



Woodmont Middle

"Climbing to New Heights..."

An International Baccalaureate World School

Student Handbook 2015-2016

325 N. Flat Rock Road, Piedmont, SC 29673

Office: 864-355-8500; Fax: 864-355-8587

www.greenville.k12.sc.us/wdmontm

Principal – Mr. Gregg Scott
Assistant Principal- Mr. Chad Maguire
Administrative Assistant- Ms. Tonya Woods

Mascot – Woodmont Middle Wildcats
School Colors – Royal Blue & White

The School District of Greenville County does not discriminate on the basis of age, race, sex, color, handicap, religion, or national origin in its dealing with employees, students, the general public, applicants for employment, educational programs, activities, or access to its facilities. Information about federal regulations on such employment discrimination may be obtained from the Legal Counsel, 864-355-3100.

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

STUDENT NO. _____



PLEASE NOTE: The front cover is sensitive to extreme heat. Do not leave in direct sunlight!

Printed on recyclable paper



Important Dates 2015-2016

August

18 – First Day

September

1 – MAP Testing Window Opens

7 – Labor Day

17 – Progress Reports

25 – MAP Testing Window Closes

October

15-16 – Student Holiday/Teacher Professional Development

22 – End 1st Quarter

29 – Report Cards

November

23 – Progress Report

25-27 – Thanksgiving Break

December

1 – Optional MAP Testing Begins

11 – Optional MAP Testing Ends

21- Begin Winter Break

January

1 – Last Day of Winter Break

14 – End 2nd Quarter

15 – Student Holiday/Teacher Professional Development

18 – MLK Day (Holiday)

February

15 – President's Day (Holiday)

18 – Progress Report

March

1 – MAP Testing Window Opens

18 – End 3rd Quarter

24 – Report Cards; MAP Testing Window Ends

25 – Makeup Day 3

28 – Spring Break Begins

April

1 – Last Day of Spring Break

22 – Makeup Day 2

25 – Makeup Day 1

29 – Progress Report

May

5-6 – SC PASS

9-13 – SC PASS

June

2 – Last day (half day)

NOTE: Dates for Spring Break, Makeup Days and Last Day of School are subject to change, pending State testing dates.



Back-to School Principal's Message

Dear Students and Parents:

On behalf of the entire staff, I would like to welcome each of you to Woodmont Middle School, an authorized International Baccalaureate Middle Years Programme school. Our school is a special place to be and I hope you will help to make it even better.

This planner is designed to help students succeed at Woodmont Middle School by assisting them to organize and complete school assignments. It is one of the most beneficial tools you can use to prepare for the educational challenges of middle school. It is a document for the whole family.

This planner contains all of the basic information on school rules, policies, and procedures consistent with District Policy that makes Woodmont a well-structured and safe place for students and staff. In addition, it contains a variety of organizational and study skill material that will enable students to plan time efficiently. Throughout the first quarter, homeroom teachers will guide students through these materials and discuss ways to utilize them effectively.

We look forward to an outstanding year at WMS. It is through the successful collaboration of staff, parents and guardians and students that great achievement is made. Have a fantastic year!

Sincerely,

Gregg Scott, Principal

Woodmont Middle School Mission Statement

Woodmont Middle School will prepare students academically and socially to become responsible, productive citizens of a global society.

IB Mission Statement

The International Baccalaureate aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect. To this end the organization works with schools, governments and international organizations to develop challenging programmes of international education and rigorous assessment. These programmes encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.



WOODMONT MIDDLE SCHOOL 2015-2016

Attendance	Mrs. Racquel McCrary
Guidance Counselor (A-J)	Ms. Jennifer Fennell
Guidance Counselor (K-Z)	Ms. Christi Dumit
Guidance Clerk	Mrs. Gale Sopko
Receptionist	Mrs. Cindy Crisp
Secretary	Mrs. Tee Brock
IB Coordinator	Ms. Penny Boswell
Cafeteria Manager	Mrs. Jane Hopper
Plant Engineer	Mr. Troy Elsenheimer

Important Telephone Numbers

355-8507	Health Room for WMS
355-8508	Cafeteria for WMS
355-3100	Main number for The School District of Greenville County
355-4869	School Closing Announcements
355-4870	Lunch Menus
355-5280	Bus Center

ACADEMIC STANDARDS

As part of the middle school philosophy, Woodmont Middle endeavors to develop within its students a desire and individual responsibility for learning. To promote academic excellence, standards for academic performance are necessary. Therefore, all students are required to meet the following standards of academic performance:

Homework

The development of good home study habits is necessary to academic achievement. Homework reinforces class work through practice and extension. It gives students the opportunity to display responsible behavior and to extend the conditions by which they learn.

School Planners

Every student will receive a school planner that should be used for writing school assignments, keeping up with attendance, as well as for correspondence between your parents and your teachers. It will also be your hall pass at all times. The hall passes are located at the back of your planner.

If the planner is lost or damaged beyond the expected use, you will need to purchase a replacement planner. Replacement cost of the planner is \$5.00.

Field Trips

Students on approved school field trips and approved school activities will not be considered absent from school. They must make up missed work. Students participating in field trips or any other school activity are expected to abide by the same policies as during a regular school day and will be expected to follow dress code procedures determined by the faculty. The principal must approve all decisions to deny a student access to a field trip.

Grading Scale

	<u>Statewide</u>
A	93-100
B	85-92
C	77-84
D	70-76
F	69-61

Grading Computation

At the beginning of the year, teachers will send home criteria for computing class grades. A course syllabus will be available on the school web site.

Semester grades shall be determined as follows:

1st quarter report 1/2 of first semester average
2nd quarter report 1/2 of first semester average
3rd quarter report 1/2 of second semester average
4th quarter report 1/2 of second semester average

The final grade will be determined as follows:

1st semester = 1/2 of final grade

2nd semester = 1/2 of final grade

All incomplete grades must be removed by the beginning of the next grading period.

Promotion and Retention

Students must pass all required academic subjects and miss no more than ten school days in order to be promoted to the next grade. The required academic subjects are language arts, math, science, social studies, and reading or literature. Students who do not pass all required academic subjects may take one or two courses in summer school to meet promotion requirements.

GENERAL PROCEDURES

School Day

The school day for Woodmont Middle School is from 8:30 A.M. to 3:15 P.M.

The building will open at 7:30 A.M. Students should not arrive before 7:30 A.M.

Students arriving prior to 8:20 A.M. will be admitted to designated holding sites. Students will be directed to the appropriate areas when school begins. Classrooms open at 8:20 A.M. and **students are expected to be in their homeroom by 8:30 A.M.** If you arrive at school after 8:30 A.M., you must go by the office to obtain a permit to class. You will be considered tardy for that class.

Students will vacate the building by 3:20 P.M. and the school grounds by 4:00 P.M. unless in bus holding or under the supervision of school staff. **Car riders must be picked up by 4:00pm.**

Office Hours

The school office will be open from 7:30 A.M. until 4:00 P.M. Monday through Friday. Exceptions are noted on the school district calendar.

Visitors

All visitors must report to the main office before proceeding to any other part of the building or campus. **Visitors must have a photo ID** and will sign in on Simple Track. Visitors must wear a name tag while on the campus. **Please note: All school**

policies, procedures, regulations and rules apply to all visitors. These procedures are in place for the safety of the students and staff. Trespassers will be prosecuted.

ATTENDANCE

1. All students are required to attend class and may not leave class without permission.
2. Any student who is absent from class will be required to make up work missed. It is the student's responsibility to obtain missed work.

The school year consists of 180 days. Students may not miss more than 10 days of a yearlong course or 5 days of a semester course. An absence in excess of these days may cause a student to repeat a grade or be required to attend summer school.

Because 170 days are the minimum required by the state, the first ten (10) absences may be lawful, unlawful, or a combination. **All absences beginning with the eleventh (11th) must be accompanied by a medical note in order to be considered lawful.**

If a student accumulates 3 consecutive or 5 total unlawful absences, they are considered truant and a disciplinary referral is issued, at which time a parent is required to come in for a conference.

Written Excuses

A signed note from a parent or doctor, indicating the reason for the absence and the specific days absent, is required within three days upon returning to school. The note must be given to the teacher taking attendance or the school attendance clerk. After 10 days absent a doctor's note is required.

Assignments

If a student is absent for more than three days and needs assignments, a parent/guardian should call the attendance clerk, Mrs. McCrary at 355-8515 for assistance. Teachers are given twenty-four hours to get assignments ready. This is to prevent interruption of instruction.

Early Dismissals

An early dismissal from school requires a signed note from a parent. This note must be given to the office upon arrival to school and include:

1. Student's name.
2. Specific reason for early dismissal.
3. Specific time for early dismissal.
4. Telephone number where parent may be reached.

The parent or legal guardian with whom the student lives must meet the student in the office. Early dismissals are excused for the reasons which apply for an excused absence. **Early dismissals count as an absence in all classes missed. If early dismissals come before second period, an absence for that day will be recorded. Note: No early dismissals will be allowed after 2:45 P.M.**

Tardy Policy

The tardy policy is as follows:

1. Persistent tardiness will not be tolerated; corrective action will be taken.
2. Teachers will keep an accurate accounting system of tardiness to class through the day.

3. Persistent "EXCUSED" tardiness will be carefully examined by the administration to attempt to reduce it. Tardiness for any reason is disruptive to the learning environment and to the learning process.

Make-Up Work

Failure to make up work within five school days, immediately following the absence, will result in the student's grade being jeopardized in classes missed during the period of absence. In cases of prolonged illness, special consideration will be given.

It is the responsibility of the students, not the teachers, to arrange for make-up work.

1. Work assigned before the absence will be due the day the student returns.
2. If students miss a test or quiz while absent the student should arrange a date and time with teacher to make up the work.

Withdrawals

In the event a student must withdraw from school, the following steps are to be followed:

1. Parent(s) must contact the school to begin the withdrawal process.
2. Request a withdrawal form from the guidance office. This must be signed by all of the student's teachers.
3. Return all books and locks to the appropriate teacher.
4. Pay all outstanding fees and fines.
5. Clean out locker.
6. Return all library books and materials to library.
7. **The parent(s) must sign the withdrawal form.**
8. Return the signed withdrawal form to the counselor.

Textbooks

All basic textbooks are loaned to students for use during the school year. Textbooks are to be kept clean and handled carefully. Students will be required to pay replacement costs for lost books and an appropriate charge for damaged books.

Lockers

Each student is assigned a locker at the beginning of the school year. You should memorize your combination and locker number. Each student is responsible for the locker issued to him/her. Students must use the assigned locker and keep it locked at all times. Be sure to close AND lock your locker after each use. **THE SCHOOL IS NOT RESPONSIBLE FOR LOST ARTICLES.** Keep your locker clean. There will be periodic locker checks throughout the school year. School personnel may open any locker at any time inspection is deemed necessary.

Book Bags

Students are encouraged to use book bags to transport their books and materials to and from school; however, in order to assist with organization and to provide a safer classroom environment, students are required to keep their book bags in their lockers during the school day. Due to book bags being kept in lockers, **rolling book bags will not be allowed.**

Nylon gym bags are to be used only on days when the student has physical education. They are not to be carried during the day as a book bag.

Dress Code (The School District of Greenville County and Woodmont Middle School Minimum Standards)

The primary objective of The School District of Greenville County and Woodmont Middle School is to provide a world-class instructional program and learning opportunity for every student. The personal appearance of every student is an important component of establishing a safe environment for optimal learning and respect for one another. Students are expected to dress in an appropriate manner while on school district property or representing the school. Personal appearance shall be such that it does not disrupt student work or school order, become distracting to other students, or violate health and safety guidelines. The following minimum standards apply throughout The School District of Greenville County and Woodmont Middle School and will be **vigorously** enforced. Principals may make additions to these standards.

1. Student dress and grooming will be neat and clean.
2. Shirts/Blouses should be tucked in. At no time should the student's midriff be visible while standing, sitting, or participating in normal school activities, e.g., raising hand.
3. Clothing that inappropriately exposes body parts is not permitted, including: low-cut shirts, spaghetti strap tops, halter tops, and vests or see-through or mesh garments worn without shirts. Tank tops must be the width of the ID badge. Bra straps and bra sides must not be visible. No sleeveless shirts are permitted.
4. Students shall not dress in such a way that partially or totally exposes underclothing.
5. Trousers/slacks/shorts must be worn at waist level. Excessively baggy trousers and clothing are not permitted. Clothing may not drag the floor.
6. Skirts should fit and be in good taste and not be shorter than the finger tips, even with leggings underneath.
7. Shorts may be worn, however, they must be properly fitted and in good taste and may not be shorter than the finger tips. Biker shorts are not permitted.
8. Hats, sunglasses, hair curlers, skullies, bandanas, or do-rags may not be worn. Sweat headbands or sweat armbands may not be worn. Do not bring any of these items to school. They will be confiscated.
9. Shoes or sandals must be worn at all times. Flip-flops (shower-type shoes), thong-type shoes, athletic slides/slippers, and bedroom shoes are not permitted.
10. Clothing or jewelry is not permitted that displays profanity, suggestive phrases, alcohol, tobacco, or drug advertisements, or other inappropriate phrases or symbols. Any clothing that is disruptive to the functionality of the school will not be permitted.
11. Hair of non-human color is not permitted.
12. Extraneous articles hanging from clothing, such as chains are not permitted.
13. Facial jewelry is permitted only on the ears.
14. Holes in pants, shorts, skirts or shirts are not permitted. Students will not be given tape to cover holes.

Woodmont Middle School Dress Code Policy:

At the conclusion of homeroom, a referral may be written for any dress code violation. Students who violate dress code will be given the opportunity to call home for suitable attire. If a parent/guardian does not bring suitable attire the student may be placed in In-School Suspension for dress code violation.

NOTE: Administrators will make the final decisions regarding appropriate and inappropriate dress of students.

CODE OF CONDUCT

Discipline policies included in this publication are based on information at the time of printing. District discipline policies are outlined in Parent Express, the Greenville County Schools' parent newsletter, which will be mailed in early August.

A student who receives a directive from **any** member of the school staff including our SRO must comply with the order immediately. A student who feels that the issuance of the order was either wrong or beyond the authority of the person giving it may appeal through appropriate channels within a reasonable time afterward. Failure to immediately comply with an order is insubordination subject to appropriate punishment.

Students come to school to learn. They follow the rules set up to ensure that their schools are safe and orderly. We are proud of these young people.

For students who do not follow the rules, this section of the Code of Conduct explains consequences if rules are broken.

CATALOG OF OFFENSES

Unacceptable behaviors, whether listed or not, will not be tolerated. South Carolina law permits disciplinary actions, including suspension and expulsion, for commission of any crime, gross immorality, gross misbehavior, persistent disobedience, or violation of written rules and regulations of the school board or state board, and when the presence of the student is detrimental to the best interest of the school.

School officials shall use all available school and community resources to diagnose and deal effectively with students who have persistent or severe behavior problems. Students whose offenses may also constitute a violation of criminal law will be reported to appropriate law enforcement officials.

The expression "on school property" includes school buses and off-campus school-sponsored activities. Behavior off school property, at any time or in any place, may also subject a student to disciplinary action.

Possession of paging device (Pager/Beeper)

Middle school students are permitted to possess mobile telephones on school property, school buses, and at school-sponsored and school-related activities; however, the use of mobile telephones or iPods are NOT allowed during the school day unless with the teacher's permission during an instructional activity or assignment. Students must adhere to the school's Bring Your Own Device Policy.

First offense – confiscation of the paging device or mobile telephone and after a conference held the next school day with the parent/legal guardian, the paging device or mobile telephone will be returned to the parent/legal guardian. The parent/legal guardian must sign an agreement acknowledging their understanding of Board Policy JDCA and the penalties for subsequent violations.

Second offense - confiscation of the paging device or mobile telephone and after a conference with the parent/legal guardian, the paging device or mobile telephone will be returned to the

parent/legal guardian 30 calendar days after the confiscation.

Third and subsequent offenses - confiscation of the paging device or mobile telephone and after a conference with the parent/legal guardian, the paging device or mobile telephone will be returned to the parent/legal guardian 60 calendar days after the confiscation.

Public Displays of Affection

Public displays of affection, such as holding hands, hugging, or kissing is not permitted.

Damaging school property

Vandalizing, damaging, or destroying of school property, including books, materials, furniture, buildings, computer hardware or software, the computer network, grounds, cars and buses, is forbidden and may result in payment for damages, disciplinary action, and/or criminal charges.

Theft

Taking the property of another without permission is forbidden. This applies whether the property belongs to another student, a staff member, or the school district.

Buying and selling

No student should engage in the buying or selling of any item while at school. The only exception is for school – approved fundraising activities.

Disobedience or disrespect

Students are required to obey school rules and to respect the authority of teachers and other school personnel. This includes all support staff and substitutes. Failure to do so constitutes a disciplinary offense.

Gambling

Any participation in games of chance for money or other items of value is forbidden on school property.

Profanity

Schools and other school system locations are profanity free zones. **Obscene, vulgar, and profane expressions of any kind are prohibited.** Any student using profanity while on school system property, attending a school-sponsored event, or representing the school or school system will face appropriate disciplinary action as outlined by the Code of Conduct. Profanity towards any adult will result in an out-of-school suspension. This includes profane/sexual gestures.

Threats, harassment, hazing, intimidation or blackmail of students

Threats of force, threats of injury, harassment, intimidation, blackmail, and hazing are forbidden and may violate state law. Hazing is any activity that humiliates, degrades, abuses or endangers another person, regardless of the person's willingness to participate.

Sexual harassment/misconduct of a sexual nature

Comments, threats, conversations, coercion, actions, jokes, teasing, or intimidation when they are of a sexual nature and are unwelcome by those exposed to them, whether they are staff members, visitors, or other students, are forbidden. Any student (or the parent/legal guardian of a student) who believes he or she

has been subjected to such behavior should immediately contact the school principal, guidance counselor, or a teacher to report the behavior.

Fighting

Any hostile physical conflict between individuals is forbidden on school property. This includes “play” fighting and slap-boxing. Students who choose to fight at school, including play fighting/slap boxing, will be suspended out-of-school for a minimum of three days and may face possible criminal charges by the Greenville County Sheriff’s Department.

Use or possession of laser pointers, fireworks, smoke bombs, pepper-style sprays, cigarette lighters, matches, and other similar devices or materials are not allowed at school.

These items are inappropriate for school and can cause severe injury. They should never be at school.

Immediate Expulsion Recommendation Offenses

- Threats / Assault against school personnel
- Firearms or Possession of **any weapon** on school property
- Drugs and Alcohol
- Sexual Offenses
- Bomb Threats, Arson, or ganging

Possible Recommendations for Expulsion

- Vandalism
- Theft, possession or sale of stolen property
- Possession, use, or transfer of “look-a-like” weapons
- Assault and Battery
- Extortion
- Any other acts as determined by the Board

Distribution of unauthorized materials

The distribution of unauthorized material on school property or the distribution of material in violation of school distribution rules is prohibited.

Cheating or plagiarism

The School District of Greenville County expects students to maintain integrity in all school work and to refrain from any action that would bring dishonor to them or their schools. Copying the work of others and submitting it as one's own or securing or providing answers in a dishonest way is forbidden. Plagiarism from the Internet is included in this offense. WMS students will follow the Academic Honesty Policy.

Acceptable use of district technology resources

The School District of Greenville County has developed a computer network that connects all schools to each other, the District Office, and the Internet. “Acceptable use” of this network is use that is consistent with the instructional goals of the District and designed to support your education. If you break “acceptable use” rules, you may lose the privilege to use both classroom computers and/or the Internet. Further disciplinary and/or legal action may be taken at the discretion of school administration.

Parents who do not want their children to have access to the Internet must notify the school in writing by September 11th, 2015.

Your child has agreed to the terms and conditions of this document upon acceptance of the school district handbook. Violation of any of the terms or conditions will result in disciplinary action.

- Treat computer equipment with care and respect. Willful destruction of any computer equipment or software will be considered vandalism, and may warrant the involvement of local law officials.
- Any written text, graphics, or executable files created, downloaded, displayed, or exchanged with another student or teacher must be education-related and not offensive in any way.
- Do not use school computers for illegal activities such as planting viruses or hacking.
- Do not use school computers for commercial purposes.
- Follow copyright laws at all times. See District copyright policies for more information. If you have questions about the legality of using software, text, graphics, or music you find online, ask your teacher or media specialist for guidance.
- **Keep your password secret.** You will be held responsible for all activities associated with your password.
- All online communication must be polite and not threatening or offensive in any way. The District has the right to review any email sent or received using District equipment and email accounts. Email accounts should be used for educational and District purposes only.
- Do not give out personal information on the Internet. Never give out your phone number, social security number, full name, age, home address, or any other personal information.
- Home directories are provided to students for educational related work. Students should not store personal or non-school related work in home directories. The District reserves the right to review the contents of students’ home directories.

Smoking

Smoking, possession, or use of tobacco products on school property is prohibited.

Truancy/cutting class/leaving school/unauthorized walk-out

Failure to attend school all or part of the day without a lawful excuse is prohibited. During regular school hours, students are not allowed to leave classrooms/supervised areas, the school building, or campus without school permission.

Failure to pay school fines

Fines charged to students for damaged textbooks, lost library materials, or other offenses must be paid to the school in a timely manner.

Threats and assaults against school personnel

Threatening to inflict or inflicting any bodily harm, however slight, upon any school employee is prohibited.

Firearms on district property

Any student determined to have brought a firearm to school shall be expelled for a period of not less than one year. For disabled students and elementary school students, the superintendent may modify this requirement on a case-by-case basis.

Weapons on school property

Possession of any kind of weapon is not permitted on school property. "Weapon" includes, but is not limited to guns, blackjacks, dirks, brass or other metal knuckles, razors, bludgeons, box openers, slingshots, knives with a blade over two inches long, or any other device or object that is possessed or used with the intention of inflicting bodily injury or death.

Drugs and alcohol

The following are prohibited: Possession, sale, or distribution of alcoholic beverages, illegal drugs or narcotics, toxic substances, or drug paraphernalia.

- a. Unauthorized possession, use, or distribution of a controlled substance or medication (**including prescription and over-the-counter medications**).
- b. Coming onto school property at any time after use of any alcoholic beverage, illegal drug, or toxic substance, as evidenced by scent, actions, or admission.
- c. Presenting an unknown substance to others as if it was a drug.

Ganging

"Ganging" or participating as a member of a gang in inflicting a violent act of bodily harm, however slight, upon another person will not be tolerated. A "gang" shall consist of two or more persons acting together for and with the purpose of committing an act of violence against another person. "Participation" also includes any act that interferes with or hinders a staff member from stopping the infliction of bodily injury that is the objective of the gang.

CAFETERIA AND FOOD REGULATIONS

Behavior in the cafeteria should be based on courtesy and cleanliness and should adhere to the following guidelines:

1. Students are to purchase and pick up all items in the cafeteria the **first time through the line**.
2. Students are to remain at their assigned tables until the end of the period.
3. **No food or drink is to be taken out of the cafeteria.**
4. No food or objects are to be thrown in the cafeteria.
5. Teachers will assign students to clean the table for the next lunch period.
6. Bag lunches must not contain any glass containers.
7. **All beverages should be in their original and sealed containers.**
8. Gum and candy should NOT be brought to school.
9. Carbonated drinks (Coke, Pepsi, Monster or energy drinks etc.) are NOT allowed at school (Exception is school sponsored activities).

10. Visitors are not allowed to bring in restaurant meals for the students.
11. Students should purchase a school lunch or bring lunch from home before purchasing extra items.
12. Fast food lunches may not be delivered to school.
13. Students violating lunch regulations will be disciplined by teachers and administrators as necessary.

Applications for Free and Reduced lunch will be distributed at the beginning of the school year. Breakfast will be provided at no cost and will be served from 7:45 A.M. to 8:20 A.M except for late buses.

The cafeteria is not responsible for lending money to students who forget their money. "Food and Nutrition Services expects payment either in advance or at the point of service. Students at elementary and middle schools are allowed to charge meals on an emergency basis only. Students at high schools and adults at all locations are not allowed to charge meals. **If parents or guardians find it impossible to pay for student meals, please apply for free and reduced meals by completing an application available from your local school Cafeteria Manager.**"

"All students will be offered a reimbursable meal." Students are not permitted to buy special items in the cafeteria if they owe money. ALL food and drinks are to be consumed in the cafeteria. *No food should leave the cafeteria.*

TRANSPORTATION

Any time a student's mode of transportation changes, a parent must write a note and it must be approved by an administrator.

Buses

Good behavior on the buses helps insure students a safe ride to and from school. Misbehavior on the buses will result in the student being denied the privilege of riding the bus for a certain period of time. The student may not board the bus again until granted permission by an administrator. **Bus Transportation is a privilege not a requirement.** Repeated offenses will result in permanent expulsion from the bus for the remainder of the school year. All school rules apply on the bus and at the bus stop.

Only regularly scheduled students are to ride the buses. To ride a bus other than the regular one, the student needs to bring a signed note from the parent before the end of homeroom. This must be signed by one of the administrators in the office and given to the bus driver. Students missing the bus are obligated to get to the school some other way. **BUS STUDENTS ARE TO REMAIN IN THEIR 6th PERIOD CLASS UNTIL THEY ARE CALLED TO THE BUS HOLDING AREA.**

School bus riders are expected to:

1. Follow the bus driver's directions.
2. Remain seated after boarding the bus.
3. Keep hands, arms, legs, and objects to yourself.
4. Refrain from pushing, shoving, or annoying others.
5. Refrain from eating, drinking, chewing gum, or littering while on the bus.

Car Riders

Students arriving at school before 8:15 A.M. must report to the designated holding area.

Traffic patterns and pick-up information will be sent with students at the beginning of the year. Students will sit in designated areas until their ride arrives. No students are to cross the lanes until their ride arrives. **Students are not to meet rides in the parking lot or on the road.**

Walkers and Bicycle Riders

Walkers and bike riders should use the walkways. Walkers should get a "walker pass" from the office.

All riders and walkers must leave campus promptly at the end of each day.

Messages

Students are expected to make all daily school and after school arrangements prior to coming to school each day. These students will be called to the office at the end of the day to pick up their messages.

HEALTH ROOM AND MEDICATIONS

Students will be allowed to the health room by a pass from the teacher. Students should not come to the health room frequently unless they have a chronic illness with a physician's statement on file.

All medication must be brought to school by a parent; this includes cough drops. Parental Authorization Forms must be completed in the health room for permission for medication to be given at school.

All Health Services procedures and guidelines and these forms are available at <http://www.greenville.k12.sc.us/gcsd/depts/stuserv/health.asp>

GUIDANCE

The Woodmont Middle School Guidance Department provides support services to students, staff and parents. Counselors also promote the academic, career, personal and social development of our students through individual counseling, small groups, and classroom guidance activities.

Additional support services include school registration, scheduling and withdrawing students, maintaining student records, working with the testing program, etc.

Parents wishing to schedule a teacher conference or speak with your child's counselor may call the Guidance Clerk, Mrs. Sopko, at 355-8513.

MEDIA CENTER GUIDELINES:

1. The media center is open to students from 7:45 A.M. to 3:30 P.M. on school days.
2. Students will visit the media center on regular basis under the supervision of their Language Arts/Literature teacher.
3. Students may also come to the media center during school hours with a pass that is signed by the supervisory teacher and which indicates the purpose and length of time for the visit. Students should come prepared for their task with all materials required to complete it.
5. Books may be renewed one time to extend the loan period an additional 2 weeks. The student must have the book with him in order to renew it.

6. Students may have 2 books and 1 reference book checked out on their record at any one time.

ATHLETICS

Greenville County middle school sports follow the policies and eligibility rules of the South Carolina High School League (SCHSL). Any 7th or 8th grade student who chooses to participate in Woodmont Middle School sports must be promoted to their respective grade (cannot be academically placed or retained) **and** must be passing all of their academic and related arts classes. All middle school sports will fall under the same code of conduct followed during the school day. Students also must have a current physical on file before trying-out for any sport. Students who participate on any middle school athletic team are required to purchase insurance (regardless if they have personal insurance through their parents/guardians). This is a one-time cost that is good for an entire school year. Please contact Mrs. Estes at 355-8519 if you have questions about athletics.

PARENT-TEACHER ASSOCIATION

The PTA is an organization that works to improve Woodmont Middle. Through the Fall Open House program, parents are provided an opportunity to meet faculty and staff, to learn first hand of the school program, and to tour the facilities. Through the publication of the newsletter, the PTA alerts the school community about activities and needs of the school. Membership in the organization is open to all parents, community members, teachers and students.

IDENTIFICATION BADGES (IDs)

All students will be required to wear an ID Badge throughout the school day. Students will be given their initial ID's at the beginning of the school year. Additional ID's may be purchased for \$5.00.

ID checks will be conducted daily in homeroom. Students who do not have an ID Badge will be given the opportunity to purchase a replacement ID or a temporary ID will be issued for that day. Students with temporary ID's will have lunch detention and will not be able to participate in free time that day.

Students will be permitted to receive 5 temporary IDs per semester. After 5 ID violations where temporary IDs have been issued, In-School Suspension (ISS) will be assigned for each day the student does not have an ID.

OTHER

Sprays and Deodorant

- Never bring body, breath, or deodorant sprays to school or on the school bus.
- Spraying these in the halls, classrooms or bus will result in disciplinary action.
- Students should not bring strong-scented lotions to school

District Policy Regarding Student Conduct Away From School Grounds

- The Board expects administrators to take appropriate action when information becomes available about student misconduct away from school grounds.
- We will assess on a case-by-case method the impact of out-of-school behavior on the school environment and take appropriate action.

Reporting Bullying, Discrimination, Harassment and Intimidation

The District is committed to fostering an environment that both promotes learning and prevents disruptions in the educational process. Accordingly, the District prohibits all forms of bullying, discrimination, harassment, or intimidation. As provided in Board Policy and Administrative Rule JCDAG, students and parents may file a report of bullying, discrimination, harassment or intimidation by other students, employees of the District, or third parties involved in the school setting.

All reports should be filed with the principal or his or her designee. Reports may also be filed by a student's parent. If the allegation is against the school's administration, the student or parent should file a report directly with the District's Parent Resource Representative. (See Policy JA for contact information). Anonymous reports may be made, but those reports must provide the District with adequate information in order to begin an investigation.

Investigations and Consequences

All reports will be investigated promptly, thoroughly, and confidentially. The investigation shall include appropriate steps to determine what occurred and to take actions reasonably calculated to end the harassment, intimidation or bullying, and prevent such misconduct from occurring again. The student and his/her parent shall be informed of the results of the investigation and shall be advised how to report any subsequent problems. However, any discipline of students or staff shall remain confidential.

If the investigation determines that inappropriate conduct has occurred, the administration shall take reasonable, timely, age-appropriate, and effective corrective action. Examples of corrective action include, but are not limited to, disciplinary action against the aggressor, up to and including termination of an employee or expulsion of a student.

The District prohibits retaliation or reprisal in any form against a student or employee who has filed a report. The District also prohibits any person from falsely accusing another person.

Appeals

Notification of the outcome of the investigation will be issued in writing to the complainant and the complainant will be informed of the right to appeal. An appeal related to disability discrimination or harassment should be made to the District's 504 Coordinator. An appeal regarding color, race, or national origin should be made to the District's Title VI Coordinator. An appeal regarding sexual harassment, or gender discrimination should be made to the District's Title IX Coordinator. (See Policy JA for contact information). A complainant may then appeal the decision of the coordinator to the Superintendent or his or her designee.

For a complete copy of the District's Policy, Administrative Rule, and report form referenced above, please see the online link below to the Greenville County Schools Board Policies and Administrative Rules. You may also receive a copy of Policy JCDAG, Administrative Rule JCDAG, or the report form from your school upon request.

<http://www.boarddocs.com/sc/greenville/Board.nsf/Public#>

Bring Your Own Device (BYOD)

School Guidelines

Possession of a personal electronic device (PED) by a student is a privilege that may be forfeited by any student who fails to abide by the terms and provisions of this policy, or otherwise engages in misuse of this privilege. Students will be allowed to use PED's before and after school, during their lunch break, and within "tech zones" that are determined and designated by the principal and that are deemed appropriate by the teacher and approved by the principal for educational/ instructional purposes only. Any other use of PED's is considered misuse and may result in disciplinary action. The following guidelines must be adhered to while at Woodmont Middle School.

1. Students may not use PED's to access and/or to view Internet web sites that are inappropriate or otherwise blocked to students at school while on school property or at a school sponsored activity.
2. Students are prohibited from using PED's to capture, record, or transmit the words and/or images of any student, staff member, or other person in the school or while attending a school-related activity without express prior notice and explicit consent for the capture, recording or transmission of such words or images.
3. Students are prohibited from using PED's to take pictures or record video/audio in locker rooms, bathrooms, and classrooms unless deemed appropriate by the teacher and used for educational /instructional purposes only.
4. Students are prohibited from using PED's in any way that might create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed, or intimidated.
5. Students are prohibited from using PED's to capture and/or transmit test information or any other information in a manner that constitutes fraud, theft, cheating, or academic dishonesty.
6. At any time deemed appropriate a faculty/staff member has the right to ask a student to remove their PED and put it out of sight.
7. **Students are personally and solely responsible for the care and security of their PED. Neither the district nor the school assume any responsibility for theft, loss, damages, or vandalism to any/all PED's brought onto school property.**
8. Parents/Guardians are advised that the best way to get in touch with their child during the school day is by calling the office at 864.355.8599.
9. If a student has a PED in a "non tech zone", staff members will follow district policy outlined in the student handbook.

Pursuant to state law, persons entering school property are deemed to have consented to reasonable search of their person and property, including personal electronic devices.

WOODMONT MIDDLE SCHOOL
INTERNATIONAL BACCALAURETE MIDDLE YEARS PROGRAMME
2015-2016

Woodmont Middle School is an authorized International Baccalaureate Middle Years Programme School. The aim of all IB programmes is to develop internationally minded people who, recognizing their common humanity and shared guardianship of the planet, help to create a better and more peaceful world. IB learners strive to be: Inquirers, Knowledgeable, Thinkers, Communicators, Principled, Open-Minded, Caring, Risk-takers, Balanced and Reflective.

What does this mean for our students?

We help students to develop skills needed to think critically and independently, work collaboratively, and take a disciplined approach to studying.

We seek to give students an international perspective.

We strive to foster a commitment to help others and to act as responsible members of the community.

I. GLOBAL CONTEXTS

1. IDENTITIES AND RELATIONSHIPS - *Who am I? Who are we?*

Students explore the nature of the self, identify and human relationships within communities and cultures.

2. ORIENTATION IN TIME AND PLACE - *What is the meaning of "where" and "when"?*

Students explore the relationship between past and present in terms of both individual histories and the development of civilizations.

3. PERSONAL AND CULTURAL EXPRESSION - *What is the nature and purpose of creative expression?*

Students explore the cultural process and the ways in which human beings represent themselves and their various cultures through artistic means.

4. SCIENTIFIC AND TECHNICAL INNOVATION - *How do we understand the world in which we live?*

Students explore the natural world, its laws and how humans interact with it, while also considering the ways in which scientific and technological pursuits impact the natural world and alter our interaction with it.

5. GLOBALIZATION AND SUSTAINABILITY - *How is everything connected?*

Students explore the interconnectedness of human-made systems and communities on the level of the local and global, the national and international.

6. FAIRNESS AND DEVELOPMENT - *What are the consequences of our common humanity?*

Students explore rights and responsibilities, the sharing of finite resources and the ways in which we live together.

II. LEARNER PROFILE

The IB Learner Profile represents 10 attributes valued by IB World Schools. We believe these attributes, and others like them, can help individuals and groups become responsible members of local, national and global communities.

1. INQUIRERS

We nurture our curiosity, developing skills for inquiry and research. We know how to learn independently and with others. We learn with enthusiasm and sustain our love of learning throughout life.

2. KNOWLEDGEABLE

We develop and use conceptual understanding, exploring knowledge across a range of disciplines. We engage with issues and ideas that have local and global significance.

3. THINKERS

We use critical and creative thinking skills to analyse and take responsible action on complex problems. We exercise initiative in making reasoned, ethical decisions.

4. COMMUNICATORS

We express ourselves confidently and creatively in more than one language and in many ways. We collaborate effectively, listening carefully to the perspectives of other individuals and groups.

5. PRINCIPLED

We act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere. We take responsibility for our actions and their consequences.

6. OPEN-MINDED

We critically appreciate our own cultures and personal histories, as well as the values and traditions of others. We seek and evaluate a range of points of view, and we are willing to grow from the experience.

7. CARING

We show empathy, compassion and respect. We have a commitment to service, and we act to make a positive difference in the lives of others and in the world around us.

8. RISK-TAKERS

We approach uncertainty with forethought and determination; we work independently and cooperatively to explore new ideas and innovative strategies. We are resourceful and resilient in the face of challenges and change.

9. BALANCED

We understand the importance of balancing different aspects of our lives-intellectual, physical, and emotional-to achieve well-being for ourselves and others. We recognize our interdependence with other people and with the world in which we live.

10. REFLECTIVE

We thoughtfully consider the world and our own ideas and experience. We work to understand our strengths and weaknesses in order to support our learning and personal development.

MYP: From Principles into Practice



Woodmont Middle School Student Goals Form 2015-2016

My Spring 2013 PASS Scores					
	Writing	ELA (Reading)	Math	Science	Social Studies
Score					
Points to Next Level					

My MAP Scores				
	Fall 2013	Growth Goal	Spring 2014	Met Goal (yes or no)
Reading				
Math				

My Lexile Score		
Fall 2013	Spring 2014	Growth (yes or no)

	Benchmark I	Benchmark II		Benchmark III	
	Score	Goal	Score	Goal	Score
Language A (ELA)					
Humanities					
Mathematics					
Science					



[illegible]

What is Action and Service? (A & S)

Action and Service is a contribution of yourself, time, and talents given back to the community. Action and Service is something you give away. You must not receive any goods, services, or monies for your service.

How many hours of A & S must I complete this year?

6th grade – 10 hours

7th grade – 15 hours

8th grade – 20 hours

How do I receive credit for my A & S Hours?

The A & S Log in your planner is to be used to keep a record of the activities you have done. Have your sponsor sign it and keep it in your planner. Logs cannot be signed by a parent or guardian to receive credit hours.

After I complete my A & S activity then what do I do?

Please give your log sheet to your homeroom teacher. These will be collected during homeroom.

Your A & S hours will be entered into the computer and your A & S log sheet will be returned to you.

What if I need another Log Sheet?

Please see Ms. Boswell. She has extra copies.

Your log must be signed by the person that is supervising the activity. Remember...it **CANNOT** be your parent(s).

What are some activities I can do to earn A & S Hours?

1. Reading buddies
2. Peer tutoring
3. Mentoring
4. Singing at a nursing home
5. Volunteering for someone other than a family member
6. Participating in neighborhood projects
7. Regularly visiting senior citizens that live alone that are not family members
8. School Beautification
9. Visit a nursing home and play bingo read to them, play checkers, etc.
10. Work in a local Soup Kitchen
11. Call or visit the Cancer Society and ask how you can help.
12. Call or visit the Greenville Hospital System and ask how you can help.
13. Call Meals on Wheels and ask how you can help
14. Make greeting cards for residents of the local nursing home, Children's Hospital, or local day care center
15. Design programs, posters, fliers, etc. for school events
16. Perform at a local elementary school
17. Perform at a local day care center
18. Perform at a local retirement center
19. Serve as guides to escort visitors during special school activities
20. Dream up one on your own. Clear the project with Ms. Boswell

IB MYP Action and Service Reflection Sheet (Copies of this form can be found on the school website.) Woodmont Middle School

Student's Name _____ Grade ____ Homeroom Teacher _____

Name of Activity _____ Name of Adult in Charge of Activity _____

Date(s) of Service _____ Number of hours served _____

Reflection: Use these questions to guide your writing.

What was the purpose of your service activity and what did you do? _____

How did the activity benefit the community? _____

Did you enjoy the activity? Would you do this activity again? Why or why not? _____

Student Signature

Date

Parent Signature

Date

***Students – Please turn this form into your homeroom teacher.
If you have any questions, please see Ms. Penny Boswell, IB Coordinator.**

MLA citation Style for Print and Non-Electronic Sources

- ✎ Double-space all citations and organize them in alphabetical order.
- ✎ Proper format for an author's name at the beginning of a citation is last name, first name (E.G. Austen, Jane). Names of corporate authors should be written in their normal order (e.g. National Geographic Society).
- ✎ If a source has no designated author, start with the next item in the citation.
- ✎ Proper MLA format for dates is day month year (e.g. 15 Jan. 2004).
- ✎ If you cannot find some of the information requested, cite what is available.

Book or Pamphlet with Two Authors

Author (last name, first name); and Author (first name last name). Title. Place of Publication: Publisher, year of Publication.

Book or Pamphlet with a Corporate Author

Name of Organization. Title. Place of Publication: Publisher, year of Publication.

Article in a General Encyclopedia (sample citation shows how to cite an unsigned article)

Author. "Title of Article." Title of Encyclopedia. Edition. Year of Publication.

Example:

"England." The New Encyclopedia Britannica: Micropaedia. 15th ed. 1998.

Interview Conducted by You

Person Interviewed (last name, first name). Personal interview. Date of Interview.

Periodical Article (omit day for monthly and bimonthly publications)

For scholarly journals, cite volume (year) or volume. issue (year) instead of day month year.

Examples:

Author. "Title of Article." Title of Periodical Day Month Year: Pages.

Poniewozik, James. "TV Makes a Too-Close Call." Time 20 Nov. 2000: 70-71

Television or Radio Program

"Title of Episode or Segment." Title of Program. Name of Network. Call letters of station, City. Date of Broadcast.

Work in an Anthology, Story in a Collection, or Article in a Specialized Reference Book

Author. "Title of Essay or Story." Title of Book. Ed. Name of Editor (first name last name). Place of Publication: Publisher, Year of Publication. Pages.

Example:

Meltzer, Milton. "Voices from the Past." The Story of Ourselves: Teaching History Through Children's Literature. Ed. Michael O. Tunnell and Richard Ammon. Portsmouth: Heinemann, 1993. 27-30.

MLA Citation Style for Electronic Sources

- ✎ Double-space all citations and organize them in alphabetical order.
- ✎ Proper format for an author's name at the beginning of a citation is last name, first name (E.G. Austen, Jane). Names of corporate authors should be written in their normal order (e.g. National Geographic society).
- ✎ If a source has no designated author, start with the next item in the citation.
- ✎ Proper MLA format for dates is day month year (e.g. 15 Jan. 2004).
- ✎ Formats included in a citation (e.g. CD-ROM, online posting, map) are neither underlined nor in quotation marks.
- ✎ If you cannot find some of the information requested, cite what is available.

Article from an Online Encyclopedia

Author. "Title of Article." Title of Encyclopedia. Version Number of Online Edition. Date Published Online. Publisher. Date of Access <URL>.

Professional Organization Web Site

Title of Web Site. Ed. Name of Editor. Date of Posting/Revision. Name of organization affiliated with site. Date of Access <URL>.

Article from an Online Periodical

Author. "Title of Article." Title of Periodical Day Month Year: pages. Date of Access <URL>.

Personal Web Site (if page is untitled, use home page – not underlined – as the name)

Author. Title of Web Site. Date of Posting/Revision. Date of Access <URL>.

Article from a Web Site

Author. "Title of Article." Name of Web Site. Date of Posting/Revision. Name of organization affiliated with site. Date of Access <URL>.

Online Radio or Television Clip

Speaker. "Title of Segment." Title of Program. Name of Network. Call letters of station, City. Date of Broadcast. Title of Web Site. Date of Access <URL>.

Article from a CD-ROM

Author. "Title of Article." Title of CD-ROM. Ed. Name of Editor. CD-ROM. Place of Publication: Publisher, year of Publication.

Online Photography or Painting

Artist. Title of Work Year of Publication. Title of Web Site. Date of Posting. Name of organization affiliated with site. Date of Access <URL>.

Article from an Online Scholarly Journal

Author. "Title of Article." Title of Journal volume (year): pages. Date of Access <URL>.

Online Map

"Title of Map." Map. Title of Web Site. Date of Posting/Revision. Name of organization affiliated with site. Date of Access <URL>.

Online Book

Author. Title of Book. Place of Publication: Publisher, year of Publication. Date of Access <URL>.

Online Music Clip

Artist or Group. "title of Song." Title of Web Site. Name of Recording Company, year released. Date of Access <URL>.

Posting on a Listserv or Web Forum

Author. "title of Posting." Online posting. Date of Posting. Name of List or Forum. Date of Access <URL>.

E-Mail

Author. "Title of message." E-mail to Name of Recipient. Date of Message.