

# Westwood Junior High School

The Math, Science and Leadership Magnet

7630 Arapaho

Dallas, Texas 75248

## 2009-2010 Student/Parent Handbook and Planner

### Principal's Office

469-593-3507

Peggy Dillon, Principal

Linda Sockwell, Executive Assistant

### Assistant Principal's Office

469-593-3509

Eloisa S. Muzquiz, Assistant Principal, 7<sup>th</sup> grade

Katerina Titze, Assistant Principal, 8<sup>th</sup> grade

Tami Whiteside, Secretary

### Front Office

469-593-3600

Karen Kegans, Attendance Secretary

Linda Pond, Community Liaison/Clerk

### Counseling Office

469-593-3515

Laurie Jackson, 7<sup>th</sup> grade

Joni Carter, 8<sup>th</sup> grade

Rosalynn Petrutsas, Part Time

Nora Westernhagen, Student Data Specialist

---

This handbook belongs to: \_\_\_\_\_

Address: \_\_\_\_\_

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 planner includes very important information regarding policies, procedures, events and school rules. Please take the time to familiarize yourself with all the information needed to make you 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:***

- 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.
- Follow RISD policies and rules.
- 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 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.

#### ***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 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 8:00 AM to 4:00 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 8-9:00 AM., 3-4:00 PM.
- Students will be permitted in the building at 8:00 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.
- All students who arrive before 8:10 AM must enter the cafeteria.
- Students who are dropped off in the front after 8:10 AM may wait outside the Arapaho Road front door entrance. Students who are dropped off in the back or side parking lot may wait outside the back door by the cafeteria.
- 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.
- If a student is marked absent in any class during the school day, the “Connect-ED” 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.

### ***Backpacks, Electronic Devices & Skateboards***

- Backpacks are not allowed in classes at any time. Backpacks will be kept in the student's locker during the day. Please purchase small backpacks that will fit easily into Westwood lockers. In order to go to class books, binders, etc. must be carried--not concealed in any bag--including drawstring bags or tiny backpacks. A small purse may be carried by girls. Oversized purses will not be allowed in classrooms.
- CD players, games, cameras and all other electronic devices shall not be visible and shall remain off during the instructional school day 8:30 AM – 3:30 PM. If a student violates this policy, all devices will only be returned to the student's parent after a parent conference and payment of a \$15.00 administrative fee.
- Cell phones shall not be visible and shall remain off during the instructional school day 8:30 AM – 3:30 PM. If a student violates this policy, the phone(s) will only be returned to the student's parent after a parent conference and payment of a \$15.00 administrative fee.
- 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 on campus at any time.

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

### ***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. Students in violation of the badge policy will serve lunch detentions. Repeat offenders may serve time in ISS.

Computers, library, dances and lunch require badges.

### ***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.

### ***Cafeteria Rules***

- 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.
- The restrooms across from room 105 are available for students during lunch.
- 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 to put 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.

### ***Detentions***

Detentions issued by a teacher or administrator are to be served before or after school. Missing an administrator detention may result in 3 days local 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. Students may also attend detention voluntarily to remove demerits from their disciplinary record.

### ***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.
- Clothing should be in good repair (no frayed or torn clothing is allowed.)

- No spandex shorts may be worn.
- Spandex pants and/or stretch pants **may only** be worn under dresses, skirts or shorts that are no higher than 3 inches above the knee.
- No tank tops. (Straps must be at least 3” wide.)
- 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, rock groups, Playboy bunnies, etc.)
- No clothing representing a group or neighborhood may be worn.
- Appropriate school shoes should be worn. Flip flops, house shoes and pool shoes are not allowed due to steep stair cases.
- No heavy chains or necklaces.
- No head wear (unless of religious nature).
- Shirt or dress shoulder straps **must** be at least three inches wide.
- Piercings are limited to ears only.
- Hair must be a natural color and may not be spiked more than 2” from the head.
- Pants must be correct size and must be worn in the correct manner. **No sagging.**
- Overalls must be strapped.
- Boys’ shirt tails may not be longer than fingertip.
- No pajamas.
- T’s are not permitted to be longer than 6 inches above the knee.

### ***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) issued a ticket, b) suspended from school, c) serve time in ISS.

### ***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 issued by a faculty/staff member 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.

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 7<sup>th</sup>

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 2<sup>nd</sup> period 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. Students are responsible for providing their own lock. The school does not provide locks. WWJH is not responsible for any lost or stolen items.

Hall Lockers - Students will use only their assigned 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 six 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:

September 14, 2009

October 26, 2009

December 7, 2009

February 8, 2009

March 29, 2010

May 10, 2010

Report Cards will be going out the weeks of:

October 5, 2009

November 16, 2009

January 19, 2010

March 1, 2010

April 26, 2010

Mailed week of June 7, 2010

### ***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.

### ***Tardy Policy***

Teachers will keep a record of students who are tardy to their class. Failure to serve teacher detentions result in official detentions.

**First Tardy:** The student will be given a warning.

**Second Tardy:** A phone call will be made to the parent.

**Third Tardy:** The student will be issued a detention.

**Fourth & Subsequent Tardies:** The student will be referred to their principal and placed in ISS.

### ***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