

WINDSOR KNOLLS MIDDLE SCHOOL

Student Schedule

Advisory Teacher: _____

| Period | Class | Teacher | Room # |
|--------|-------|---------|--------|
| 1 | | | |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| 5 | | | |
| 6 | | | |
| 7 | | | |

Chromebook # _____

THIS STUDENT PLANNER BELONGS TO _____

11150 WINDSOR RD.
IJAMSVILLE, MD 21754
240-236-5000

WELCOME TO WINDSOR KNOLLS MIDDLE

MISSION

Learning is a lifelong process. In a safe and nurturing environment, the Windsor Knolls Middle School community of students, parents and staff will provide learning opportunities ranging from basic skills to complex problem solving. The staff will offer continual challenges that pique the curiosity of all learners and allow them to expand their intellectual potential. The students' personal and academic growth will reflect high standards set by members of the school community. The community will foster an atmosphere of respect that values individuality and diversity. As these goals are achieved, Windsor Knolls will be recognized as a harmonious community of learners who take pride in their school.

VISION STATEMENT

Success for all students through high expectations in academics, character development and citizenship.

MOTTO

Be Your Best at WKMS!

Goal Setting

"It's about being the very best you can be. Nothing else matters as long as you're working and striving to be your best. Always compete. It's truly that simple. Find a way to do your best.

Compete in everything you do." - Pete Carroll

1. What does this quote mean to you?

2. How will you be your best at WKMS this year?
 - Academic -

 - Attendance –

 - Behavior -

Positive Behavior Intervention & Support (PBIS)

Positive behavior intervention and supports is a behavior-based systems approach to improve the learning environment, as well as the community environment at Windsor Knolls Middle School.

As part of our PBIS system, we maintain high expectations, practice cooperative discipline, restorative practices, bully prevention and conflict resolution. Attention is focused on creating and sustaining primary (school-wide), secondary (classroom), and tertiary (individual) systems of support that improve the social, emotional, and behavioral well-being for all students.

Windsor Knolls Middle School's PBIS is based on four expectations; Performance, Attendance, Winning Attitude, and Service (PAWS).

PAWS Matrix

| Expectations | Classroom | Bathroom | Hallway | Cafeteria/Recess | Bus |
|-------------------------------|--|--|--|---|--|
| P Performance | <ul style="list-style-type: none"> -Stay on task -Technology is teacher directed -Participate -Put forth best effort | <ul style="list-style-type: none"> -Don't rush, flush! -Device is off and away -Keep walls clean of graffiti -Prevent disease, wash your hands | <ul style="list-style-type: none"> -Stay to the right in hallway and staircase -Keep hands and body parts to yourself -Device is off and away | <ul style="list-style-type: none"> -Take correct place in lunch line -Keep all food and drink in cafeteria -Follow staff instructions -Device is off and away | <ul style="list-style-type: none"> -Remain seated and facing forward at all times -Follow driver instructions -Keep bus free of vandalism |
| A Attendance | <ul style="list-style-type: none"> -On time and prepared -Come to class each day -Be physically and mentally prepared -Remain in class until teacher dismissal | <ul style="list-style-type: none"> -Quick return to class when done | <ul style="list-style-type: none"> -Be on time -Limit socializing | <ul style="list-style-type: none"> -Report to destination on time -Remain in designated or assigned areas -Stay at lunch table until dismissed by an adult | <ul style="list-style-type: none"> -Ride assigned bus -Report to bus at designated time -Exit building to board bus upon dismissal |
| W Winning Attitude | <ul style="list-style-type: none"> -Respect yourself and others right to learn -Positive attitude -Make an effort, not an excuse | <ul style="list-style-type: none"> -Make good choice, even when no one is watching -Be considerate of others | <ul style="list-style-type: none"> -Be respectful and courteous to those around you -Be mindful of noise -Make good choices | <ul style="list-style-type: none"> -Be respectful of peers and staff -Use please and thank you -Be mindful of noise -Eat only what you bought or brought | <ul style="list-style-type: none"> -Be courteous and considerate to others -Be mindful of noise -Refrain from bullying |
| S Service | <ul style="list-style-type: none"> -Pick up after yourself -Recycle appropriate materials -Be active and work with others | <ul style="list-style-type: none"> -Report vandalism to an adult -Pick up after yourself | <ul style="list-style-type: none"> -Pick up trash -Report vandalism to an adult | <ul style="list-style-type: none"> -Report lunch line theft to an adult -Recycle appropriate items -Throw trash in appropriate bins -Include others and share equipment | <ul style="list-style-type: none"> -Pick up trash around you -Assist younger riders -Report vandalism to an adult |

Awards and Recognition

The PBIS Committee will host quarterly incentive activities. Students who consistently meet the PBIS expectations (PAWS) will be invited to attend these incentives. The PBIS Committee will also recognize students who demonstrate excellence in the classroom. Students who earn Honor

Roll will be invited to quarterly Honor Roll Assemblies. Lastly, 8th grade students who demonstrate excellence in the classroom, exemplary attendance, and community service will be recognized and celebrated at an end-of-year 8th Grade Awards Ceremony.

Bullying, Harassment, and Intimidation (Reg. No. 400-48)

The nature of the school experience demands the highest standards of integrity on the part of all involved. Students have the responsibility to conduct themselves in a manner that demonstrates respect for themselves, each other, the school staff and the school community. Positive values and attitudes are imperative for student success in the school community as well as in life.

Students who choose not to behave in this manner face consequences as outlined in Regulation 400-8 on student discipline:

- **Bullying:** a pattern of behavior, including verbal, written, physical conduct, or electronic communication which results in a person feeling intimidated or harassed by another. Also prohibited are reprisals or retaliation against individuals who report acts of bullying, harassment or intimidation or who are targets, witnesses, bystanders or others with information about an act of bullying, harassment or intimidation.
- **Cyber-bullying:** the use of electronic mechanisms to bully others and such behavior impacts the health/safety of students and/or is disruptive to the educational environment.
- **Sexual Harassment:** physical conduct of a sexual nature directed toward another.

The Bullying, Harassment, or Intimidation Report Form is available in the main office and the counselor's office. It is also available at www.fcps.org under For Families and Students/Stop Bullying. This form may be completed by a student victim, parent/guardian of a student victim, close adult relative of a student victim or school staff member. It may be returned to the Principal or submitted electronically.

Dress Code

The Windsor Knolls Middle School dress code policy is supportive of a positive learning and work environment. The following are examples of prohibited clothing (this list is not exhaustive). A general rule of thumb is to be modest and to dress to be your best at WKMS.

- Undergarments that are visible when sitting or standing
- See-through clothes
- Low-cut muscle shirts (must have another shirt underneath)
- Clothing with a mention of sexual innuendo, violence, drugs, alcohol, tobacco and/or any other socially inappropriate subject
- Clothing that degrades any person's gender, culture, religion, ethnicity, sexual orientation, or occupation
- Head coverings (hats, visors, bandannas, sunglasses, etc.)
- Graffiti on clothing or body
- Clothing that is unduly revealing

Cell Phones and Other Electronic Devices

Student possession and use of electronic devices on school property and at school-sponsored events on and off campus is a privilege, not a right. Students are required to keep all electronic devices completely powered off and concealed in their book bag or locker during the student school day and school-sponsored activities as well as aboard a school bus. The exception to this rule is when cell phones that are being used for instructional purposes under the direction of the teacher. If the phone is used inappropriately, the first time it will be sent to the office and returned to the student at the end of the day. If it is the second offense, a parent must come in and pick up the phone and the student will receive an administrative detention. Please see FCPS calendar handbook for definition of “sexting” and disciplinary consequences.

Important Procedures

Cafeteria Procedures

Windsor Knolls Middle School has three lunch periods scheduled into its daily school program, with one third of the student body in attendance at each. In the cafeteria, students should:

- Walk when entering and exiting cafeteria.
- Form and keep a single line at each service area.
- Go through the serving line one time only.
- Enter their ID number--**Do not give this number to anyone** (Parents/guardians may pre-pay student accounts through the cafeteria manager)
- Follow designated seating instructions
- Remain seated unless given permission by a staff member.
- Leave the cafeteria during lunch period only with the permission of a staff member and/or with a pass.
- Refrain from pushing, jostling and asking other students for money or food.
- Converse at lunch tables using a reasonable volume. Loud and boisterous talking, yelling, screaming, etc. are not acceptable.
- Refrain from throwing any object – no matter how small, for however short a distance.
- Keep all food and drinks of any kind in the cafeteria.
- Throw away all trash and return lunch trays to the appropriate window.

School Bus Procedures

Riding the school bus is a privilege. In order that all students are assured a safe ride to and from school, the following procedures must be adhered to:

- At no time will students damage the school bus
- Students may only ride their assigned buses. If there are daycare issues, students should bring a note from home stating such need. A note must be brought in by both parties involved. All bus notes should be brought to the office first thing in the morning for administrative approval. Indicate alternate bus stops on the student’s emergency card.
- Be at the bus stop on time
- Students are expected to only get on and off the bus at their assigned stop
- Walk facing traffic when there are no sidewalks
- Use the handrail when getting on and off the bus

- Always walk to the rear of the bus or report to assigned seats promptly
- Hands and head should always be kept inside the bus
- Never eat, drink, smoke or use abusive language on the bus
- Students should attempt to get off the bus only when it has come to a full stop
- Respect others at all times.
- Students may be suspended from riding the bus for not following bus regulations
- See FCPS calendar handbook for definition and disciplinary consequences for “Misbehavior on School Bus.”

Morning Arrival and Afternoon Dismissal

The following rules must be adhered to in order to begin each day in an organized manner. The school does not open to students until 7:30 am. If students arrive to school prior to 7:50 am, they should report to the cafeteria (8th grade) or the gymnasium (6th and 7th graders). School begins promptly at 8:00 am with our morning announcements and the Pledge of Allegiance. Maryland school law states, “Students and teachers are to stand and face the flag and give an approved salute and recite in unison the Pledge of Allegiance.” Students/teachers may be excused from reciting the Pledge, but they must still be respectful and mindful of those who are participating. All students are expected to listen attentively to morning announcements.

At 3:00 pm, ALL students will be dismissed to their buses.

NOTE: For safety concerns, all car rider pickup will be along the two outer parking areas with an adjacent sidewalk.

Personal Belongings

Windsor Knolls Middle School is not responsible for the loss and damage of personal property. Individuals are responsible for taking care of their belongings. No personal items may be left in the care of the office staff. Please limit the amount of money brought to school. A Lost-and-Found container is kept for any unclaimed items. Students should lock their personal items in their gym locker or hall lockers when not in their direct possession and should not leave their belongings unattended. Please assist the staff in retrieving lost or stolen items by marking students’ names on all personal possessions, especially musical instruments, calculators, electronic devices, book bags, coats, hats and other clothing.

Locks and Lockers

Students will be required to purchase their own locks for their hall and PE lockers-- Students should NOT give their locker combination to other students. If an item is missing, please report the loss before the end of the school day as the staff may be able to help locate the missing item. Lost money is almost impossible to retrieve. When thefts do occur, the administration does its best to investigate the matter and locate and return items to the owner. The administration cannot, however, guarantee that any lost and stolen item will be returned. Students who take things belonging to others or damage the personal property of others are subject to the appropriate disciplinary action and will make restitution.

School Attendance

Returning From an Absence

When returning to school following an absence, students must bring a note from a parent or guardian within two days. The note should contain the date, reason for the absence, and the signature of the parent/guardian. The note will be presented to the first period teacher at the beginning of the day. See the FCPS Calendar for a list of lawful excused absences. **Students are allowed 5 unexcused absences a term. After the 5th unexcused absence the student will automatically fail the term, regardless of their grades. Students are only allowed 10 parent notes for sickness. After the 10th note, student absences must be accompanied by a doctor's note or the absence will be considered unexcused.** It is important that you request a doctor or dentist note to excuse the late or absence when you have visited the doctor.

Late Arrival to School

Students who are not in first period by the bell will be marked absent. Students who arrive after 8:00 am are to report to the office for a late-to-school pass. After three late arrivals to school in one term without a lawful excuse, students will be assigned detention.

Make-up Assignments

Part of life is meeting reasonable deadlines, whether it is getting to work or school on time or completing assigned tasks such as school assignments. Students may make-up work following excused absences. Students who were absent from school have the responsibility to request make-up work when they return to school; this includes students who were away on vacation. Students will have one day for each day that they were absent to make up the work. Make-up work will receive full credit. Students must request make-up work **within three (3) days of their return to school**. Students must make necessary arrangements with the teacher for submission of work. Students who are absent for three days or more may call the Guidance Office to request make-up work. Teachers need 24-hours notice to prepare the work.

Services and Programs

Home-School Communication

There are several methods available for parents to receive information about the happenings at school.

- The Back Pocket – This is our school-wide newsletter which will be sent home electronically every month. You will find important notices about upcoming events, opportunities available to the students during and after the school day, volunteer opportunities, and critical information about procedures.
- The WKMS website – You can find us on the web at <http://schools.fcps.org/wkms/>. You will not only find issues of the Back Pocket but also contact information for teachers along with other valuable information.
- Find Out First - Please sign up for FCPS's Find Out First notification system. We frequently send out communications to our families using this service.

- Home Access Center (HAC) – HAC is an on-line, web-based gradebook system that can be accessed at <http://hac.fcps.org> . Student login information for HAC is provided to the student by the school. Teachers will update grades on a weekly basis. Furthermore, teachers will use HAC to send a weekly update to parents regarding the content standards and curriculum students are learning in class as well as any upcoming quizzes, tests, and/or projects that may be occurring in class. We encourage parents to stay in contact with the school and teachers about your child’s progress.

School Counselors

School counselors monitor and promote student potential. Counselors intervene to help students cope successfully with any developmental task or crisis. Counselors meet individually, in small groups and/or with families to address a crisis or problem specific to an individual or group. They conduct classroom sessions to provide developmentally appropriate programs. School counselors continually monitor students’ social, emotional and academic progress. They help students develop short term and long term goals related to future education and career development. School counselors also provide school support services for identified students. The school support program is designed to help students who are experiencing academic and/or behavioral difficulties. Students, parents and teachers work as a team to set and accomplish goals to help ensure progress and success.

Community Agency and School Services (CASS)

CASS facilitates collaboration among schools, private and public agencies, communities and families. The CASS program emphasizes prevention and early intervention to improve the lives of families in the Urbana High School Feeder Pattern.

Enrichment Specialist

A school-wide enrichment program is offered to all students. The Enrichment Specialist provides curriculum-related enrichment to individuals, small groups and whole classes. This program allows students to expand on the standard curriculum and to explore areas of personal interest.

Math Specialist

The Math Specialist actively monitors student performance at the school level in mathematics and works with the school-based math staff to design an effective plan to affect student achievement. The Math Specialist also oversees the mathematics intervention program within the building.

Literacy Specialist

The Literacy Specialist provides students, parents and teachers with assistance in promoting the skills of reading. The Literacy Specialist can assess a student’s reading, diagnose skills strengths and weaknesses and prescribe and diagnose appropriate interventions.

Media Specialist

The purpose of the media center is to provide services that encompass the philosophy, goals and objectives of the Frederick County Essential Curriculum and the Frederick County School Library Media program. The Media Specialist will provide services that reflect the needs and interests of the WKMS middle school population.

Student Service Learning

Student Service Learning links academic learning with student service that benefits the community. Middle school students who accumulate 25 service-learning hours are eligible to receive the Meritorious Service Award given in the eighth grade. A maximum of 25 service-learning hours can be applied to the graduation requirement of 75 service-learning hours. Students are responsible for completing the appropriate documentation and submitting it to the guidance office. Please see the school counselor for more information.

Tutoring

Tutoring is offered to any student who has a specific skill gap and/or is having difficulty mastering content knowledge. Teachers use both formative and summative assessments to determine specific areas of need. The intention of tutoring is to re-teach and/or remediate skills and knowledge. Students who have a D or F in any subject will be pulled for tutoring. Students will not be pulled to make up class work which was not completed during class time. A student with an A, B, or C may be pulled at the discretion of the teacher to help remediate a particular concept. The classroom teacher, curricular specialist and/or school counselor may tutor students. Students can also request tutoring.

School Nurse

Procedures for utilizing the school health services are as follows:

- “Authorization to Administer Medication” form must be completed. The parent is responsible for submitting a new form to the school each time there is a change in dosage or time of administration
- Only parents may deliver properly labeled medication to the school
- The first full day’s dosage of any prescription will not be given in school
- One week after expiration of the physician’s order, the parent must collect any unused portion of the medication. Unclaimed medicine will be destroyed.
- The Frederick County Public School System is not responsible for non-medically prescribed medication administered by the student
- Students must have a pass to enter the Health Suite
- If a parent is unable to pick up a sick child, the student will be sent back to class
- Parents must register over-the-counter medications (i.e. Tylenol) with the Health Suite.
- Students are not permitted to self-medicate or carry medication on field trips.