

WESTERN BRANCH MIDDLE SCHOOL 2022 - 2023

SCHOOL HOURS~ 8:15 am - 2:53 pm

OFFICE HOURS ~ 7:30 am - 3:30 pm

STUDENT EXPECTATIONS GUIDE

Principal	Mrs. Beth Pallister	
Assistant Principals	Mr. Shawn Kole	Grade 6
	Mrs. Stephanie Galloway	Grade 7
	Mrs. Kathy Clifford	Grade 8
School Counselors	Mrs. Tonya Edmonds	Director, Grade 7
	Mr. Ray Hines	Grade 8
	Mrs. Vicki Moore	Grade 6

This handbook is designed to inform students and parents of the policies and procedures followed at Western Branch Middle School. Students are encouraged to participate fully in the academic, social and athletic activities within the school. Please save this student guide for future reference.

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MISSION STATEMENT

Our mission at Western Branch Middle School (WBMS) is to inspire passion and maximize potential for learning and to develop the whole child.

WELCOME

Welcome to WBMS. Our staff hopes this year will be filled with many learning experiences that will help our students grow intellectually, emotionally, and socially.

This guide is designed to inform students and parents of the policies and procedures of WBMS. This information is intended to help students become effective citizens of the school community. For students to grow and mature, they must accept the responsibilities and obligations of good citizenship. Success in school, as in life, is directly proportional to a person's efforts. Parents are encouraged to participate in their child's education by joining the WBMS PTSA or the Parent Advisory Committee. The Parent Advisory Committee provides you an opportunity to hear about upcoming events, and to provide feedback directly to the principal.

ATTENDANCE

School starts at 8:15 a.m. and dismisses at 2:53 p.m. Regular school attendance is necessary for students to make acceptable progress in school. The Virginia Department of Education (VDOE) defines a child as being “chronically absent” if he/she misses 18 or more school days, regardless of the reason for being absent. According to School Board policy, if a student is absent for more than thirty days, that student may not be promoted regardless of numerical average. **If an absence is necessary, an excuse, written by the parent and stating the reason for the absence, must be presented to the main office attendance clerk on the day the student returns to school.** Parents will receive an automated message if their child is absent. Ten or more unexcused absences are a violation of state truancy laws. Chesapeake Public Schools (CPS) considers the following to be approvable excuses:

- Sickness of a student
- Medical appointments
- Severe illness or death in the family
- Exposure to a contagious disease
- Religious holidays
- Extenuating circumstances (i.e., fire)
- Extremely inclement weather

These absences, although excused, will be included in the total number of days absent. All work missed while a student is absent is the responsibility of the student to make up. The policy regarding make-up work is addressed under Grading Policy.

VACATIONS AND TRIPS ARE UNEXCUSED ABSENCES

We encourage families to plan these trips when school is not in session. View the 2021-2022 school calendar at: <http://www.cpschools.com>

ARRIVAL/DISMISSAL

Students are expected to report directly to their homeroom classes upon arrival and no later than 8:15 a.m. All students must report to homeroom before attending any previously scheduled morning meetings. Students may not leave the school campus once they arrive at school unless signed out by a parent/guardian.

The earliest students are permitted in the building is 7:30 a.m.

If students arrive prior to 7:55 a.m., they are required to report directly to the auditorium. Students must have a pass from their teacher to go to other areas of the building after they have reported to homeroom.

To expedite dismissal, parents are required to pick up students by 2:15 p.m.

Dismissal begins at 2:53 p.m. and is complete by 3:05 p.m.. All bus riders should exit through the side doors and report directly to the buses. Only students who are with a coach, teacher, or sponsor should be in the building after 3:00 p.m.

All walkers and students being picked up must promptly exit through the main entrance doors only.



LEAVING/RETURNING TO SCHOOL DURING THE SCHOOL DAY

In order to officially leave school anytime during the school day, the student must be signed out in the main office by a parent or guardian. To minimize loss of instructional time, the student will be called to the office once the parent arrives at school for pick-up. Anyone signing students out of school is required to produce photo identification. Anyone other than a parent/guardian may also be required to show written authorization and must be on the authorized pick-up list. Students cannot be released on their own to walk to various appointments or to walk home. Students who return to school after an appointment must sign in and receive an admittance slip from the main office.

Tardy Arrivals

A student is considered tardy if not in the classroom when the bell rings at 8:15 a.m. **Students arriving late to school are required to sign in at the front security desk.** Students must have a parent come into the building to sign them in or have an excuse note in hand. The student will receive an admittance slip to report to their classroom. All students who arrive after 8:15 a.m. will be marked tardy. Chronic tardiness to school will be referred to the grade level administrator for a conference as constant tardiness may result in a violation of state truancy laws.

Classroom Tardies

Students are expected to be in their classrooms on time. Students who enter the classroom late (without an excused note/pass) are considered tardy. Teachers will contact parents after the third tardy. Chronic tardiness to class may result in a conference with the

student's grade level administrator.

Bicycles

Students who ride bicycles to campus should lock the bicycle on the bike rack. WBMS will not assume responsibility for stolen, lost, or damaged bikes.

Skateboards/Rollerblades

Riding skateboards or roller blades is prohibited on school property. This includes on the bus ramp and in the parking lot area. Skateboards or rollerblades should not be brought into the building.

BUS REGULATIONS

Riding a bus is a privilege which carries certain responsibilities. To ensure a safe and efficient trip to and from school, students are expected to display proper conduct on the bus as outlined in the CPS Regulations for Pupils Riding School Buses. Improper behavior at the bus stop, at the bus ramp, or on the bus will result in the cancellation of bus privileges. Students should be at their bus stop five minutes before the scheduled pick-up.

Bus drivers have the same authority and responsibility as any other CPS employee and should be treated with the same courtesy and respect.

Students who ride the bus to school must ride the same bus home. Exceptions for special situations and emergencies are allowed with parental permission and administrative approval. Parents should complete the CPS Alternate Bus and Stop Permission Form located on the CPS website if a student needs to ride an alternate bus. The form should be turned in to the main office for approval upon arrival at school. After the form is processed and approved, it will be returned to the student. The student will provide the form to the bus driver.

MEALS FOR STUDENTS

Breakfast

Any student may obtain a free breakfast from 7:55 a.m. to 8:10 a.m. each morning in the cafeteria. Students should report to their homeroom classes upon arrival to school and inform their teachers they need breakfast from the cafeteria.

Lunch

A hot lunch and various a-la-carte items are available free to any student daily in the cafeteria. More specific information regarding the menu choices will be provided monthly and will be available on the CPS website.

Lunch Expectations

- All students must report immediately to the cafeteria during their assigned lunch period.
- Students will follow the instructions of the grade level administrators for seating arrangements.
- Students are not allowed to break or cut in line.
- Students are expected to remain seated after purchasing their lunch.
- Students may get up only to place items in the trash cans or use the restroom. Students should raise their hands and wait to be given permission by the security monitor or administrator/designee before they leave the table.

PARENTVUE/STUDENTVUE

ParentVue/StudentVue is a CPS online program that allows parents and students to access class information, monitor grades, and contact teachers.

Teachers post grades at least once per week. We recommend that parents and students check their progress daily. Parents are encouraged to use the messaging center in ParentVue as the first step in contacting teachers to discuss student or grade matters.

Parents and students will receive activation codes and directions for ParentVue/StudentVue at the beginning of the school year.

Parents who have trouble accessing ParentVue/StudentVue should contact the guidance department at 638-7920.

PARENT-TEACHER CONFERENCES

Parent-teacher conferences may be held as needed. When a parent wants to schedule a conference, the parent should call the school or email the teacher who will respond by contacting the parent to arrange a conference within 24 business hours.

SCHOOL CLOSURE

Due to weather or other unforeseen circumstances, it may be necessary to close school. Please tune to radio station WFOS 88.7 or cable channels 46, 47, or 48. The CPS website can also be accessed for the most current information concerning the closing of CPS. It is suggested that parents have an emergency plan for children in the event that school should close early. Each family should have a plan in the event of an emergency closing.

DISCIPLINE

WBMS will be utilizing a tiered discipline program as outlined in the *Model Guidance for Positive and Preventative Code of Student Conduct Policy and Alternatives to Suspension* from the Virginia Board of Education (VDOE).

This plan will be implemented and subject to change based on the needs of WBMS students, the learning environment, the educational process, and the community. (Up to date information regarding discipline is available on the school's website.)

Discipline is an integral part of the educational process as it relates to the development of personal integrity and good citizenship. Therefore, appropriate conduct and good order are essential and will be maintained. Student behavior and movement may be monitored by electronic surveillance. Those students who violate established teacher and/or team rules and regulations will be subject to team consequences. Students who do not modify their conduct and behavior within acceptable teacher/team limits will be referred to administration. **The school has a zero tolerance policy regarding behaviors that interfere with and/or disrupt the educational process and the orderly atmosphere for learning.** Click on the link to the

Parent/Student Conduct Handbook:

<https://cpschools.com/student-support-services/forms-documents/>

Students are reminded that the following behaviors, including, but not limited to, may result in either in-school suspension, out-of-school suspension, or expulsion from school:

- The use and/or possession of tobacco, tobacco products, or paraphernalia by students on school grounds; this includes e-cigarettes and/or vapor pens.
- The illegal use, possession, or distribution of drugs, drug paraphernalia or alcohol on school property.
- The use, possession, handling, or carrying of any gun, weapon, laser pointer, or dangerous object.
- Physical and/or verbal threats (intended or joking) to do bodily harm and/or assaults on other persons.
- Pulling at another person's clothing resulting in disrobing or causing physical harm.
- Vandalism and/or destruction of school or personal property.
- Forgery and/or cheating in any form.
- Obscene actions, words, gestures, or the use of profanity and/or ethnically degrading statements and gestures.
- Fighting and/or inappropriate physical contact (e.g. horsing around, playing tag, etc.).
- Sexual harassment committed by students of either sex against students or staff of the opposite or same sex.
- Repeated failure to comply with the directions of teachers or other authorized school personnel.
- Stealing and/or unauthorized possession and use of someone else's property.
- Bullying of any type (e.g. verbal, physical, etc.) directed toward the same individual.
- Throwing any type of object that would cause bodily harm to students or teachers.
- Any other act or action that may be considered disruptive to the educational process or to the orderly atmosphere for learning.

SCHOOL CONDUCT LEVELED RESPONSES

Level 1 Responses: Are responses intended to prevent further behavioral issues while keeping the student in class/school. Such disposition responses may include; but are not limited to, one or more of the following:

- Behavior Contract - teacher/staff
- Confiscation
- In-school suspension/In-school Alternative (In-school Alternative removal from class for a portion of the day to reteach behaviors and provide restorative practices)
- Parent/Guardian contact
- Recognize/Reward appropriate behavior
- Re-teaching or modeling of desired behavior
- Seat change
- Written reflection or letter of apology

Level 2 Responses: Administrative responses and interventions at this level are designed to prevent further behavior issues and keep the student in school. Depending upon the severity of the behavior, short-term removal of the student from the classroom may be appropriate. Such disposition responses may include; but are not limited to, one or more of the following:

- Community service within the school
- Complete prevention/intervention activities as assigned by administration
- Confiscation by the administration
- In-school suspension with restorative practices
- Level 1 Responses
- Referral to support services
- Schedule change

Level 3 Responses: Dependent upon the severity, chronic nature of the behavior and/or safety concerns, Level 3 behaviors may result in the student's short-term removal from school. Such disposition responses

may include; but are not limited to, one or more of the following:

- Level 2 Responses
- Behavior contract with the Office of Student Services
- Complete prevention/intervention activities as assigned by Student Services
- Community service
- Functional Behavioral Assessment (FBA) and Behavior Intervention Plan (BIP) development (Special Education Students) or Behavior Support Plan (BSP) development (General Education Students)
- Out of school suspension
- Referral for community-based services
- Referral to alternative education programs
- Short-term revocation of all school activity privileges
- Threat Assessment as indicated by the behavior

Level 4 Responses: Responses at this level are required to be reviewed by the superintendent or superintendent's designee as outlined in the *Code of Virginia* § 22.1-279.3:1. Local school board policy may require additional reporting. A referral to the superintendent or superintendent's designee does not automatically result in a long-term suspension, change of placement, or expulsion. After a review of the incident in context, the superintendent or designee disposition response may include; but are not limited to, one or more of the following:

- Level 3 Responses
- Expulsion
- Extended Long-Term Suspension
- Long-term Suspension
- Recommendation for expulsion
- School reassignment: students may be assigned to another school within the division.

“ROAR” THE BRUIN WAY

The discipline plan at WBMS is based on the Positive Behavior Intervention and Supports (PBIS) initiative and has been adopted by all CPS. PBIS is an implementation framework for maximizing the selection and use of evidence-based prevention and intervention practices along a multi-tiered continuum that supports the academic, social, emotional, and behavioral supports of all students (www.pbis.org).

The purpose of this initiative is to support positive academic and behavioral outcomes for all students. The program is based on extensive research and utilizes a preventative and proactive approach to discipline that reduces the amount of time spent dealing with office referrals, thereby increasing time spent on teaching and learning. In accordance with the mission statements of CPS and WBMS, our students are expected to follow general guidelines for appropriate behavior at all times.

At WBMS, our four core expectations for ALL students are to **be Respectful, show Ownership, be Amiable, and be Responsible (ROAR)**. Bruin students are explicitly taught these four core student expectations, and the expectations are woven into universally-delivered instruction. Failure to adhere to these expectations may result in disciplinary action. In addition to lessons on expectations, students will also take part in lessons/activities that address the social and emotional needs of the middle school child. Social and emotional learning (SEL) is the process through which children and adults understand and manage emotions, set and achieve positive goals, feel and show empathy for others, establish and maintain positive relationships, and make responsible decisions. Through designed lessons, students will explore topics that relate to self-awareness, self-management, social-awareness, responsible decision making, and relationship skills.

[ROAR MATRIX](#)

ASSEMBLIES

Assemblies include a variety of programs that are educational and entertaining. Attendance at assemblies is a privilege. Because the behavior of the student body as an audience plays a great role in establishing the school's reputation, student behavior in an assembly would be refined and courteous.

Unacceptable conduct includes disruptive or disrespectful behavior during a program. Students who disturb and/or disrupt will be removed from the assembly and will be subject to disciplinary action.

FORBIDDEN ITEMS ON SCHOOL PROPERTY

Personal grooming products, like perfumes or aerosol sprays, should not be brought to school. Students who bring such items risk having them confiscated by the classroom teacher or administrator. Repeat offenders will be addressed by administration.

CELL PHONES AND ELECTRONIC DEVICES

While on school property, between the hours of 7:30 a.m. and 3:00 p.m., the use of any portable communication or electronic device, including, but not limited to cell phones, laptops, tablets, e-readers, e-watches, cameras, and ipods are subject to the following restrictions:

- Cell phones, other portable telecommunication devices, or electronic devices must be turned off when students enter the school building and must remain off during the school

day.

- Electronic devices may be used at the discretion of grade level administrators in the cafeteria during lunches.
- Electronic devices should not be used in hallways, restrooms, locker rooms, or during testing, and may result in confiscation and possible disciplinary action.
- Electronic device usage in classrooms is at the discretion of the teacher. Students using devices without the permission of the teacher may face disciplinary action.
- Students may not use cameras on school property unless they receive permission from the Yearbook sponsor. Unauthorized audio/video recording is prohibited.
- E-watches may be used as timepieces only.

CPS assumes no responsibility in any circumstances for loss, destruction, damage, theft, or charges made on monthly statements for a cellular telephone, portable telecommunication device, or electronic device. Students will be responsible for locating such lost/stolen items.

HONOR CODE GUIDELINES

WBMS encourages students to demonstrate the highest standards of personal honesty and integrity in their academic work, in their interpersonal relationships with other members of the school community, and in their participation in all school activities. Any form of dishonesty, plagiarism, or cheating violates the WBMS Honor Code.

- Lying--to state an oral or written untruth with the intent to deceive
- Copying someone else's work (manually or electronically)
- Allowing someone to copy work (manually or electronically)

- Looking at someone else's paper or computer screen during an assessment
- Using a textbook, class notes, or prepared "cheat notes" on a closed-book assessment
- Exchanging papers with another student during an assessment
- Securing or removing a copy of any assessment materials (including keys) prior to taking an assessment
- Relaying information/accepting information concerning assessment items and/or format
- Plagiarizing, which includes using or copying material or ideas from another source and submitting it as one's own work, or intentionally failing to cite a source
- Taking an assessment or completing other school assignments for another student
- Falsifying data or information (scientific, experimental, bibliographic, etc.)
- Changing a student's name on a printout or hard copy
- Forging a parent/guardian name
-

Consequences for Honor Code Violations

Suspected Honor Code violations will be investigated by the assistant principal. The following actions shall be applied by the assistant principal if it is determined that a violation has occurred:

On the first violation of the WBMS Honor Code:

1. A zero on the assignment(s);
2. Parental contact by the AP and a parent/student conference;
3. Require forfeiture of National Junior Honor Society membership; and
4. A warning that further infractions may result in suspension of participation in extracurricular events, including athletics.

On the second violation:

1. One day of ISS;
2. A failing grade on the assignment(s);

3. Parental contact by the AP and a parent/student conference;
4. Dismissal from all leadership positions in student activities (clubs, classes, SCA, sports, etc.) for the remainder of the school year;
5. Short-term suspension from extracurricular events, including athletics; and
6. A warning that further infractions may result in long-term suspension or removal from extracurricular participation and OSS.

On the third and subsequent violations:

1. One day of OSS;
2. A failing grade on the assignment(s); and
3. Long-term suspension or removal from extracurricular events, including athletics.

DRINKS/GUM/FOOD

Chewing gum is not permitted unless permission is granted by the teacher.

Food and beverages are not permitted in the hallways. They must be completely consumed in the cafeteria.

Water is allowed in the classroom in a clear container that has a lid or cap.

FIRE DRILL/TORNADO READINESS/ EMERGENCY EVACUATION

Fire, tornado, earthquake, lockdown, and emergency evacuation drills are held regularly throughout the school year for safety

purposes. Students are expected to follow the teacher's directions during drills. As a reminder, the fire, tornado, and lockdown procedures are posted in each classroom.

The entire staff has been trained on lockdown procedures and your child will participate in a series of lockdown drills this school year. It is imperative that students follow teacher directions prior to and during these drills. The drills are conducted so that students are aware of procedures in a variety of settings; this includes classroom, transition times, during lunch, and/or at the start/end of the school day.

FUNDRAISERS

The principal must approve all fundraising activities. Students may not fundraise at school for non-school related organizations. Students may not sell personal items at school.

HALL PASSES

Students are expected to use the hall passes given to them by their teachers. Students must go directly to the area indicated on the hall pass and return to the assigned classroom area as soon as possible. Students are not permitted to be in an area unless it is indicated on a hall pass and signed by a member of the WBMS staff. Surveillance cameras are located in various areas in the building to provide for security and supervision. Students are asked to stay to the right side of the hall during the bell changes and proceed directly from one location to another without delay. (No waiting for friends, socializing, etc.)

INTERNET USE

CPS has adopted an Acceptable Use Policy (AUP) that addresses student use of the internet while using school computers. This agreement can be found in the CPS Information Packet sent home with students the first week of school. Students are expected to follow the CPS AUP for any online activity at school or activities related to school assignments. Students who violate this policy will be subject to disciplinary action.

PTSA

Membership in the WBMS PTSA is open to all interested parents and supporters of Western Branch Middle School. The organization sponsors numerous activities for students, teachers, and staff members throughout the year. PTSA activities are designed to strengthen the support and the communication between the parents and the school. All parents and students are urged to join this outstanding organization. Click here to join:

<https://cpschools.com/wbm/wbms-ptsa/>

SPECIAL DELIVERIES

To maintain the integrity of the instructional program and to minimize disruptions to the school day, we will not accept special deliveries (lunches, flowers, balloons, etc.) for students. We discourage parents from bringing their child lunch on a frequent basis in order to teach students responsibility and to avoid interrupting classes.

STUDENT DRESS CODE

Chesapeake School Board Policy: The Chesapeake School Board expects all students to dress in a manner appropriate for the promotion of learning. Student appearance shall not be disrespectful, indecent, or dangerous to the health and welfare of students, or disruptive to the school environment.

WBMS Standards for reasons of health and safety:

- As CPS students are returning to school for the 2021-2022 school year, safety protocol restrictions that were in place during the pandemic have been modified. WBMS will follow the health and safety guidelines established by CPS.
- Students must wear clothes in an appropriate manner (e.g. buttoned, zipped up, or belted tight enough to prevent them from falling and/or exposing undergarments or body parts). All pants must be secured, buckled, or fastened at the waist with no undergarments showing.
- Students are permitted to wear leggings as pants. Pants, shorts, or leggings with rips, holes, or see through mesh above the mid-thigh are not permitted.
- Students will not be allowed to bring to school or wear inappropriate clothes, jewelry, apparel, or personal belongings that advocate violence, alcohol, and drug use and/or distribution; that represents gang activity and/or membership; that uses/stands for obscenities; or that reflect adversely on persons due to race, gender, creed, religion, disability, sexual orientation, or intellectual ability, or that contain inappropriate innuendos.
- Female students may wear cold-shoulder tops. Shirts must be worn under sheer tops. Undergarments may not be visible in any fashion. Visible cleavage or low cut shirts are not

permitted.

- Wearing of hats and pajama pants are not permitted in the building.
- Students must wear footwear at all times. Flip flops and slides are permitted; however, bedroom slippers or any other shoe that is not securely fitted are not acceptable for school.

If there is a doubt about a particular item of apparel, the student should contact a school administrator prior to the day of wearing the clothing item for a decision. When a student is in violation of the above guidelines, the student is allowed to contact the parent for a change of clothing. The student will not be permitted into the class until their dress code issue is resolved. Students that have multiple dress code violations will receive disciplinary action at the discretion of the grade level administrator.

TELEPHONE USE

Use of the office telephone is limited to emergency situations only. Students who have legitimate emergencies should receive permission from the teacher and should report to the office with a signed hall pass to speak with the office personnel regarding the use of the phone. Students will not be called to the phones to accept messages. Office staff will relay messages to students in emergency situations.

VISITORS

Visitors must present an ID and sign-in at the security desk. A visitor's badge will be given to every visitor who must wear the badge in a visible location. All visitors are required to report directly to the main office and the office staff will assist with any school related meetings, business, or arrange for student pick-up. When visitors leave the building, they must return their badge to the security desk. If parents or volunteers are working in the building, please do not

take the liberty to visit teachers, classrooms, or your child's locker, without following the proper visitor procedures.

Raptor provides instant background checks against the Sex Offenders Registry.

In an effort to promote the safety of our students, the Code of Virginia 22.1-79.3 and the Chesapeake School Board Policy P 5-1.1 require that all schools register to receive updates to the Sex Offender and Crimes Against Minors Registry. Moreover, School Board Regulation R 5-1.1 requires that every visitor be screened for inclusion in the registry. We take the trust you have placed in us very seriously and will comply with state law and School Board Policy and strive to provide the safest environment possible for each of students. Should you have any concerns regarding this policy, please do not hesitate to contact Dr. Kamar Khoshaba, Principal, WBMS.

Classroom Visits: Parents who wish to observe their child in a classroom should make prior arrangements with the classroom teacher and the grade level administrator. Visits must be scheduled at least 24 hours in advance and are subject to the teacher's and administrator's availability. The purpose of the visit should be to observe the student. If there is a concern with a teacher's performance, a meeting should be scheduled with the teacher and administrator.

Visiting Cafeteria: Visitors are restricted to parents/legal guardians only. If parents/legal guardians wish to eat lunch with their child, they should report to the main office to sign-in. Parents may not bring food and/or drink items to the school during lunch for any children other than their own child. Parents/guardians that would like to eat lunch with their student should do so at the conference table in the guidance suite.

CLINIC/NURSE

The school nurse is on duty during regular school hours. Students who need to see the nurse must have a pass from their classroom teacher before going to the clinic. Medications will be administered by the school nurse to students who have physician's orders and a parent permission form on file. Over the counter medications may be given if prescribed by a physician and if the medication is brought to the school in the original container by the parent/guardian. Short-term prescription medication may not be administered more than five (5) consecutive days without the completion of a medication form by the physician. **Click below for a medication administration form.**

- Students are not allowed to carry or transport medicine or required medical supplies to school. This must be done by the parent.
- Students who routinely receive medication should come to the clinic as scheduled.

Parents of students who are not well and have a fever of 100 degrees or higher will be notified by the school nurse. Parents/guardians will be required to pick their child up within one hour of being notified. Students must be fever free for 24 hours before returning to school.

Request for Administration of Medication in Hampton Roads Schools:

https://ces.spsk12.net/UserFiles/Servers/Server_288806/Image/medication_admin.pdf

GUIDANCE

Each student is assigned to a grade-level school counselor. Counselors offer a variety of support to students ranging from classroom guidance lessons to individual and/or small group counseling sessions depending upon the needs of the students. They also work closely with teachers and administrators to provide the best learning environment. Parents who wish to meet with their child's school counselor may call the school for an appointment. Students who wish to meet with their school counselor may sign up for an appointment in the guidance office.

WITHDRAWS/TRANSFERS/ CHANGE OF ADDRESS

Parents withdrawing or transferring a student or changing a student's address must contact the Guidance Department for the proper procedures.

GRADING POLICY

The grading system used is a 4.0 alphabetical system with the quality of points and numerical equivalents distributed as follows:

A	4.0	93-100
A-	3.7	90-92
B+	3.3	87-89
B	3.0	83-86
B-	2.7	80-82
C+	2.3	77-79
C	2.0	73-76
C-	1.7	70-72
D+	1.3	67-69
D	1.0	64-66
E	0.0	63 and below

THE 5 C'S

In preparing students to meet the Profile of a Virginia Graduate, WBMS is required to ensure that students develop the following competencies known as the “Five C’s”:

- Critical thinking
- Creative thinking
- Communication
- Collaboration
- Citizenship

HIGH YIELD STRATEGIES

Over the course of the next few years Western Branch Middle School will be focusing on a series of high yield strategies that improve student performance and learning. These strategies are already being used by our staff, however, we will focus on making sure these strategies are implemented consistently and with intent to improve student outcomes. Below is a detailed list of the strategies and the year of focus.

Year of Implementation	High Yield Strategies
2018-2019	Posting daily learning intentions in student friendly language
2019-2020	Offer overt instruction Give timely feedback
2020-2021	Post ILOs (continuation) Offer overt instruction (continuation) Give timely feedback (continuation)
2021-2022	Post ILOs (continuation) Offer overt instruction (continuation) Give timely feedback (continuation)
2022-2023	Get the student to engage with intent Provide multiple exposures to the learning
2023-2024	Have student apply their knowledge

MAKE-UP WORK

Make-up Work Due to Absences

When absent, it is the student's responsibility to request and complete all work missed.

- If a student is absent for three days or less, missed work should be requested upon the student's return to school or the student may refer to StudentVue for assignments.
- Parents may request work ahead of time when absences are anticipated.
- Make up work should be available within 24 hours after the request is made to the school.
- Due dates for all make-up work shall be determined by the teacher based on the nature of the assignments missed and the number of days absent.
- Work not made up will receive a zero.

Make-up Work for In-School/Out of School Suspension

Students are expected to make up class work when they are assigned to In-School/Out of School Suspension. It is the responsibility of the student to request missed work.

Due dates for all make-up work shall be determined by the teacher based on the nature of the assignments missed and the number of days absent.

HOMEWORK

The Chesapeake School Board considers homework an important component in the learning process. It is a natural link between the home and school and is an extension of time in which formal learning can take place. Correctly monitored, it gives students an opportunity to learn how to work independently and how to be accountable.

Projects, book reports, and other assignments handed in late will be accepted with reasonable progression of penalties. A reduction of one letter grade for each day an assignment is late is an example of an appropriate penalty.

Middle school students should spend approximately 10-20 minutes per night completing homework and/or studying for each core subject depending on the ability level of the class (honors vs. average). Parents are encouraged to monitor homework by daily review of Schoology or ParentVue/StudentVue.

ATHLETICS

WBMS offers an athletic program that is available to all students. Students may participate in the following sports: football, volleyball, girls' & boys' basketball, wrestling, cheerleading, field hockey, girls' & boys' track and girls' softball. End-of-season athletic celebrations will be held for Fall, Winter, and Spring sports.

To be eligible for participation, students must be in compliance with all Chesapeake Middle School League (CMSL) eligibility regulations that include, but are not limited to, the following:

- Must maintain an overall GPA of 2.0 or higher.
- Must not reach the age of 15 on or before August 1 of the school year in which the student intends to participate.
- Must have a complete physical on a Chesapeake Middle

School League Form and a Concussion Test annually. The complete CMSL Individual Eligibility Requirement can be found by accessing the CPS website.

AFTER SCHOOL ACTIVITIES

Students staying after school for any event (i.e., clubs, athletics, study hall, dances) must be picked up at the designated time immediately after the event is over. Students who are not picked up in a timely manner may be prohibited from staying after for future events.

SCA

The WBMS **S**tudent **C**ouncil **A**ssociation (SCA) supports student activities and acts as a forum to discuss student affairs and student interest items. It fosters student leadership by working to develop the characteristics of effective leadership and citizenship and by promoting student involvement in the school and greater community.

All students at WBMS are eligible to be chosen as their homeroom's SCA representative. SCA officers are appointed and are representatives to the administration.

CLUBS & INTRAMURALS

There are several clubs available for students to join. Information concerning clubs will be made over the public address system.

Intramurals will also be announced through the public address system. All students are eligible to participate in the intramural program with parent permission.

ACADEMIC AWARDS

At the conclusion of each school year, WBMS recognizes students who have demonstrated academic excellence in both core and elective classes. An evening event will occur for the 8th graders, and daytime assemblies will take place for 6th and 7th graders. Parents and family members are welcome to attend these events.

HONOR ROLL RECOGNITIONS

At the end of each nine week grading period, students earning Honor Roll status for the nine weeks will be acknowledged.

BOOK BAGS

Book bags must be stored in lockers upon arrival to school as they are not allowed in classrooms. Students may carry a drawstring bag for PE clothes during elective bells only.

PHYSICAL EDUCATION

All students are expected to participate in physical education. It is recommended that students purchase a gym uniform and a PE lock to secure their personal belongings. WBMS is not responsible for lost or stolen items.

For the safety of all participants, PE students must refrain from pushing, shoving, and being out of their assigned area while in the gymnasium or locker room. Failure to comply will result in disciplinary action.

TRANSITIONS

During transition times, students must report directly to the next class. Loitering in the hallway is not permitted. At no time may a student exit the building without adult supervision. Failure to comply will result in disciplinary action.

ROAR the Bruin Way

SCHOOLWIDE EXPECTATION	AUDITORIUM	BUS	CAFETERIA	RESTROOM	HALLWAY
R Be Respectful	Use school language Follow adult directions Be quiet when someone is speaking/performing	Use school language Give others privacy	Use school language Follow adult direction	Use school language Give others privacy	Use school language Walk on the right side of the hallway Refrain from disturbing classes
O Show Ownership	Keep the area clean Take belongings when you leave	Keep the bus clean Sit facing forward	Use appropriate trash cans for disposals Check on and under table for items When spills occur wipe/clean up	Throw paper towels in trash can Carry planner Report supply needs	Keep the halls clean Carry planner Be mindful of your property
A Be Amiable	Observe personal space Be polite and use kind words Applause when appropriate	Observe personal space Be polite and use kind words	Use kinds words Observe personal space	Observe personal space Wait your turn	Observe personal space Be polite and use kind words
R Be Responsible	Keep hands, feet, and objects to self Enter and leave quietly Fill in rows from front to back and sit with your class	Keep hands, feet, and objects to self Remain in seat at all times	Get permission before leaving seat Report unsafe behaviors Wait your turn in line Arrive on time	Report broken equipment Flush after use Wash hands Be considerate of school property	Keep hands, feet, and objects to self Report problems Move with purpose Walk directly to designated area

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