

## R. Pete Woodard Junior High School

### Student Guidelines and Expectations

#### Top 10 Tips for Success in Middle School

1. Attendance and punctuality are critical. Students can't learn if they aren't in school.
2. There is no such thing as "play" fighting. Horseplay hurts and has consequences.
3. As "rights" increase for students in the middle school, so do the corresponding "responsibilities" that go hand in hand with freedoms not necessarily experienced in elementary school.
4. Finding an adult that a middle school student can go to for help is crucial. New and different experiences are more easily mastered when such a relationship exists.
5. Organization and follow through (completing and turning in homework!) is a critical aspect of success in middle school.
6. Communication between the home/school/teacher/student and parent ensures greater academic success and a more cooperative relationship for everyone.
7. Harassment - of any kind or type - is not tolerated. Respect yourself and others.
8. The more involved students are on their team and in their school, the greater the chance for academic success during the middle school years.
9. Students have a responsibility to help create a safe school environment. Report dangerous conditions, objects, or behaviors to adults. Be a part of the solution - not a part of the problem.
10. Parent involvement is very important at middle school.

## **School Safety**

We live in a time where school violence and shootings are a sad reality. Our priority is to keep students safe and comfortable at our school. It is the expectation that students report any unsafe items (knives, guns, drugs, etc) or any threats made immediately and directly to our school officer or one of our administrators. We have a zero tolerance policy against such actions. Students who imitate a shooter (with gestures and/or sounds) will automatically be suspended for disorderly conduct. Students who make comments that threaten the school or a student of the school will be suspended for threats.

## **Woodard Attendance Guidelines**

### **Daily Absence Reporting**

1. Parents/guardians should notify the school by phone each day a student is absent.
2. Our Blackboard connect communication system will automatically call the contact number(s) provided when a student is marked tardy or absent for first and/or second periods. This call is sent even when the parent/guardian notifies the office.

### **Signing Students Out**

Students who are leaving early must be picked up by a person listed as a contact (or emergency contact) according to the official school records. The person who picks up the student must provide an ID before the student is released to that person. A parent may update the contacts at any time with the main office.

### **Truancy**

Truancy is a violation of state statutes as well as school and district regulations. Students whose absences or tardies reach 10% of the overall attendance period may be considered truant. Consequences of this may include counselor intervention, warning letters, in-school suspension/detention, and referral to Juvenile Court.

### **Tardiness**

Students who have four or more unexcused tardies will be assigned to administrative detention. Administrative detention is held after school and supervised by one of our administrators. A letter and attendance record will be sent home with students when they have received their fourth unexcused tardy. It is the responsibility of the student to make sure the parent receives and signs the detention notice. If the student misses the detention, further consequences will be assigned.

### **Withdrawing a Student**

All costs for lost or damaged iPads and other school property must be paid so that report cards, certificates, and records can be forwarded to the new school. The school should be notified as early as possible of an upcoming withdrawal.

### **Visitors**

It is the obligation of the Principal's office to maintain a safe campus and to protect the health and welfare of students and staff. All visitors on campus are required to check in through the office for authorization to visit campus. Students are not permitted to bring guests to school.

### **Emergency Drills**

Drills are unannounced, but are held regularly during the year to provide awareness of the warning system. The procedure will be outlined and explained by each teacher.

### **Leaving Campus**

1. For the safety and security of all of our students, students must remain on school grounds until dismissal. Students who leave campus (during school hours) without authorization will be subject to disciplinary action.
2. Unless staying for a game or school sponsored activity (i.e. 21st Century Club), students need to leave campus at dismissal time. All students who are not participating in a school sponsored activity need be off campus before 4pm Tuesday through Friday, and 2:30pm on Mondays. Students who are waiting for a ride need to wait in a safe location like the front of the school or next to the north parking lot breezeway gate.

## **Campus Regulations and Guidelines**

*Woodard Junior High Schools is not responsible for any personal items that are lost, stolen, or damaged.*

### **Electronic Devices**

Electronic devices, such as, but not limited to, cell phones, personal tablets, e-readers, headphones, and personal music players may be in the student's possession, but must be turned off and kept in the student's backpack during school hours. Students who are using their phones or other electronic devices will have them confiscated by a staff member. The device will be kept locked in the office until a parent or emergency contact picks it up. Refusal to give a staff member the device will result in consequences for insubordination/defiance of authority. If a student needs to call a parent, they are to be sent to the office to use the office phone. If a parent needs to get a message to a student, he/she may call the office to have that message delivered.

Students may not have their headphones/earbuds on unless directed by a teacher. Headphones/earbuds may only be worn during class, and not during recess or passing periods.

### **Prohibited Items**

Tobacco, alcohol, drugs, weapons, skateboards, roller shoes, white out, permanent markers, paint markers, laser pointers, any type of aerosol spray and other items considered dangerous or unsafe are not allowed on campus.

### **Responsibility of Belongings**

Students are expected to take responsibility of their belongings at all times. Students must not leave backpacks unattended, especially when iPads are in them! Although the school will help students recover their belongings, the school is not liable for lost or stolen items that were left unattended by the student.

### **Lunchroom Procedures and Expectations**

Eating in the cafeteria is a privilege and students may be assigned to an alternate location for lunch if they are unable to follow the expectations.

Students are expected to:

- Walk to the cafeteria.
- Take their place in line without pushing or crowding in front of others.
- Not allow self or others to cut in line.
- Remain seated until their table is dismissed by a staff member.
- Clean up after self and others.
- Keep food, drinks, and utensils on their trays.
- Be respectful of all staff members and students.
- All food and drink (except water) must stay in the cafeteria.

Students who do not follow the lunchroom expectations may be sent to detention. Students who instigate or participate in food fights may be suspended for disruption and disorderly conduct.

Students who bring their own lunch may enter the cafeteria ahead of students who purchase lunch.

The snack bar is available once all students have had the opportunity to go through the lunch line. The snack bar will be closed when the cafeteria is left messy.

Parents are welcome and encouraged to eat with their children! You may bring lunch with you or purchase lunch in the cafeteria. Our cafeteria staff offers a delicious adult lunch and salad bar for only \$3. We ask that you sign into the front office, and keep the visitor's badge visible at all times while on campus.

### **Lunch Detention**

Students may be assigned to lunch detention for infractions that violate school and classroom rules and expectations. These detentions are held with one of our teachers, who ensures that each student has the opportunity to eat during that time. The lunch detention expectations are simple and clear:

- No talking

- No leaving without permission
- Clean up after self
- Work on homework or read
- Keep hands, feet, and materials to self

Students who do not follow the lunch detention expectations may be assigned additional days of detention. Students who have excessive lunch detentions or are continually not complying with the rules of lunch detention may be assigned to after-school detention (which is overseen by an administrator), in-school suspension, or out of school suspension, depending on the severity of the incident.

### **Food and Beverages**

Food and beverages (except water) are not allowed outside the cafeteria. Students may purchase bottles of water at anytime from the cafeteria vending machine, or from the snack bar during lunch. Students are encouraged to bring a personal water bottle and use our filtered water system in the cafeteria to refill it as needed. Gatorade is only allowed with written permission from our health aide.

### **Live Schools**

Live Schools is our system for tracking a student's infraction and reward points, which can be used to "purchase" items from our ROADIE store. The Live Schools app is downloaded to every student's iPad, and students may check their infractions and rewards at anytime that does not distract from learning.

Parents are also able to view their child's behavioral progress through Live Schools. Please contact your child's first period teacher for an access code and directions for how to sign up.

### **Bullying, Harassment, Threats**

Bullying and harassment are not tolerated at Woodard Junior High. When a student feels that he/she has been bullied, take the following steps:

- If possible, tell the person to stop
- Pay attention to who witnesses it, or other possible victims
- Report it! Here are ways that a student can report bullying:
  - Go to the office and complete the bullying report - the earlier it is reported, the faster we can work to make it stop!
  - Fill out the anonymous reporting form (on the Woodard website, under student links)
  - Tell a teacher
  - Tell the counselor
  - Tell the assistant principal (go to office, email, or call)
  - Tell a parent
  - Ask a friend to report it, or to go with you to report it

Students who bullying or harassing others will face consequences. These consequences may include: mediation, restorative conferences, administrative detention, in-school suspension, out of school suspension, and long-term suspension.

### **On-Campus Special Events**

We enjoy offering special events to our students, including dances, spirit assemblies, and various ROADIE events. Students may be prohibited from attending some of these events based on lunch fines, attendance, suspensions, and number of infractions. If a student is prohibited from attending one of our special events, he/she will be notified in advance.

### **Athletic Events**

Students are encouraged to attend our athletic events. They are expected to follow the school and district expectations and respect all of our athletes, competitors, and spectators.

Expectations:

- No food or drink permitted in the gym, except water and popcorn
- Students will respect all athletes and spectators by using appropriate language
- Students are expected to watch the sporting event without causing interruption
- Students who need transportation must be picked up no later than 6pm
- Students who walk home are expected to leave campus right after the game is over
- Students are expected to follow all school and district rules
- Students who leave school early or are absent from school are not allowed to attend any athletic events that day

### **Bikes, Skateboards, and Walking**

Students are welcome to ride their bicycles to school, as long as they wear a helmet. Bikes may be locked in our bike area. Due to safety concerns, skateboards, scooters, and skates are not allowed on school property before, during, or after school.

### **Public Displays of Affection (PDA)**

Public displays of affection are not appropriate to the junior high educational environment and are strongly discouraged. PDA includes kissing, hand holding, caresses, and hugging. Students who choose to use PDA will be subject to consequences that may include warning, detention, or suspension.

### **Piercings and Inappropriate Clothing**

Students at Woodard do not have to wear uniforms, however, they are expected to wear clothing that is appropriate. Students may not wear any clothing that advertises or includes symbols/references to cigarettes, alcohol, drugs, gangs, or violence. Students may not wear any clothing includes any image that may suggest nudity or inappropriate body parts. Students may have piercings, but they may not include spikes or pose a risk of causing inadvertent harm (to self or others). Students who use pencil lead in their piercings will be sent to the health office where the lead will be removed and ears cleaned. Students must comply with all other dress code expectations.