

Westwood Junior High School

The Math, Science and Leadership Magnet

7630 Arapaho
Dallas, Texas 75248

2018 - 2019 Student/Parent Handbook

Principal's Office

469-593-3507

Jennie Bates, Principal

Linda Sockwell, Executive Assistant

Assistant Principal's Office

469-593-3509

Trina Titze, Assistant Principal, 8th grade

Matthew Walker, Assistant Principal, 7th grade

Tami Whiteside, Secretary

Front Office

469-593-3600

Karen Kegans, Attendance Secretary

Chatavea Whiteside, Clerk

Counseling Office

469-593-3510

Joni Carter, 7th grade

Laurie Jackson, 8th grade

Laura Hilario Diego, Student Data Specialist

This handbook belongs to: _____

LEAD Academy Teacher: _____

Phone: _____

“A MESSAGE OF WELCOME”

Welcome to Westwood ... home of the Warriors!
Our school will be whatever you make it. Let us always have the spirit to do whatever necessary to make our school outstanding.

This document includes very important information regarding policies, procedures, events and school rules. Please take the time to familiarize yourself with all the information needed to be successful at Westwood.

Westwood Junior High School bases its success on individual character. Please respect your school and make junior high the most rewarding time of your education. Get involved in one or more of the activities and organizations we have to offer. School is always much more fun when you are involved in the activities and in the traditions of your school.

Westwood is very fortunate to have very bright and capable students. It is the responsibility of each student to do his/her best on every assignment that is given. Responsible students do not jeopardize their education by doing less than their best. Have a great school year!

WWJH Code of Expectations

The Student Will:

- Follow RISD policies and rules that are posted in the Student Code of Conduct.
- Attend all classes daily, and be on time, with required supplies and appropriate attire.
- Come to school prepared mentally, physically, and academically.
- Be responsible for the completion of all work, including make-up work.
- Conduct himself/herself in a responsible manner.
- Keep hands, feet and other objects to themselves.
- Be supportive, encouraging, and courteous toward fellow students.
- Seek changes in school policies through proper channels.
- Be willing to participate.
- Not cheat, lie, or steal.

The Parent / Guardian Will:

- Ensure their student's regular attendance and punctuality.
- Maintain up-to-date addresses and telephone numbers at the school.
- Bring to the attention of school authorities any problem or condition which affects the student.
- Send the student to school with an adequate breakfast, rest, supplies, and appropriate attire.
- Provide a well-lighted, quiet place for the student to study at home.
- Monitor the progress of the student via Focus - progress reports, report cards, conferences, telephone calls, PTA Open House and other meetings.
- Take an active interest in the overall school programs.
- Support the expectations of the WWJH faculty/staff and community.
- Serve as positive role models.
- Support student endeavors.
- Encourage the child to become involved in student activities.
- Be aware of the student's peer group and after school activities.
- Bring and pick up on time.
- Check teacher's pages for information

The Faculty / Staff Will:

- Provide a safe environment with an atmosphere conducive to learning and appropriate behavior.
- Enforce and follow all RISD policies and rules as outlined in this WWJH Student Planner with emphasis on fairness and consistency.
- Project a positive attitude.
- Believe that all students can learn.
- Be prepared to teach every day.
- Serve as positive role models.
- Communicate student progress via Parent Portal - progress notices, telephone calls, conferences, report cards, PTA Open Houses and other meetings.
- Identify and address the special needs of students.
- Be available for extra help for the student based on the help session schedule posted in all rooms.

- Encourage parental participation in school affairs.
- Encourage and monitor attendance.

WWJH Code of Conduct

WWJH Student Code of Conduct is in accordance with the RISD Student Code of Conduct.

Attendance

- The building is supervised by the staff from 7:45 AM to 3:45 PM. Co-curricular/Athletic activities or teacher approved tutorial sessions may occur outside this time period.
- Students may be dropped off or picked up in front, on the west side of building on Meandering Way or LaCosa. Do not block center lane of front circle.
- **No vehicles will be allowed in the circular drive in the back because of busses loading and unloading 3-4:00 PM.**
- **Students will be permitted in the building at 7:45 AM if they have written permission from a teacher, parent, or principal. Students are to enter at the Arapaho Road front door entrance only for early admittance.**
- During inclement/extremely cold weather, students will be allowed to use the cafeteria.
- Students must leave the building by 3:40 PM, Monday through Friday, unless serving detentions, attending tutorial sessions, or after school **supervised** activities. Student loitering around the campus after school hours is strongly discouraged and could result in disciplinary actions.
- If a student is marked absent in any class during the school day, the RISD phone system will call the student's home to report the absence to the parent/guardian.
- If a student is absent, a note must be turned into the front office within the next three (3) day period or that absence is unexcused.
- Per Texas Law, when a student reaches three (3) unexcused absences, a district warning letter will be sent to the student's home address via U.S. Postal Service. The warning letter is a courtesy notification and is not a court action. When a student reaches ten (10) unexcused absences in a six (6) month period, truancy charges will

automatically be filed against the student and/or parents/guardians in the Dallas County Truancy Court located in Garland, Texas, and the parents/guardians and/or student will receive a notice to appear in court.

Westwood Cell Phone Policy

The cell phone policy can be revoked if guidelines are not followed.

- As stated in the district cell phone policy, in the classroom students may only use electronic communication devices for instructional purposes and **must have the permission of the teacher.**
- Phones must be set in vibrate or silent mode at all times.
- Phones may be used in the cafeteria before school and during lunch only.
- **No** phone usage in the hallway.
- **No** incoming or outgoing phone calls are permitted during the school day.
- **No** pictures or videos may be taken with a cell phone or electronic device.
- Ear covering headphones are prohibited.
- Only **ONE** ear bud may be used at any time the phone is allowed to be used.
- **Westwood Junior High is not responsible for any electronic devices brought to the school by the student.**
- Use good judgment when bringing electronics to school. Be watchful for theft.
- Violations of the policy will result in the consequences outlined under the electronic communication device policy in the RISD code of conduct.

Electronic Devices & Skateboards

- Any electronic devices/cell phones not retrieved by noon on the last day of the semester in which the device is confiscated will not be returned and will be forwarded to Student Services for disposal.
- Skateboards are not allowed to be ridden on campus at any time.

Badges

Badges will be provided to students at the beginning of the school year. Replacement badges can be ordered for a \$5.00 fee.

Students are required to wear their badge each day. Badges must be visible either on a lanyard around the neck or clipped to their shirt or waist. Students in violation of the badge policy will serve lunch detentions. Repeat offenders may serve time in ISS/AEP. Computers, library, dances and lunch require badges. Students will be required to present their ID Badges to pick up their Chromebooks each day.

Per RISD Board Policy, all students are required to wear a badge each day.

Bicycles, Motorcycles & Automobiles

Junior high students are not allowed to drive automobiles or motorcycles to school. Students who ride bicycles to school will park them in an orderly manner in the racks in the designated areas. Students are encouraged to lock their bicycles.

Bus Rules

Riding the bus is a privilege. In the interest of safety, the following policies prevail:

- **The driver will maintain discipline on the bus at all times. Failure to follow his/her directions will result in the student not being allowed to ride the bus and further disciplinary action will be taken by an Assistant Principal.**
- Weapons and other items not allowed at school are not to be carried on the bus.
- The use of tobacco, drugs, or other illegal substance, in any form, is not permitted on the bus.
- Students must not extend any part of their body out of the bus at any time.
- Students are not to try to exit while the bus is in motion.
- Riders must be on time. The bus has a definite time schedule.
- Students should never stand in the roadway while waiting for the bus.
- Articles are not to be thrown from the bus.
- Students who ride buses must report to, and remain in, the designated area for bus riders.
- The 5:00 PM bus is for 8th grade athletes and those students who hold an approved, signed and dated WWJH tutoring pass.

Cafeteria Rules

- All students must eat on a cafeteria tray. This will enable students to more easily clean up after themselves and greatly reduce the amount of leftover food and trash that is left on the cafeteria tables and floors which can contribute to an unappetizing (and unsanitary) lunchroom for other students.
- Food or drink will only be consumed in the lunchroom. No eating or drinking in classrooms, hallways, or commons area. This includes gum and candy.
- All students are responsible for cleaning off their table and for keeping the surrounding floor space clean of trash. Receptacles are furnished for trash. Trays should be stacked neatly in the window.
- Students are not to run in the lunchroom, throw objects or shout, and must remain seated at all times.
- Any student who cuts into a lunch line will be sent to the end of that line.
- After finishing their lunch, students must wait in the cafeteria until released by the monitors.
- Students will be allowed to use the restroom utilizing the pass provided in the cafeteria.
- Two opportunities to go outside will be announced during the lunches.
- Violation of the lunchroom rules will result in assigned seating and other lunchroom duty assignments. Duty not served will result in detentions.
- We strongly suggest a student not bring cash to school. Students/Parents may send checks or with credit cards at www.paypams.com to put funds into a student's lunch account. Student will be notified when funds are low. Student badges must be used to purchase lunches.
- Stay seated at all times!

Cheating Policy

WWJH students are expected to maintain the highest standards of honesty and integrity. Failure to do so will result in disciplinary action. Cheating on a quiz, test, or essay may result in a zero on the assignment and a two-letter-grade deduction in citizenship. Cheating on homework may result in a zero on the assignment as well as office discipline.

Clinic

Fever- A student with an oral temperature of 100.0 F (37.8C) or greater must be excluded from school according to the Texas Health Department. The student must be fever free for 24 hours without the use of fever reducing medication prior to returning to school.

Medications – All medications (prescription & over the counter) must be registered into the clinic by the parent.

Vomiting and/or Diarrhea- Students who experience vomiting or diarrhea may be infectious. If vomiting/diarrhea starts at home, the student must remain at home. If it starts at school, the student will be sent home. The student may not return to school until they have been free of vomiting/diarrhea for 24 hours without medication.

Detentions

Detentions issued by a teacher or administrator are to be served before school, after school or during lunch. Missing a detention may result in 3 days local ISS/AEP placement.

If the student misses a teacher detention they will be referred to the appropriate Assistant Principal who will issue 2 detentions to the student. At this time, an attempt will be made to contact the parent by telephone. Failure to serve either of these detentions will result in placement in AEP by the Assistant Principal. A Student Code of Conduct Violation Report will be filled out at this time.

Dress Code

The Westwood Dress Code encourages a standard of dress that reflects a commitment to self-respect, pride in our school, and educational excellence. Dress should be clean, neat, appropriate, and have a positive effect on the learning **Administration reserves the right to make judgment calls when it is in the best interest of the learning community.**

- Shorts, skirts, skorts, and dresses are acceptable as long as they are no higher than 3 inches above the knee.
- If a skirt is worn that has a slit, the slit must rise no higher than 3 inches above the knee.
- No spandex shorts may be worn.

- Leggings and jeggings may be worn with shirts which cover the entire back side and at least as long in the front and sides as the length required in the back.
- Tights must be worn under jeans which have holes.
- Straps on all shirts must be at least 2” wide and no spaghetti straps will be allowed.
- Shirts with large armholes may not be worn.
- No exposed midriffs or low cut shirts.
- No detrimental slogans on T-shirts (advertisements for liquor, beer, cigarettes, Playboy bunnies, etc.)
- No clothing representing a group or neighborhood may be worn.
- **Slides and flip flops will be allowed (except as otherwise required for P.E. or athletics class.)**
- No heavy chains or necklaces.
- No head wear (unless of religious nature).
- Shirt or dress shoulder straps **must be at least** two inches wide.
- Pants must be correct size and must be worn in the correct manner. **No sagging.**
- Overalls must be strapped.
- No pajamas and no house sleepers.
- No blankets will be allowed.

General Misconduct Violations

Students shall not:

- Direct profanity, vulgar language, or obscene gestures toward a student or employee.
- Use profanity or vulgar language or make obscene gestures.
- Fight, push, shove, scuffle or engage in horseplay.
- Engage in bullying, harassment, or making hit lists.

Any student in violation of the above infractions may receive any or all of the following consequences: a) detention, b) serve time in ISS/AEP, c) placed in OSS, d) reported to Dallas Police Department. If a student is placed in ISS/AEP or OSS, they will not be allowed to attend the school dances, unless accompanied by a parent or guardian.

Hall Behavior and Passes

During class time, hallways should be empty.

Students will only leave the Classroom in an Emergency or if called to the Office. A hall pass is necessary when a student leaves his/her classroom during the period. It must be signed, timed, and dated by the teacher in charge of the room he/she is leaving. No one should be in the halls without a valid pass.

A student leaving the classroom for a bathroom break is at the discretion of the teacher. A hall pass from the teacher is necessary in order to leave the room.

Students should not yell, scream, hit lockers, or otherwise make excessive noise while in the halls. **PLEASE DO NOT LITTER** the hallways. There are trash receptacles in every hall.

Library Information

Hours: 7:30 AM – 4:00 PM

- Students must have a pass from a teacher to go to the library during class.
- Students must sign in and give their pass to the librarian. The librarian will time and sign the pass when the student leaves the library.
- Books are loaned for a two-week period. They may be renewed for an additional two weeks. Overnight books may be checked out after 7th period and must be returned the following day before 1st period.
- Fines are 10 cents a day. Overnight book fines are 25 cents per period.
- Most reference books may not be checked out. Magazines are to be used in the library.
- Overdue lists are posted by teachers. A list may also be found in the library. Your library record must be clear at the end of each six weeks period.

Lockers

Athletic Lockers – **Athletic lockers must be locked at all times.** The school provides locks for the students to use. WWJH is not responsible for any lost or stolen items.

Hall Lockers – Every student will be assigned a locker and each student will use only **their** assigned locker. Students are to place their back-packs in the locker. Changes in lockers must be authorized by

the office. Students are not to give their combination to other students. Each student is responsible for keeping his/her locker clean and undamaged. Locker problems resulting from inappropriate use may result in disciplinary action. Damaged lockers should be reported to the school office immediately. Each student is responsible for keeping their locker locked at all times. Great care is taken to avoid student knowledge of other locker combinations.

Lost and Found Department

All articles found should be taken to the school office. Students who have lost an article should go to the school office before or after school to inquire about the property. The PE/Athletic department maintains its own lost and found. Items left in the lost and found are disposed of at the end of each six weeks period.

Progress Notices

All students will receive a progress report at the 3 week mark of every nine weeks cycle. Parents should sign these reports and have the student return them to the individual teachers. If any parent has a question about a particular class, they should contact the teacher at 469-593-3600.

Progress Notices will go out the weeks of:

1st Grading Period: 9/10/18 & 9/28/18

2nd Grading Period: 11/9/18 & 12/7/18

3rd Grading Period: 1/28/19 & 2/15/19

4th Grading Period: 4/5/19 & 4/29/19

Report Cards will go out the weeks of:

October 26, 2018

January 8, 2019

Week of March 18, 2019

Mailed week of June 3, 2019

Scheduling

Courses selected during registration should be considered as final. Books and supplies are ordered and teachers are hired based on these student selections. Schedule changes are approved only for medical reasons or when a student changes levels (i.e., going from a regular course to a Pre-AP course).

If there is an obvious problem with your schedule (two math classes, not enough courses, wrong level,

etc.), see your grade level counselor. Pre-AP courses cannot be dropped until after the first six weeks period of a semester, as contract indicates.

Student Responsibility Regarding Chromebooks

Students are responsible for proper use and care of their school-issued Chromebooks. If a student violates the Acceptable Use Policy (AUP), loses, misplaces, kicks, throws, or in any way mishandles their Chromebook they will be referred to the assistant principals. Students will not have their Chromebook returned until a parent meets with one of the assistant principals. If a student damages the Chromebook cover, they will need to pay for a replacement.

Students will be required to present their ID badges in order to pick up their Chromebooks each day. Students without an ID badge will be required to get a temporary badge before picking up Chromebook.

Throughout the year students tend to lose track of their Chromebook, leaving it in the cafeteria, the library, the hallway, or a number of other locations. When a Chromebook is found it is turned in to the Library. This is the first place a student should inquire when they have lost their Chromebook. If their Chromebook is in the Library then the student will be able to recover their device at the cost of a Lunch Detention. Failure to attend the Lunch Detention will result in further disciplinary action.

Social Media Policy

Westwood JH students are expected to only display appropriate content and behavior on the internet, including social media sites. Students are expected to be respectful and honest when posting on social media. Students must not make derogatory, objectionable, or defamatory posts via social media.

Students should also refrain from posting photos, videos, and comments that are obscene or inappropriate.

Tardy Policy

It will be the responsibility of all teachers to enter student tardies each period using the eCampus system. The system will be making the calls and discipline consequences will be issued in line with the following tardy policy for each six weeks period.

First Tardy through Fourth Tardy: The student will be given a warning.

Fifth Tardy through Seventh Tardy: The student will be issued a lunch detention and a phone call will be made to the parent.

Eighth Tardy: The student will be referred to their principal and placed in ISS/ AEP. A phone call will be made to the parent.

Textbooks

Textbooks are loaned for use during the school year. They should be kept clean, handled carefully, and kept covered at all times. Students who have lost or damaged a textbook must pay for the book in the office before issuance of another book. At the end of the school year or when the student withdraws, teachers will check for damage and assess fines. Textbooks average about \$50.00 each.

Fines are as follows:

1. The full price will be charged for books with severe damage, water damage, or any book(s) deemed unusable.
2. Textbooks with altered or changed numbers will not be accepted.
3. All textbooks must be paid for regardless of how they were lost.

The Westwood Administration reserves the right to make judgment calls on any and all issues when it is in the best interest of the learning community and the safety of both our students and faculty.

I attended the Westwood Policies & Guidelines assembly on _____ Day, Date

I understand the Westwood Student Code of Conduct policies and procedures as printed and presented.

_____ Student Signature