pajamas, slippers, or night wear are not allowed. All skirts and shorts worn must be no more than 3 inches above the knee. Slogans, inappropriate pictures or other graphic portrayals of violence, sex, drugs, or inappropriate language are not permitted. Gang-related attire, as determined by the administration, will not be tolerated. Bandannas, bonnets/scarves, hats, hoods, and/or visors will not be allowed. Sunglasses are not

permitted to be worn during school. Students are not allowed to have money taped or pinned to their clothing.

Excessively spiked hair in excess of one inch is not permitted. Severe or distracting hair color or style will not be permitted. Jewelry that displays drugs or weapons is not permissible. No visible tattoos will be allowed. Piercing of any body part other than the ears, except for religious purposes, will not be permitted.

Violation of the dress code will result in disciplinary action. If inappropriate clothing is worn, the student will contact a parent to bring appropriate attire. PE uniforms are acceptable only during PE class. While waiting for the appropriate clothing, the student will remain in the in-school suspension (ISS) room. Additional consequences (i.e. after-school detention, Saturday detention, etc.) will also apply for the violation of dress code. If a pattern of continued dress code violations continues, it will be deemed insubordination and consequences will become more severe.

### **Lockers**

Lockers are available for students' use and are issued by their homeroom teacher. Lockers are rented for one academic year for a minimal fee. Lockers are to be used only at designated times (i.e. before school, after lunch and during the last core class of the day). **You are not to use any other locker than the one assigned to you.** Pictures, drawings, or marking of lockers will not be allowed. "Pegging" of lockers so that they can be opened without a combination is against school policy, and will be subject to disciplinary action. Pegging lockers will increase a student's chance of becoming prey to thieves or book borrowers. **Students are not to "trade" lockers or allow unauthorized "sharing" of lockers.** Lockers remain under the jurisdiction of the school even when assigned to an individual student. The school reserves the right, whenever the administration deems appropriate, to inspect all lockers whether or not the student is present. A student has full responsibility for the security of the locker and is responsible for making certain it is locked and that the combination is not available to others. **The school is not responsible for items lost or stolen from student lockers.** These restrictions and limitations apply to gym lockers, also. Information regarding locker rental may be obtained from the homeroom teacher. The rental cost of individual lockers for the 2011-2012 school year is \$3.00. This is a non-refundable fee. **Lockers will be searched by the administration when there is reasonable suspicion that either something dangerous or contraband, such as obscene material, alcoholic beverages, drugs, etc., are in the locker.**

### **Medications**

The student's parent or the school nurse must administer all medication. All district guidelines must be followed as outlined in the beginning of this handbook. **Students are not allowed to possess (carry) or distribute (pass out) any form of medication.** Any student receiving medication in the clinic must not carry that medication out of the clinic. Possession of or distribution of controlled medication is a felony, and will result in serious consequences.

## **Computer Usage**

Prior to using District computers, the student and the student's parent must sign and return the District Student Acceptable Use Policy (AUP) Signature Page, acknowledging their understanding of the Acceptable Use Policy, responsibilities, and the consequences of violating the agreement. This information is found in an earlier section of the district handbook.

## **Attendance**

Regular attendance in school is important for a student to make adequate academic progress. When a child is absent, parents, guardians, or other persons who have control of a child enrolled in the school district should follow Fulton County's Policy and Procedure. In case of extended illness (three days or more), your parents should notify the school of the reason for the absence and the date of your expected return. Students are responsible for all assignments when absences occur. Excessive absences, even though excused, are bound to affect one's grades.

A student who has been absent for any reason, upon returning to school, should present to the homeroom teacher a note or an excuse signed by the parent or guardian stating dates and reason for the absence. All students are expected to attend school daily, except when legally excused. Excusable reasons for absences are as follows: illness, (medical or dental), legal appointments, religious absences, death in family, natural disaster.

When a student misses school without parent permission or without an appropriate excuse, it is considered truancy. Unexcused absences (unlawful absences) are defined as the student's willful absence from school without the knowledge of parents or guardians, or the student's absence from school without justifiable cause with the knowledge of parents or guardians. Teachers will not provide make-up work for unexcused absences unless circumstances warrant the granting of such make-up work.

## **Tardiness to School/Class**

Students reporting to school after the beginning of homeroom, but before the end of homeroom, should report to the homeroom teacher who will code their attendance card "tardy". If you arrive after 8:10 a.m., you should report to the attendance office for a tardy slip.

Students arriving after homeroom should report immediately to the main office for a tardy slip then proceed to class. The homeroom teacher will make a contact after three (3) tardies in a twenty (20) day attendance period.

A student is tardy to class if he/she is not in the classroom when the tardy bell rings. Students with tardies will receive disciplinary action. After the fourth tardy in any core/connections class, an office referral will result and the consequences will increase as evidence of persistent tardiness unfolds. Tardies are cumulative throughout the semester.

In cases of tardiness without an acceptable excuse, person(s) designated by the principal will notify the parent/legal guardian. (Acceptable excuses are those that are normally not within control of the parent/legal guardian or student.) After three (3) tardies, disciplinary action may be taken.

Upon habitual tardiness to school or class in any 20-day attendance period, the principal/designee may call a conference to be held for the purpose of determining the reason(s) for the tardiness and for providing avenues for remediation or correction. This conference must include the principal/designee, student, and parent/legal guardian, and may include teachers, counselors, or other appropriate staff in order to assist the student. As a result of this conference, actions such as the following may be taken:

- A student/parent plan developed to prevent further infractions
- In-School Suspension
- After-School or Saturday Detention
- Others as specified by the principal/designee

If a student is late to class due to a teacher he/she must obtain an excuse from the person responsible for their failure to get to class on time.

### **Truancy**

A child who is sent to school, whose parents expect him/her to be in school, but who does not attend for other than lawful reasons is truant. Truancy is in violation of the Compulsory State School Attendance Law. Truancy will be dealt with disciplinary measures. If you are found to be truant from school you will receive an unexcused absence plus an "I" in every subject for that day and will be required to make up time missed in detention.

### **Attendance in Extracurricular Activities**

Students must be present in school on the day of an activity in order to be able to participate in that activity. If a student receives sanctions during the week of an activity/game, that student **cannot participate nor attend**. If the activity is in the evening they must attend school that day. If the activity occurs on the weekend, then the student must be present in school on the regular school day prior to the weekend activity. This policy includes performance groups.

### **Loitering on Campus**

Students not present during the academic day, will not be allowed on campus after school. Students are not to remain on campus waiting for parents after 3:45 P.M. This is not safe. Students who remain on campus after 3:45 P.M. must be under the direct supervision of a teacher. Students who loiter after 3:45 P.M. will be subject to disciplinary actions.

## **Class Skipping (Cutting)**

Any time a student is out of his/her assigned class and does not have a pass from that teacher, he/she is considered skipping/cutting. Action taken because of class cutting may include:

- Conference with parent/legal guardian
- A student-parent plan developed to prevent such infractions from continuing
- Detention
- In-School Suspension
- Out of School Suspension
- Other as specified by the principal/designee
- Referral to Student Disciplinary Tribunal

## **Early Dismissal**

Requests for early dismissal must be in the attendance office no later than 10:00 a.m. each morning. The following procedures must be followed. Parents must request a student's early dismissal in writing. Requests may also be given directly to the main office.

All requests must have date, destination, time to be dismissed, telephone number where parent can be reached and signature of parent. The secretary, nurse, attendance specialist or counselor may call parents to verify early dismissal and inform appropriate teachers of results.

Only the student's parent/legal guardian or other individuals as designated by the parent/legal guardian may sign the student out of school. **All individuals must be listed on the "Early Dismissal Form" submitted at the beginning of the school year.** The parent/guardian or designee must sign the early dismissal book located in the main office and show proper ID before the student will be allowed to leave the building. Parents are strongly encouraged to avoid early dismissals after 2:20 p.m.

## **Student Performance and Evaluation**

Our traditional basic standards of education are enhanced by the emphasis of Interdisciplinary Instruction, with inclusion of Arts Education and integration of Technology, and other subject areas. These areas will be incorporated into our core subjects of Language Arts, Science, Social Studies, Mathematics. The interdisciplinary approach is a means to ensure that children understand the connections between and among core subjects and connections classes. The integration of technology allows students access to the resources and tools needed to become proficient in the creation of multimedia reports and productions. Students will apply the content they have learned and use technology to solve real world problems. All students are expected to submit a project to one of the Academic Fairs. Report Cards will be mailed to the home at the end of each nine weeks (mid-semester & end-of semester). This is a means of informing parents/guardians of the student's progress in each subject. In addition, all teachers are to provide a progress report at three week intervals to keep parents abreast of student performance.

## GRADING SCALE

A= 90-100

B= 80-89

C= 70-79

F= Below 69 (Failing)

Students must pass eight (8) semester courses for promotion to the next grade level. Two nine-week connections classes are equivalent to a one-semester course.

## Deficiency Notices

Deficiency Notices are a means of communicating to parents/guardians that their child is not progressing satisfactorily, either academically or behaviorally. Parents/guardians will be informed during the 4th week of every 9 weeks if a student is in danger of failure or is not working at his/her full potential.

## Student Discipline

Good behavior is essential in maintaining a positive learning environment and in developing responsible citizenship. Self-control is closely linked to academic success. Paul D. West Middle School is a school where productive learning and responsible citizenship are the norms. **You are responsible for your actions! Study the guidelines and discuss them with your parents! Be sure to read the Student Conduct and Discipline Handbook provided to you by the Fulton County Schools System.**

## In-School Suspension (ISS)

ISS is an alternative to being suspended out from school. While in ISS, a student will be allowed to remain current with class assignments and receive a grade for work completed.

The environment is intended to offer strategies of correcting inappropriate behaviors. Before a student is allowed to return to a regular class schedule, he/she must complete the assigned days in ISS unless the administrator allows an exception.

Non-compliance of a school or classroom rule will result in an additional day(s) in ISS. Students who are chronic problems or rebellious in ISS will be referred to the administration for further actions.

Students in ISS or OSS cannot attend or participate in any after-school or extra curricular activities during the days they are suspended. This includes practices, rehearsals, games, dances, school clubs, tutoring, etc. They must leave the campus immediately upon dismissal; otherwise the student will be considered trespassing.

## Electronic Devices

These items can be distracting to learning and are not allowed in school, according to Board Policy. If brought to school, they will be taken and held in the school office pending conference with parents. All cell phones confiscated will not be released to the student. A parent or legal guardian must come and obtain confiscated cell phones.

## **School Bus Students**

The Fulton County Schools System provides bus service for students living at least a mile and a half from their schools. Parents are to help the school and bus drivers run a safe and smooth school bus service by cooperating.

Safety ensures that students are free from danger, injury or damage. It is your responsibility to ensure that safety. Bus students are under school guidelines and misbehavior on buses will result in disciplinary action. There should be no running in the school building or on the school grounds at any time to get to the bus.

All bus drivers will be given a list of students that are assigned to ride their bus. All students must ride their designated buses.

## **Riding MARTA**

Students who ride MARTA are under the same rules and regulations of students who ride the school bus. If you ride the MARTA bus all students must exit the campus and wait for the bus at the bus stop. No student can loiter at the campus while waiting for the MARTA bus.

## **Cancellation of School**

WSB Radio and Television will report all official announcements concerning the cancellation of school. Extracurricular and other school-related activities will be canceled at all locations closed because of an emergency.

## **PTSA**

The PTSA is a vital part of our school program. We encourage all parents/guardians to support the PTSA by becoming ACTIVE members. A successful school needs the services of an active PTSA. Meetings are held September through April on a designated weekday each month.

## DEFINITION OF TERMS

**Absence:** Failure to be in attendance for at least 3 hours of the instructional day, excluding lunch.

**Aggravated Assault:** When a person threatens to use a deadly weapon or any object, devise, or instrument which, when used offensively against a person, is likely to or actually does result in serious bodily injury.

**Alternative School:** A program of instruction that is designed to meet the needs of students who have not been successful behaviorally or academically in the regular school setting.

**Arson:** Intentionally starting, or attempting to start any fire or combustion to cause damage to school property or the property of another.

**Assault:** When a person attempts to commit a violent injury to another person or commits an act which places another in reasonable apprehension of immediately receiving a violent injury.

**Battery:** When a person intentionally makes physical contact with or intentionally causes physical harm to another person.

**Burglary:** When a person, without authority and with the intent to commit a felony or theft, enters in a building.

**Bus misconduct:** Failure to comply with rules of bus safety or disturbing others.

**Class Cutting:** Absence from one's assigned class(es) without the permission of the teacher of the class or an appropriate administrative official of the school.

**Cheating:** Being dishonest or deceptive as on a test, examination, or any other school project.

**Chronic Lack of Supplies:** Repeatedly reporting to class without necessary materials such as books, physical education attire, supplies, etc.

**Classroom/School Disruption:** Behaving in a manner which interferes with educational activities.

**Compulsory Attendance Age:** Age 7-16, the age range defined by Georgia Law within which parents/legal guardians must have their children enrolled in school.

**Conference:** A meeting between school official(s) and student and/or parent(s)/legal guardian(s).

**Damage to Property (Vandalism/Graffiti):** When a person knowingly defaces/destroys property.

**Disorderly Conduct:** Behaving in a violent or seriously inappropriate manner which disrupts the educational process. (This category is used when the police are called to cite a student for extreme disruption. It is not to be used when recording classroom disorders that only result in student referrals to the office.)

**Disrespectful Behavior:** Behaving in a rude and impolite manner.

**Dress (Inappropriate):** Dressing in a manner that disrupts the teaching and learning of others.

**Drug/Alcohol/Chemical Offenses:** Any possession, sale, distribution, having the odor of, or use of controlled substance or alcohol; includes any transfer of a prescription drug or any substance alleged to be a drug, regardless of its actual content.

**Due Process:** The protection of the rights of a student through established, fair procedures. In cases involving possible short-term suspension, this may be accomplished in a conference; in cases involving possible long-term suspension or recommendation of expulsion, due process must be formalized.

**Expulsion:** Suspension or expulsion of a student from a school beyond the current school quarter or semester.

**Extortion:** Use of threats or intimidation to demand money or something of value from another (no weapon).

**False Fire Alarm:** Reporting a fire to school or fire officials or setting off a fire alarm without a reasonable belief that a fire exists; calling 911 for false emergencies.

**Fighting:** Involves the exchange of mutual physical contact such as pushing, shoving and hitting, with/without injury.

**Gambling:** Playing any game of skill or chance for money or anything of value.

**Gang-Like or Gang Activities:** A range of gang related problems, and/or criminal behaviors such displaying paraphernalia or drawing gang symbols, signing, recruitment, physical/verbal threats, intimidations of non-gang or non-group members, group assaults, extortions, drug sales and/or use, thefts, using/carrying weapons, and any other antisocial behavior.

**Harassment/Verbal Abuse:** Any slurs, hints or other verbal or physical conduct reflecting an individual's gender, race, color, religion, ethnic or national origin, age, sexual orientation, social and family background, linguistic preference or disability, which has the purpose of effect of creating an intimidating, hostile or offensive educational environment.

**In Loco Parentis:** the status of school that gives some of the rights and duties of a parent.

**Sexual Misconduct:** Sexual advances, consensual and nonconsensual sex, request for sexual favors and other verbal or physical conduct of a sexual nature when such conduct creates an intimidating, hostile, or offensive school environment.

**Short Term Suspension:** (1-3 days); Students assigned to custody of parent(s)/legal guardian(s) for duration of his /her normal daily school schedule including all school-sponsored activities, for a maximum of three days.

**Suspension:** The involuntary exclusion, by an authorized school or school system official, of a student from the student's normal schedule in the school and/or from other school-sponsored activities.

**Student Support Team (SST):** the SST is a group of three or more professionals whose responsibility is to assist classroom teachers in a collaborative, data-based, problem solving process

designed to identify a student's instructional needs; effective and appropriate strategies for the general education classroom; and, continuous monitoring procedures.

**Tardiness:** Not being in an assigned classroom at the time the official school day and/or the class is scheduled to begin.

**Terroristic Threats:** When a person threatens to commit any crime of violence or to burn or damage property with the purpose of terrorizing another or of causing the evacuation of a building.

**Theft/Larceny:** When a person unlawfully takes, is in possession of, or obtains by deception property belonging to another person with the intent of depriving him or her of the property.

**Truancy:** Failure to report or sign in to school without prior permission or authorization of the school or the parents.

**Unauthorized Organizations:** Participation in clubs, fraternities, sororities, or secret societies that are not sanctioned by the local school principal and Board of Education.

**Weapons:** Any carrying, concealing, displaying or using any object whether used or intended to be used to inflict bodily harm. Such objects include but are not limited to guns, knives, box cutters, razor blades, clubs, and numchucks.



## Paul D. West Middle School's Dress Code

To create the most optimal setting for all students, we would like to encourage parents and students to take note of the following guidelines as school-clothing items are purchased throughout the school year. Keep in mind that Paul D. West Middle School highly encourages that students wear White, Red and Black (6<sup>th</sup>-8<sup>th</sup> grade) tops, button down collar shirts and khaki bottoms to promote school spirit and uniformity on Monday-Friday.

1. Shorts will be allowed if they contain no spandex material, are hemmed, and are no shorter than the length of the finger tip. Track and running shorts are not permissible.
2. Clothing mentioning or advertising alcohol products, drugs, promiscuity, gangs, obscene language, vulgar signs, ethnic slurs or profanity are not permitted. Plain white tee shirts are not permitted because of their affiliation with lude music lyrics and defiant behavior.
3. Tight or immodest clothing is unacceptable. Bare midriffs, backs, shoulders, excessively low necklines, nor transparent clothing are permitted. Tank tops and cut-off tops are allowed only if layered over another article of clothing. Skirts of discreet length must be worn.
4. Shoes must be worn. Sandals with backs or closed toe are acceptable, however, flip-flop type shoes and house shoes are not allowed.
5. No hats, caps, wave caps, "Do-Rags", wristbands, rubber bands or headbands may be worn in the building. Additionally, Bandanas are unacceptable due to their association with gang apparel.
6. Head scarves and other decorative materials may not be wrapped covering the entire head, unless affiliated with religious organizations or cultural beliefs.
7. Pants or jeans with pre-cut holes or intentionally torn materials are inappropriate.
8. Sunglasses may not be worn inside the building unless prescribed by a doctor.
9. Male shirts must be tucked in and no student's shirt is to be bloused out to give the appearance of being tucked in. Jerseys may be worn over acceptable attire, but must be tucked in. Undergarments should not be visible at any time. Students who wear trousers or slacks that have belt loops must wear a belt and the belt must be visible. Pants must be worn at the waist (no sagging). A belt would assist with this.
10. Male students are not permitted to wear earrings or ear studs. Female students cannot wear excessively long earrings. Students will not be allowed to wear any type of body-piercing jewelry such as nose or eyebrow jewelry or grills.

# PAUL D. WEST MIDDLE

## SCHOOL SCHEDULE

6 <sup>th</sup>	7 <sup>th</sup>	8 <sup>th</sup>
<b><u>8:10 – 8:30 Homeroom and Announcements</u></b>	<b><u>8:10 – 8:30 Homeroom and Announcements</u></b>	<b><u>8:10 – 8:30 Homeroom and Announcements</u></b>
8:30 – 9:20 Period 2	<b>8:33- 9:58 Period 2/3 Connections/Planning</b>	8:30- 9:20 Period 2
9:22- 10:17 Period 3	10:01- 10:56 Period 4	9:22 – 10:17 Period 3
10:19 – 11:54 Period 4 <b>Lunch 10:30 -11:00 10:45-11:15</b>	10:58- 12:29 Period 5 <b>Lunch 11:25- 12:20 11:45-12:15</b>	<b>10:19- 11:45 Period 4/5 Connections/Planning</b>
11:56 – 12:51 Period 5	12:31- 1:26 Period 6	11:48- 1:26 Period 6 <b>Lunch 12:22- 1:17</b>
12:52 – 1:47 Period 6	1:28 – 2:23 Period 7	1:25- 2:23 Period 7
<b>1:50 – 3:20 Period 7/8 Connections/Planning</b>	2:25 – 3:20 Period 8	2:25 – 3:20 Period 8
Bus Duty 3:20 -3:35	Announcements around 3:20-3:35	Announcements around 3:20-3:35

### Important points

1. Connections/Planning is 85 minutes.
2. 8<sup>th</sup> grade students will report back to class from connections.
3. Bus #   Locker # \_\_\_\_\_

*Thank you for supporting us by discussing these procedures with your child. Our goal is to provide the safest learning environment possible for each and every student and employee of Paul D. West Middle School, so that you may all be comfortable that we are taking care of your children to the very best of our abilities.*