



**Woodworth Middle School
Student Code of Conduct
2018 – 2019**

WOODWORTH MIDDLE SCHOOL

GUIDELINES FOR PROGRESSIVE DISCIPLINARY ACTION

WELCOME

Welcome to Woodworth Middle School. The entire Woodworth Staff is excited about the new school year. We are extremely proud of our school and our students. You are now a member of our great team. We, the Woodworth team, are committed to provide opportunities that support the full academic, personal and social development of each one of you. We are committed to help you learn and develop positive attitudes and behaviors toward yourself and others. We believe that systematic and consistent discipline is important to achieve these goals. You are an active change agent. You can only make your experience at Woodworth the best experience. We also believe that the support of your parents and the community is essential in promoting excellence in your academic, personal and social behavior. We have developed a discipline plan that teaches each of you how to evaluate your own behavior and plan for your success.

Understanding the expectations, rules and consequences stated in the Student Code of Conduct is very important to all of us, because it will contribute to maintaining an atmosphere conducive to learning and promoting a responsible citizen. Based on the guidelines of the Student Code of Conduct, the following progressive disciplinary plan is going to be in effect starting at the beginning of the school year.

CLASSROOM DISCIPLINE POLICY

Students are expected to follow these expectations at all times. Each teacher has the same expectations and consequences posted in his/her classroom. The discipline plan posted in each classroom is as follows:

WOODWORTH MIDDLE SCHOOL EXPECTATIONS

Students are expected to be:

- ❖ Be in your seat and ready to start class
- ❖ Follow directions the first time they are given
- ❖ Bring textbook, paper, pencils/pens, folder and student planner to class each day
- ❖ Raise your hand and wait to be called on before speaking
- ❖ Respect yourself, your school, your fellow students and everyone's property

Consequences include:

- Immediate feedback on the behavior (understanding how your negative behavior affects others is critical to growing as a person)
- After class/school conference with teacher(s) about the behavior
- Detention with parent notification (**phone call and form to be sent home**)
- Behavior referral sent to the assistant principal
- Restorative conference to understand and correct the inappropriate behavior
- Conference may be scheduled with the parent, teacher and student
- Character education classes that help you reflect about your choices

***If student behavior results in a detention, parents are responsible for providing transportation.**

****If student behavior results in an out of school suspension, there is a mandatory meeting with parent(s), teacher and administrator before the child may return to school.**

STUDENT PROCEDURES

(All students are expected to follow these procedures)

- **Take ownership of YOUR building and school climate/culture. This is a public institution in which we all represent. Working together to make Woodworth the absolute best as it can be is important to our success.**
- Students enter the building at **7:50 a.m.** and must leave school property by **3:05 p.m.**
- Students are expected to be in class with all of the required materials and begin doing "bell work."

Hallway/Change of Classes

- Walk on the right side of the hallways

- No congregating in the middle of the halls
- Hands and feet to yourself
- Talk quietly
- If you see trash, pick it up and find a garbage can- this is your school
- **ABSOLUTELY NO HORSEPLAY!**
- ***Students are only allowed to go to their lockers before and after school and before and after lunch. No other time is permitted without Team/staff permission.***
- If you need to come in the morning for tutoring/homework, you must go directly to your teacher's room. You may NOT stop by your locker.
- You may not enter the building before **7:50** unless you have an appointment with a teacher/staff member

Special Programs/Assemblies/Pep Rallies

- Observe proper hallway procedures to and from the cafeteria, including using **ONLY** the assigned stairways.
- Students must sit in the area designated **WITH THEIR TEACHER.**
- Students are to respect all performers.
- Students are to remain in their seats and wait to be dismissed **by their teachers.**
- Students should respond quickly to the call and demand signal of silence "Woodworth-Hornets".
- These events are a privilege, if you neglect to respect procedures these events will be eliminated.

Posters

- All posters must be neat, timely, and grammatically correct.
- All posters must be removed within one week of posting.
- Posters may be hung up with masking tape (hidden) or handy tack.
- Teacher signature to demonstrate sponsorship and a stamped approval from the office.

Parties

- The classroom is a place for learning, students may not plan parties to be held during class time.
- Celebrations for our **hard work and academic success** will be planned accordingly.

Fire Drill Procedure

1. Students will proceed quickly to the nearest exit under the guidance of their current teacher.
2. From there, students will proceed to the designated area under the guidance of their current teacher.

3. In an event that a fire drill should occur during lunch or change of classes students are expected to proceed **Quietly & Calmly** to the nearest exit.

Disaster Drill

1. Students are expected to leave all belongings in the room and proceed **QUIETLY** and **CALMLY** to the designated area.
2. Sit on the floor, away from windows and glass.
3. Place your hands over your head, head drawn to the knees and pull your knees to your chest. **SIT QUIETLY!**
4. After the bell rings, proceed quietly back to class.

Schoolwork

- All students and their parents must sign up for teacher blogs to get daily posts on classwork, assignments, upcoming tests, etc.
- All work is to be turned in on time, on the assigned worksheet - on loose leaf or in a notebook (as discussed in class).
- All work must have first name, last name, date, and hour in the UPPER, RIGHT-HAND CORNER.
- Student work must be kept in a folder according to teacher requirements.
- Students are expected to strive for quality work.
- Students are expected to complete their work on their own.
- Students are responsible for getting all work they missed while absent, check the teacher blogs.

Student Planners

- Every student will be given a Woodworth Middle School student planner in their A2 class.
- **No passes will be given the first and last ten minutes of the class session.**
- Organization and success are directly related. In order to help ensure each Woodworth student is successful, we ask that students have their planner with them at all times—**no exceptions.**
- Students are expected to record any and all assignments/tests in this book.
- Parents are encouraged to check their child's planner for assignments and information regarding school procedures.
- The student planners can be an easy way to communicate daily with parents by checking for comments and signatures. Your planners will be a key component of communication with other teachers and your parents. This will be done with your teachers writing specific comments in your student planners.
- If a student wishes to leave a room to go to a counselor, lavatory, office, etc., he/she **MUST** have his/her student planner for the teacher to sign for a pass. **Students ARE NOT to share their planners with any other student.**

Dances, Sporting Events, any Extracurricular Activity

- All students must enter from the designated entrance/doorway.
- Be sure to have all books, coats and other belongings from your locker BEFORE entering the event. **Students WILL NOT be allowed to go to the lockers after the event.**
- If a student serves ISS/OSS, they are excluded from extracurricular activities for that day(s).
- Any student violating the Code of Conduct during the event will be required to leave.

GENERAL SCHOOL DISCIPLINE POLICY

ATTENDANCE

If a student is going to be absent for an excused reason (illness, funeral, doctor appointment, or family obligations), the parent should call the office (827-7100) by **8:30 A.M.** stating the name, the reason, and the length of absence. If parents don't call by 8:30 A.M., the student office will call home. If parents are not reached or if they don't have any information about their child, the student office will call the Student Services Office and if applicable, the police. If your child arrives to school after **8:15 am**, a parent must accompany the child to the office to sign your child in.

1. If a student needs to leave the school during the day for an excused reason, the counselor will call home and the parents must come to school to pick up their child. When the student is ready to leave, he/she should report to the student office to check out and meet his/her parent. **If parents/ emergency contact (s) are not reached, the student must stay in school.**
2. If a student is late and arrived to school past **8:15**, they must be accompanied by a parent to sign them in.
3. Under no circumstances should the student leave the school without notifying the office. Otherwise, he/she is considered to be skipping.
4. The student is responsible to check with teachers to make up missing assignments.
5. If the absence is more than two days, parents may request assignments from teachers.
6. Credit for long term absences will be subject to review.
7. An unexcused absence is considered skipping and will be treated as such.

PBIS (Positive Behavior Intervention Support)

The main purpose of PBIS is to provide and maintain a school-wide consistent, positive, and fair behavior plan. This plan promotes and encourages a philosophy that encompasses the entire school population and establishes a "community" where everyone is engaged, active,

and invested in the process. PBIS establishes a positive learning and working climate, provides a unified teaching focus and maximizes efficiency of instructional time. Furthermore, it fosters improved communication among students, faculty, staff, parents and other community members. PBIS efficiently provides extra supports for the at-risk student population and benefits all students.

PBIS Key Points

- **Be Respectful**
- **Be Safe**
- **Be Responsible**
- **Be Kind**

SKIPPING

A student may be skipping if not in his/her class **five minutes** after class starts without a pass.

- ISS is possible, parent notification, and/or development of behavior plan.

Leaving school without permission or skipping a class entirely...

- **1st incident:** 1-3 days of ISS
- **2nd incident:** OSS

INSUBORDINATION / INSOLENCE TOWARD ALL STAFF MEMBERS AND SUBSTITUTES

- **1st incident:** Range from 1-2 days ISS to OSS, parent notification, and development of behavior plan and conference with the staff member.
- **2nd incident:** OSS, parent conference and reevaluation of behavior plan and conference with the staff member.

SMOKING AND/OR POSSESSION OF TOBACCO PRODUCT

- **1st incident:** 3-5 days OSS. Parent conference.
- **2nd incident:** 10 days OSS. Parent conference.

DRUG AND ALCOHOL (use or possession)

- **1st incident:** 5 days OSS. Referral to counselor/social worker. Parent conference.
- **2nd incident:** 10 days OSS. Refer to Student Services Offices.

DETENTION WITH YOUR TEACHER

Skipping, arriving late to detention, being sent out of detention for discipline results in:

- Double detention to ISS and parent notification. Plus the student must serve the detention immediately following the ISS (if given).
- If the student is absent on the day of his/her detention, the student must serve the detention on the day he/she returns.

FIGHTING (Any aggressive behavior intended to harm the other person)

All students are expected to respect all other students by keeping their hands to themselves. If you are in conflict with a classmate, seek adult help to get it resolved.

- 3-5 days OSS and immediately sent home. There may be a parent conference upon return and referral to the counselor.

HARASSMENTS, THREATS, INTIMIDATION, BULLYING (name-calling, teasing, etc.), OR ENCOURAGING A FIGHT ARE NOT TOLERATED.

Please refer to the Board of Education Policy 5517.01

5517.01 - BULLYING AND OTHER AGGRESSIVE BEHAVIOR TOWARD STUDENTS

It is the policy of the District to provide a safe and nurturing educational environment for all of its students. This policy applies to all activities on school property and to all school sponsored activities whether on or off school property.

Bullying or other aggressive behavior toward a student, whether by other students, staff, or third parties, including Board members, parents, guests, contractors, vendors, and volunteers, is strictly prohibited. This prohibition includes written, physical, verbal, and psychological abuse, including hazing, gestures, comments, threats, or actions to a student, which cause or threaten to cause bodily harm, reasonable fear for personal safety or personal degradation. Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, faculty, staff, and volunteers to provide positive examples for student behavior.

This policy applies to all activities in the District, including activities on school property, in a school vehicle, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business. Misconduct occurring outside of school may also be disciplined if it interferes with the school environment.

Bullying is defined as any written, verbal or physical act or electronic communication that is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly by:

- A. substantially interfering with educational opportunities;

- B. affecting participation in programs or activities by placing the student in reasonable fear of physical harm or emotional distress;
- C. having an actual or substantial detrimental effect on a student's physical or mental health; or
- D. causing substantial disruption with the orderly operation of the school.

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. Such behavior includes, for example, bullying, hazing, stalking, intimidating, menacing, coercion, name-calling, taunting, and making threats.

Any student who believes she/he has been or is the victim of bullying, hazing, or other aggressive behavior should immediately report the situation to the building principal or assistant principal who are responsible for the investigation of such incidents. Please also use the safe box to report; the safe box is on our school blog.

Bullying

"Bullying" is defined as a person willfully and repeatedly exercising power or control over another with hostile or malicious intent (i.e. repeated oppression, physical or psychological, of a less powerful individual by a more powerful individual or group). Bullying can be physical, verbal, psychological, or a combination of all three. Some examples of bullying are:

- A. Physical – hitting, kicking, spitting, pushing, pulling; taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- B. Verbal – taunting, malicious teasing, insulting, name calling, making threats.
- C. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation.

- Range from ISS to OSS, referral to administration.
- There will be ZERO tolerance for this.

HORSE PLAY (any aggressive behavior that is dangerous or inappropriate for school)

- **1st incident:** ISS, parent notification.
- **2nd incident:** ISS/OSS, parent notification (possible conference)

CELL PHONES AND OTHER ELECTRONIC DEVICES

Proposed Cell Phone Policy: Woodworth School

The Woodworth Middle School Cell Phone/Electronic Device Policy helps to support a safe and productive learning environment in our school. Cell phones are not permitted to be used during school hours (7:50-2:55). The following policy will be strictly adhered to for the upcoming school year:

Woodworth Middle School will not be responsible or liable for, the theft, loss, data loss, damage, destruction, misuse or vandalism of any student's personal electronic device brought onto school property.

Students **may possess or use** personal electronic devices on school property during these designated times:

- **Before school** until the beginning of the school day (7:50 a.m.) **may not be used in the cafeteria**
- **After school** after the bell rings at 2:55 p.m. **Refrain from using in the school at all times**

Throughout the rest of the school day, cell phones (including multiple phones per student, as well as "dummy/fake" phones) **should be turned off**, and out of sight in the hallways between classes.

By allowing students to carry cell phones/electronic devices into the building, students and their families are consenting to a search of that property by school officials when the need to conduct a search is determined. Instances may include, but are not limited to: bullying, harassment, academic integrity (cheating), threats, inappropriate or unintended photos of students and staff, or any other actions deemed inappropriate by administration.

If a student is found to be in violation of this Cell Phone/Electronic Device Policy, **the personal electronic device WILL BE confiscated by school personnel.**

- **First Violation:** The device will **ONLY be returned to a parent/guardian** at the end of the day/beginning of the next day.
- **Second Violation:** The device will be **ONLY be returned to a parent/guardian** on the next Monday or Friday, which will be designated as cell phone pick up day (depending on when the incident took place).
- **Third Violation:** The device will be kept by the school for a period of at least one week and must be picked up **ONLY by the parent/guardian.** (Pick up Days will be Monday or Friday)

- **Fourth & Future Violations:** The device will be kept by the school until the end of the school year/semester and must be picked up ONLY by the parent/guardian.

REFUSAL TO TURN IN CELL PHONE/ELECTRONIC DEVICE

If student and/or parent refuses to turn in the cell phone/electronic device, the incident will be considered insubordination and the following:

- **First Violation Refusal: Mandatory after school character training with the Assistant Principal.**
- **Second Violation Refusal: Automatic two day suspension**
- **Third Violation Refusal: Automatic three day suspension**

If you realize that you are accidentally violating this policy, notify a teacher/administrator and they will help you without consequences.

COMPUTER USAGE

All school computers are to be used for educational purposes only. Using the computers and the internet for any other purpose may result in school discipline (including suspension) and the loss of the computer privileges.

WEAPONS AND DANGEROUS INSTRUMENTS

- 10 days OSS and referral to Student Services. A police report will be filed.

ETHNIC SLURS AND HARASSMENT (sexual, racial)

- **1st incident:** 1-3 days of OSS and referral to counseling.
- **2nd incident:** 3-5 days of OSS and parent conference.
- **There will be ZERO tolerance for this.**

PROFANITY, VULGARITY AND/OR OBSCENE BEHAVIOR

- Completely unacceptable. This will result in an immediate referral to an administrator and/ or an OSS.

ACADEMIC MISCONDUCT (any form of cheating)

1st Offense

Zero on assignment for both individuals
Call home for both individuals

2nd Offense

Zero on assignment for both individuals
Call home for both individuals

Referral to AP
Call home
90 minute detention with AP for both
Redoing the entire assignment “work detail”

3rd Offense

All of the above plus a parent meeting
Possible suspension

Test and Quizzes

Depends on the situation – any or all of the above are possible on the first offense.

THEFT

- Minimum of 3-5 Days of ISS/OSS and restitution (circumstances may require long-term suspension, a hearing with Student Services and charges filed with police department).

DISORDERLY CONDUCT (any behavior that disrupts the process of learning)

- Range from ISS to OSS.

FIRE ALARMS

The pulling of the fire alarm cover will result in 1-3 days of OSS. Other possible consequences include the filing of a police report and a possible fine.

LUNCHROOM PROCEDURES

You are responsible for keeping track of your lunch card. If you do not get your lunch card during A2, go to the student office immediately. Lost cards will be replaced one time.

1. Use proper hallway procedures to and from the cafeteria (use ONLY the assigned stairways).
2. You are expected to report to lunch your scheduled time.
3. Line up in single file for your food (NO TAKING CUTS).
4. Treat all staff with respect. The cafeteria staff is supplying you with a service. “Please” and “Thank you” go a long way.
5. Using anyone else’s lunch ID will result in both students losing their lunch privileges.
6. Stay in your assigned seats. Permission is needed to go to the bathroom.
7. Please ask permission to use the bathroom or get a drink of water.
8. Do not get up except to empty trash or take up trays.
9. Clean up your table and the area around it.

10. Do not leave the cafeteria until you are dismissed otherwise it is considered SKIPPING and DO NOT TAKE FOOD/DRINK OUT OF THE CAFETERIA.

If students CHOOSE to violate any of the above rules, cafeteria clean-up, detention or loss of the use of the café (home for lunch) may result.

MISCELLANEOUS

1. Any violation of the state laws, or the local ordinances, police will be contacted and the school will follow the school code of conduct. Purchasing food items from the nearby gas station on your way to school is NOT allowed.
2. Students are ONLY allowed to go to their lockers according to the rules of the grade level teams.
3. Respect school property; no kicking lockers.
4. Students are expected to follow the school dress code.
5. Students are not allowed to use the elevator without permission.
6. No gum chewing on school property at any time.
7. Buying and selling of any items is prohibited unless sponsored by the school.
8. Any time a student receives ISS or OSS, he/she will not be allowed to attend extracurricular activities OR be on school property for that day(s). The counselor and/or core team will meet with the student upon return from OSS.

WOODWORTH MIDDLE SCHOOL DRESS CODE

The Woodworth Middle School dress code is based on what is considered to be **“safe and appropriate”** for school. We expect our students to **dress in a modest way that avoids distraction and supports an atmosphere for learning.**

******No ripped jeans or other clothing at all times**

Footwear

All footwear must be securely attached to the foot both in front and in back. No flip flops.

Skirt/Shorts

- Skirts/Shorts will need to cover the entire thigh and come very close to the top of the knee. Shorts must be loose fitting (no spandex / lycra / cut offs). The material will be solid (no mesh).
- Absolutely no undergarments/boxer shorts will be exposed. The waist of the pants must be at hip level or higher.

Tops

- Sleeveless tops are acceptable under the following conditions...

- The shoulder will be covered completely.
- Necklines will be modest.
- The tops will not be tight fitting.
- The torso will be covered at all times.
- Cut off shirts will not be allowed.
- Jerseys and tank tops with large armholes will require a t-shirt underneath.
- T-shirts will not advertise alcohol/ tobacco or be in any way controversial/distracting/offensive.

Hair

- Anything worn in the hair must be coordinated with the outfit (no bandanas or hats).

Pajamas

Absolutely NO pajamas are allowed to be worn in school.

Please return to your A2 hour teacher by Monday, September 10th

CODE OF CONDUCT Parent/Student Contract

We have read and discussed the Woodworth Middle School Code of Conduct. We understand the expectations that the Woodworth Middle School Administration and Staff have.

A2 Hour Teacher's Name

Student Grade

Student First Name

Student Last Name

Parent Name (Please Print)

Date

Parent Signature

Date

Student Signature

Date