



**2019-2020 STUDENT/PARENT  
HANDBOOK  
WOODLAWN MIDDLE SCHOOL**

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Alamance-Burlington School System website: [www.abss.k12.nc.us](http://www.abss.k12.nc.us)

**Brian Williams - Principal**

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**Rhoda Graves – Assistant Principal**

**Sarah Jane Wrightenberry – Secretary & Finance**

**Xavier Franklin – Data Manager**

**Cindy Hopkins - Receptionist**

**Michael Kane – School Counselor**

**Crystal Taylor – School Counselor**

**Kathy Dodson – Guidance Secretary**

**Shari Coveney – Social Worker**

**Katie Newsholme – School Nurse**

***“Dare To Be The Best”***

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## WELCOME TO WOODLAWN MIDDLE SCHOOL!

Dear Woodlawn Parents and Students-

Welcome to the 2019-2020 school year. We are excited about the upcoming school year and look forward to working together to make this year a successful one for all students. This Student-Parent Handbook highlights important information about Woodlawn Middle. We encourage you to read it carefully—it contains key dates, procedures, policies, contact information, etc. **After reading and reviewing the handbook, please sign the due process form (in the back of the handbook) and have your student return it to his/her homeroom teacher.** Please keep the handbook at home so you can reference it throughout the year as needed.

We're looking forward to another great year at Woodlawn Middle School and challenge each member of our school community to "Dare To Be The Best!"

*Woodlawn Administration*

### NON-DISCRIMINATION POLICY

In compliance with federal laws, the Alamance-Burlington School System administers all educational programs, employment activities and admissions without discrimination because of race, religion, national or ethnic origin, color, age, military service, disability, or gender, except where exemption is appropriate and allowed by law. Inquiries or complaints should be directed to Mr. Emmet Alexander, Assistant Superintendent, Alamance-Burlington School System, 1712 Vaughn Road, Burlington, N.C., 27217, (336) 570-6060.

En cumplimiento con las leyes federales, el Sistema Escolar Alamance-Burlington aplica todos los programas educativos, actividades de empleo y de admisión sin ningún tipo de discriminación basada en la raza, religión, nacionalidad o grupo étnico, color, edad, servicio militar, discapacidad o género, a excepción de aquellos casos donde la exención es apropiada o permitida por la ley." Preguntas o quejas al respecto deben ser dirigidas Mr. Emmet Alexander, Director de Servicios Estudiantiles del Sistema Escolar Alamance-Burlington, 1712 Vaughn Road, Burlington, NC 27215 (336) 570-6060.

### WOODLAWN MIDDLE SCHOOL MISSION STATEMENT

*Woodlawn Middle School staff, students, and parents, along with the school community, will provide a safe and healthy learning environment that fosters opportunities for high student achievement and prepares students to become productive members of a competitive, global society.*

### WOODLAWN MIDDLE SCHOOL MISSION MOTTO

***Dare To Be The Best!***

## WHERE TO GO FOR INFORMATION

Absences	Homeroom teacher
Change of Address	X. Franklin - Data Manager
Transferring Schools	C. Taylor or M. Kane - Guidance
Illness/Injury	K Newsholme- Nurse or Main Office
Sign-In or Sign-Out	C. Hopkins - Main Office
Late Arrival	X. Franklin - Data Manager
Lost and Found	C. Hopkins - Main Office
Personal Problems/Conflict Resolutions	C. Taylor or M. Kane - Guidance

## ACCESSING INFORMATION FROM HOME

Please visit our school website, <http://www.abss.k12.nc.us/wom> to see news about our school, information about school supplies, schedules, upcoming events, and many extras. In addition, remember that all teachers, administrators, and student support staff have web pages where you can find information about courses, assignments, projects, upcoming events, and/or other pertinent information.

## SCHOOL SCHEDULE

**Arrival:** Our school day is from 8:00 a.m.-3:15 p.m. Students who are car riders will NOT be allowed to enter the building before 7:30 a.m. **PLEASE DO NOT DROP OFF STUDENTS PRIOR TO 7:30 a.m.** After 7:30, sixth graders should report to the cafeteria; seventh and eighth graders report to the gym through the concession entrance.

**Dismissal:** Students who do not ride a bus should be picked up in the car rider circle in front of the main entrance by 3:45 p.m. each day. **STUDENTS WILL NO LONGER BE CALLED DURING AFTERNOON ANNOUNCEMENTS IN ORDER TO LEAVE. ALL CAR RIDERS MUST REPORT TO THE CAFETERIA FOR DISMISSAL.**

Our goal is to keep our students safe and well supervised. Many of our teachers and staff members are involved in after school activities, including clubs, athletics, and tutoring. We do not have adequate staff to supervise students who are not picked up by 3:45 p.m. All students still on campus after 3:45 will be brought inside and a parent will have to come in to get them.

## INCLEMENT WEATHER

In the event of inclement weather, please listen to local radio and television stations for information regarding school delays and closings. **DO NOT CALL THE SCHOOL.** Once a decision has been made to close or delay school that information is posted on the school system's website at (<http://www.abss.k12.nc.us/abss>) and is sent to designated media outlets. Additionally, a telephone message is sent out by the superintendent to all students and staff.

## PARENT-TEACHER ORGANIZATION (PTO)

Our PTO is very active and is very supportive of Woodlawn Middle School. Please get involved with this organization, as it is one of our primary means of supporting our students and our school. Membership dues are \$5 per household. Grandparents, aunts, uncles, cousins and all family friends are encouraged to join the PTO to show their support.

## CONFERENCES

Since teachers, counselors, and administrators are often unavailable for meetings not scheduled in advance, we encourage parents to make appointments for conferences with those individuals by calling the school's main office at (919)563-3222. If you have a question or concern about a classroom issue or incident, please contact the teacher before calling to speak to an administrator or to schedule a conference with an administrator.

## VISITORS

Parents and other legitimate visitors are welcome at Woodlawn. The safety of students and staff of Woodlawn Middle School is our top priority. In order to ensure the safety of all those on our campus, **ALL VISITORS MUST CHECK IN WITH THE OFFICE AS SOON AS THEY ARRIVE ON CAMPUS AND OBTAIN A VISITOR'S PASS** (proof of identification may be required).

## CAFETERIA/SCHOOL BREAKFAST AND LUNCH

### ABSS WELLNESS POLICY

ABSS has an initiative targeted at promoting healthy eating and active lifestyles for our students. As a part of that plan, **parents and friends are NOT allowed to bring fast food to school for students.** Our cafeteria provides students with a well balanced, nutritious breakfast and/or lunch each day. Students are allowed to bring lunch from home, but we do not allow soft drinks for students at lunch. Parents are invited to have lunch with their child(ren) any time during the school year. **Note: Foods from non-commercial sources are not allowed for student/classroom activities. All foods brought to school prior to lunch hour (other than student bringing his/her own lunch from home) are considered to be competing with Nutrition services and is not permitted by law** (from *ABSS Wellness Policy*).

Prices: Student Breakfast--Regular = \$1.50 Reduced = \$0.30  
Adult Lunch/Breakfast a la carte prices for all items

Student Lunch-- Regular = \$2.60 Reduced = \$0.40

**IMPORTANT:** Families are required to reapply for free/reduced lunch **every** year. If a new application is not submitted, the free/reduced lunch status from the previous year will end. Money may be deposited in a student's account by sending in cash or check, or by using a credit card and paying online (please visit the ABSS website for more information). Students without money for lunch will be allowed to eat a regular meal, but a balance will accrue which parents/guardian are responsible for paying.

**Please Note:** Students who owe money to the cafeteria or have other outstanding obligations to Woodlawn Middle School, will not be allowed to attend or participate in extracurricular functions. Students will not be allowed to try-out for extracurricular activities or participate in extracurricular or co-curricular activities that are not part of the regular instructional program (athletic competitions, etc...). Full participation will be restored once all obligations to the school have been fulfilled.

### PHONE USE/ STUDENT MESSAGES / DELIVERIES

The office telephone (919-563-3222) is for school business and may be used by students only in case of emergency and with the permission of the office staff, principal, or assistant principal. Students needing to stay after school for any reason should make all arrangements for transportation prior to reporting to school on the day in question.

In order to preserve instructional time, students **will not** be called out of class for a telephone call unless it is an emergency. A message will be given to your child as soon as possible. We do not interrupt instruction to deliver messages. We ask ALL parents to please refrain from calling or texting your student during the day. Any necessary communication should go through the Woodlawn Main office. ABSS policy requires that student cell phones be "off" during school hours. **Woodlawn Middle School will not accept Valentine's Day, birthday, or other special occasion deliveries. Balloons are not permitted on school buses.**

### ATHLETICS/EXTRACURRICULAR ACTIVITIES

Students at Woodlawn have many opportunities to participate in extracurricular activities. Interscholastic athletics are offered for 6<sup>th</sup>-8<sup>th</sup> grade students (State regulations prohibit 6<sup>th</sup> graders from participating in football) and all students are encouraged to do so. Students must meet state and local eligibility requirements in order to try out for a sports team.

#### Eligibility Requirements

- Students must be less than fifteen years of age on or before October 16 of the current school year. Once a student enters the sixth grade they have six consecutive semesters of eligibility.
- Students must maintain a passing grade in all four core subjects and one elective subject each semester. If a student is academically eligible or ineligible at the beginning of the semester, the status is retained for the entire semester.
- Students must be in attendance for 85% of the school days in each semester.
- Students must receive a medical examination once every 365 days by a duly licensed physician, nurse practitioner, or physician's assistant.

Contact Brent Haynes, Athletic Director, for more information concerning athletics and athletic eligibility questions.

### INJURIES/MEDICAL INFORMATION

If a student is injured at school, he/she must report the incident immediately to the nearest adult. An accident/injury report must be completed by office staff, and a parent/guardian will be notified. If a student becomes ill at school, he/she **will** be allowed to report to the office to contact a parent/guardian.

In order for students to take medication of any kind during the school day (prescription or over-the-counter), an *AUTHORIZATION OF MEDICATION FOR STUDENTS* form (available in the office) must be **completed AND signed by a doctor**. All completed authorization forms must be turned in to the main office along with the medication.

### **HEAD LICE CONTROL PROCEDURES**

The Alamance-Burlington School System has an established procedure to reduce the incidence of lice in schools. No student will be allowed to stay in school if head lice are found in his/her hair. This procedure is based on recommendations of the American Academy of Pediatricians and the National Association of School Nurses.

- a. If lice are detected the parent/guardian will be notified and written instructions will be given to the Parent/guardian regarding the head lice procedure and treatment.
- b. If only nits are detected, the student will remain in school and written instructions regarding treatment and removal of nits will be sent home with the student.

The parent/guardian must accompany the student to return to school. The student will be rechecked by the school nurse or trained school personnel. The student will not be readmitted to school if lice are detected. If nits are detected, the student will return to class and a “nits remain” letter will be sent home. Further monitoring may continue as needed.

Absences will be excused no more than three consecutive calendar days per incident. Students with repeated infestations will be referred to the school nurse/school social worker, who will determine appropriate interventions.

In an effort to control this problem, parents should conduct periodic checks of their own students at home. The school should be notified if lice are found. Students must not share combs, caps, and other personal items.

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT INFORMATION (FERPA)**

The Alamance-Burlington Board of Education designates the following as directory information: student’s name, participation in officially recognized school activities and sports, weight and height of members of athletic teams, dates of attendance, and the most recent previous educational agency attended by the student. Each year the school system will publish a list of what is designated directory information that will be released publicly when the information is requested or needed. Parents, guardians, or eligible students may refuse to allow the release of directory information by notifying the school in writing. This should be done during the first ten days after student enrollment.

## GRADING SYSTEM

Woodlawn Middle School uses the following grading system:

A - Excellent	(90-100)
B - Above Average	(80-89)
C - Average	(70-79)
D - Below Average	(60-69)
F - Failing	(Below 60)

## REPORT CARDS

Report cards are sent home with the students at the end of each nine week grading period. Parents should review the report cards carefully with their child. Progress reports will also be sent home.

### Progress Reports Issued:

September 13	November 22	February 14	April 24
October 4	December 18	March 6	May 15

### Report Cards Issued:

November 4	April 3
January 28	June 10

## COMPUTER/INTERNET POLICY

Internet and electronic mail (e-mail) access privileges are available, as appropriate, to students in the Alamance-Burlington School System. To use the Internet and email, students and their parents are required to sign the verification page from the *ABSS Student Code of Conduct* indicating that they have seen and will abide by the Acceptable Use Policy of the Alamance-Burlington School System. Please be certain to read the *ABSS Student Code of Conduct* with your child and return the signed form to your student's homeroom teacher. **Students without a signed form will not be granted access privileges.**

## STUDENT PLANNERS

Homeroom teachers will issue student planners to each student at the beginning of every 9-week grading period. The planner is Woodlawn Middle School property and must be surrendered to any staff member who makes a request. Failure to provide a planner when requested will be viewed as non-compliance and may be subject to disciplinary action and consequences in accordance to the student code of conduct.

The planner should be signed each week by a parent/guardian (it is the student's responsibility to have his/her planner signed by a parent/guardian). **Planners should NOT be signed in advance.** The planner is one way that teachers are able to communicate about student class work, homework, and/or behavior. Parents/guardians are asked to review the student planner daily if possible, but at least once weekly, with their student(s). Planners will be collected and parent/guardian signatures checked every Monday. Students are required to have their planners with them as they travel through the building during the day. **There will be a \$3.00 replacement charge for lost planners.**

## PROMOTION/RETENTION

Student promotion/retention decisions are based on the Alamance-Burlington Board of Education policy. Factors considered for promotion include, but are not limited to: classroom performance in relation to student's ability and/or exceptionality, chronological age, attendance, performance on state and local tests and potential success at the next grade level.

The State Board of Education policy includes statewide standards for promotion for each grade level. The standards ensure that students are working at grade level in reading and mathematics before being promoted to the next grade.

## TEXTBOOKS/BOOKS FROM MEDIA CENTER AND CLASSROOM LIBRARIES

State adopted textbooks may be issued to students on a loan basis in some classes. Students may also check out books from the school media center. In addition, teachers who have classroom libraries may also allow students to check out books from the classroom. Each student is responsible for the textbook assigned to him/her, as well as any books checked out by the student from the media center or a classroom library. If books are lost or abused beyond expected wear and tear, students will be required to pay the cost to either repair or replace the book(s).

### **SECTION 504 LEGISLATION/EC SERVICES**

Section 504 of the Rehabilitation Act of 1973, Federal Legislation, and Alamance-Burlington School Board Policy, mandate that every student receive a free and appropriate education. Some students may have physical or mental handicapping conditions that substantially limit their ability to learn and participate in school activities. If a student or parent believes the student has such a handicapping condition, the student's principal should be contacted. Questions or concerns relative to 504, Title II, or Title IX issues should be forwarded to the Executive Director of Exceptional Children's Division of the Alamance-Burlington School System the ABSS Administrative Offices, 1712 Vaughn Rd. Burlington, NC. Phone 336-438-4120.

### **ACADEMICALLY/INTELLECTUALLY GIFTED**

Parent and/or teacher referrals for screening for possible AIG services must be made in writing to the principal and/or the student's teacher before November 20, 2019.

### **ATTENDANCE**

Attendance at school is imperative for educational success. School attendance is required by state law for all children between the ages of seven (7) and sixteen (16). The primary responsibility for school attendance rests with students and parents/guardians. The Alamance-Burlington School Board seeks the full cooperation of parents in promoting good attendance and punctuality. Parents and legal guardians must ensure that students attend and remain in school daily. No person shall encourage, entice or counsel any child to be absent from school unlawfully.

The principal must assure adherence to attendance policies and regulations and notify parents of their responsibility under the Compulsory Attendance Law (G.S. 115C-378). Teachers must monitor and report student absences on a daily and class period basis and follow all rules and regulations concerning attendance.

#### **Tardiness - 4400.1**

A student shall be in his/her assigned area at the beginning of the school day and the beginning of each class or be recorded as tardy. A student who leaves school before the end of the school day, or who leaves class before the end of the class period, may be classified as tardy or absent depending upon the length of time missed. The Superintendent shall establish procedures to provide consistent consequences by grade level for excessive tardiness.

#### **Excused Absences - 4400.2**

A child may be temporarily excused from attendance at school due to sickness or other unavoidable causes as defined by the State Board of Education. The authority to excuse a student for a lawful absence shall rest with the principal or designee. The principal shall exercise his/her authority to excuse absences in a reasonable manner, keeping the best interest of the student in mind. Any absence not approved by the principal or his/her designee is an unexcused absence.

Permissible reasons for excusing an absence include:

1. Illness or injury which prevents the child from being physically able to attend school.
2. Quarantine, defined as isolation of the child as ordered by the Alamance County Health Department or by the State Board of Health.
3. Death in the Immediate Family. The immediate family generally includes grandparents, parents, brothers and sisters.
4. Medical, Dental, or Other Health Care Provider Appointments. when accompanied by a written excuse with the health care provider's signature or stamp. Whenever possible, such appointments should be scheduled during non-school hours.



5. Court or Administrative Proceedings at which the attendance of the child is required. Verification of required court attendance must be submitted to the appropriate school official.
6. Religious Observances, if the tenets of a religion to which a child or his parents adhere require or suggest the observance of a religious event. The parent/guardian or custodian must seek prior approval of the principal for such absences, and the approval should be granted unless the religious observance or the cumulative effect of religious observances is of such duration as to interfere with the education of the child.
7. Educational Opportunity, such as travel with a valid educational component. Prior approval from the principal/designee must be obtained at least 2 weeks in advance. If you plan to be out for this reason, an educational opportunity form must be completed (**See pg. 14 for required request form**).
8. Local School Board Policy: The principal or designee may excuse temporary or occasional absences for other reasons in accordance with local school board policies, provided that the student has been in attendance for at least one-half of a school day during the current school year.
9. Absence Related to Deployment Activities: Additional excused absences may be granted for a student whose parent or legal guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or immediately returned from deployment to a combat zone or combat support posting, for the purpose of visiting said parent or legal guardian.

Parents/guardians should provide a written note to the school within two (2) school days of the student's return to school.

### **Make-Up Work - 4400.3**

When any absence occurs, whether excused or unexcused, the student is expected to obtain and make up missed work. Students shall be allowed to make up work from an excused absence without penalty within reasonable limitations. The superintendent shall develop procedures to implement this policy for each grade span. It is the responsibility of the student and their family to inquire about any work missed as the result of an absence.

### **Excessive Absences - 4400.4**

In compliance with the compulsory attendance law (G.S. 115C-378), attendance letters are generated upon three (3), six (6), and ten (10) cumulative unexcused absences in a year. The Superintendent shall establish consistent procedures at each grade level for referring students who receive attendance letters to the Student Services Team (SST). The SST will attempt to conduct student/parent conferences after six and ten cumulative unexcused absences in order to develop intervention plans designed to improve student attendance.

Excessive absences may be considered in promotion decisions for students in grades K-8 as determined under Policy 3000, Student Promotion and Accountability.

## **LEAVING SCHOOL EARLY**

When absolutely necessary, a parent/guardian may check his/her child out of school for medical or dental appointments, for illness/injury of the student, or other reasons as approved by the administration. **Students may not be checked out between 2:30 and the end of the regular school day. If a child has an appointment scheduled for 2:30 or later, the child should be picked up before 2:30.** A note with the reason for leaving school early, the date and time the student will be leaving, as well as the name of the person picking the student up is required for students to sign out. If anyone other than the parent or legal guardian needs to sign a student out of school, that person's name **MUST** be in school records for the student as an emergency contact, and the school must be able to contact the parent/guardian by phone to verify consent. Anyone who signs a student out of school will be required to sign and date the school log, and to provide the student's name, parent's/guardian's name, and a correct phone number for the parent/guardian. For the safety of our students, if the school cannot reach a parent/guardian by phone to verify notes or that another adult is permitted to sign a student out of school, we will not allow the student to leave.

**Leaving school early is considered the same as signing in late or being tardy.** Leaving school early more than once will be treated the same as signing in late/being tardy, and the defined tardy policy will go into effect.

## TARDY POLICY

Students reporting to school tardy, in a given 9-week period, will be subject to the following consequences. Exceptions may be made by the principal with proper documentation.

- a) Tardies 1 and 2-verbal warning
- b) 3<sup>rd</sup> tardy-verbal and written warning to student and family
- c) 4<sup>th</sup> tardy-lunch detention (Student and parent will receive verbal and written notice)
- d) 5<sup>th</sup> tardy-lunch detention and conference (parent and student) with Student Services Team
- e) 6<sup>th</sup> tardy or repeated tardies within a 9-week period may result in In-School Suspension

## DISCIPLINE & THE ABSS STUDENT CODE OF CONDUCT

The *Alamance-Burlington Student Code of Conduct* is distributed to students each year, in addition to the rules and regulations of Woodlawn Middle School. The *ABSS Student Code of Conduct* addresses the conduct of all students system-wide in a general manner. Students are responsible for knowing and understanding all behavior expectations, and for following all of the rules outlined in the *Code of Conduct*. Failure to comply with the Code of Conduct will result in disciplinary action. A failure on the part of the student/family to know the behavioral expectations does not absolve them from being held accountable. In addition, we expect students to abide by the rules and expectations of the teachers, staff, and administration of Woodlawn Middle School at all times. Students who are disruptive to the learning and instruction of the classroom will be removed so that others may learn.

Students and their parents are required to sign the verification page from the *ABSS Student Code of Conduct* indicating that they understand and will abide by the rules and the policies of the Alamance-Burlington School System as well as the rules and expectations of Woodlawn Middle School. **Please be certain to read the *ABSS Student Code of Conduct* with your child and return the signed form to their homeroom teacher.**

The following list highlights some of the most important expectations for Woodlawn as well as several rules that are more specifically addressed in the *ABSS Student Code of Conduct*:

1. All students are expected to use good manners and show respect for all adults, their classmates and themselves.
- 1) Students are expected to be prepared and on time for school and for each class every day. Students must arrive to all classes with necessary materials (paper, pens/pencils, textbooks, planner, PE uniform, etc...).
- 2) Talking is not permitted during announcements. Students are asked to stand for the Pledge of Allegiance.
- 3) Gum, snacks, soft drinks, candy, and other food/drink items not purchased in the Woodlawn cafeteria, or provided by a teacher for an educational activity, are not permitted.
- 4) Woodlawn students are not allowed on Eastern High School property unless they are participating in a class activity and are supervised by a teacher (ex. PE students using EHS facilities for PE activities, supervised by a teacher). If a student has a valid reason to be on Eastern's campus, permission must be granted by the administration from both schools. A written note from a parent/guardian must be submitted to an administrator and approved prior to being on Eastern's campus.
- 5) Students should not bring large sums of money or any valuable items to school. **WOODLAWN MIDDLE SCHOOL and ABSS are NOT LIABLE for stolen or lost money/property of students.**
- 6) Radios, MP3 players, electronic games, cell phones, cameras, headphones, beepers and other personal electronic equipment are not allowed while students are in the building/in class/participating in school related activities. Items seen/heard/displayed will be confiscated (*ABSS Student Code of Conduct* Rule #8). **Confiscated items may ONLY be picked up from the main office by a parent/guardian between 3:30 p.m. - 4:30 p.m.**
- 7) Threatening other students, selling items, or extorting money or property is prohibited. Students who are victims of such acts are encouraged to report to teachers, administrators, or the School Resource Office so that definite action can be taken (*ABSS Student Code of Conduct* rules #10, 11, 15, 20).
- 8) School is not the place for outward signs of affection. Students are not permitted to hold hands, kiss, and put arms around each other or to show any other obvious displays of affection. (*ABSS Student Code of Conduct* rule #6).

## DISCIPLINE PROCEDURES

Before a student is referred to the administration for a discipline issue, teachers are expected to have made contact with the parents/guardians of the student. Anytime a student is referred to the school administration, it becomes an administrative matter. The administration will use appropriate intervention strategies for dealing with the matter. Disciplinary actions will include, but are not limited to, administrative warning, notification to parents/guardians, Lunch Detention (LUD), assignment to In-School Suspension (ISS), or Out-of-School Suspension (OSS), depending on the offense for which a referral is made.

### NON-ROUTINE DISCIPLINE ISSUES

The following **non-routine** disciplinary issues will be dealt with by the administration:

- |                            |                               |
|----------------------------|-------------------------------|
| 1. Drugs, Alcohol, Tobacco | 2. Fighting/Assaults          |
| 3. Theft, Stealing         | 4. Vandalism, Property Damage |
| 5. Weapons                 | 6. Profanity                  |
| 7. Sexual Harassment       | 8. Gambling                   |

All non-routine discipline matters will be dealt with immediately. **Non-routine discipline issues may result in immediate placement on Out-of-School Suspension (OSS).** The Alamance County Sheriff's Department may also be involved.

### OUT-OF-SCHOOL SUSPENSION

Students who are placed on out-of-school suspension **may not be on the Woodlawn Middle School campus or on any ABSS campus during the time of the suspension.** Students who are OSS may not attend any school sponsored functions nor participate in or practice for any athletic, cultural arts, or other extra-curricular activity of the school.

### ABSS BULLYING AND HARASSMENT POLICY

As used in Board Policy, bullying or harassing behavior is any pattern of gestures or written, electronic, or verbal communications, or any physical act or any threatening communication that takes place on school property, at any school-sponsored function, or on a school bus, and that:

Places a student or school employee in actual and reasonable fear of harm to his or her person or damage to his or her property; or

Creates or is certain to create a hostile environment by substantially interfering with or impairing a student's educational performance, opportunities, or benefits.

A hostile environment means that the victim subjectively views the conduct as bullying or harassing behavior and the conduct is objectively severe or pervasive enough that a reasonable person would agree that it is bullying or harassing behavior.

Bullying or harassing behavior includes, but is not limited to, acts reasonably perceived as being motivated by any actual or perceived differentiating characteristic, such as race, color, religion, ancestry, national origin, gender, socioeconomic status, academic status, gender identity, physical appearance, sexual orientation, or mental, physical, developmental, or sensory disability, or by association with a person who has or is perceived to have one or more of these characteristics. Any student who believes that he or she has been bullied or harassed in violation of this policy should report such behavior immediately to a teacher, counselor or administrator at his/her school. Retaliation against any person who reports harassment or bullying is prohibited. Students should refer to Board Policy 4120 for more information about reporting bullying behavior.

Parents are encouraged to communicate any concerns of bullying to school employees at the time of the incident.

## **ABSS MIDDLE SCHOOL DRESS CODE POLICY**

According to research by the National Association of Secondary School Principals (NAASSP), a school dress code:

- Greatly affects student academic performance and their interaction with other students
- Positively affects classroom discipline and decreases disruptions
- Improves school climate by decreasing the negative effects of peer pressure
- Increase school spirit and pride

**National School Safety and Security Services** stresses that dress codes play a significant role in reducing security threats and improving school safety. Knowing that a safe and orderly environment is the mark of an effective and successful school, our system has developed a dress code for all middle school students. The dress code provides specific expectations for safety and appropriate professional dress in the educational environment. In cooperation with this effort, please use these guidelines in selecting your wardrobe for your student:

### **ACCEPTABLE DRESS**

- Must wear school appropriate clothing and accessories.
- Hair accessories (appropriate) are permitted for girls only.
- Hats and hoods permitted only outside the building.
- Clothing must fit and be worn appropriately
- Clean clothing which is in good repair and size appropriate
- Shirts must have a sleeve and the opening must be appropriate in size.
- Pants must be worn at the waist.
- Shorts/Skirts/dresses/slits in dresses must be at midthigh or lower.
- If wearing leggings, an outer garment must come to midthigh.
- Wear shoes which are appropriate for school.

### **UNACCEPTABLE DRESS**

- No headgear of any type, (including but not limited to: bandanas, hats, hoods, sunglasses), in the building.
- No shirts hanging off the shoulders
- No bare midriffs, spaghetti straps, halter tops, see through, mesh, or sheer tops through which undergarments can be seen.
- No low-cut blouses/shirts/tops or extremely tight tops, tube tops, or any top that exposes cleavage.
- No sagging pants.
- Leggings, Jeggings & yoga pants are not considered appropriate, unless they are covered by a dress, skirt, or shorts that meet dress code requirements.
- No clothing or jewelry may be worn with suggestive or questionable language or drawings. (some examples may include, but not limited to the following: graffiti, gang related symbols, racial, ethnic, and/or sexual slogans or innuendos, tobacco products, pictures or language about alcohol, violence, weapons, drugs, language that is blatant disrespect of others' beliefs, or images deemed offensive or not in good taste).
- No pajamas/bedroom slippers.
- No holes in pants that expose skin or undergarments mid thigh or higher unless wearing something underneath which covers exposed skin.
- No accessories that could be used as a weapon.
- No temporary body art, face paint, writing or drawings on the body.

**The final decision concerning the appropriateness of clothing will be made by the school administration.**

### **Consequences:**

1<sup>st</sup> Time – Verbal Warning & Required to Change Clothes

2<sup>nd</sup> Time – Written Warning & Parent Contact along with Required to Change Clothes

3<sup>rd</sup> Time – Required to Change Clothes & Lunch Detention

4<sup>th</sup> Time – Required to Change Clothes & Assigned In-School Suspension – 1 day

5<sup>th</sup> Time – Required to Change Clothes & Assigned In-School Suspension – 2 days

6<sup>th</sup> Time – Repeated offenses may result in further consequences.

**Note:** Exceptions may apply to students participating or taking part in student related activities/functions and other activities approved by school administration.

### **DUE PROCESS**

All students shall be afforded minimal due process rights in all matters that may impact on their person, record, welfare, and/or status. Minimal due process rights shall include:

- 1) The right to be forewarned that certain acts or omissions shall bring forth certain consequences.
- 2) The right to be informed of the charges and reasons for them.
- 3) The right to state his/her position and/or response to the responsible school staff member.

A Due Process form is located on the last page of this handbook. This form must be signed by student and parent/guardian after reading this handbook and returned to school where it will be kept on file in the main office.

**Students who do not return completed Due Process signature forms will NOT be allowed to participate in extracurricular/co-curricular activities.**

### **SCHOOL BUS TRANSPORTATION**

Riding the school bus is a **privilege**, not a right. The safety of our students and bus drivers is dependent on the cooperation and good conduct of each passenger, and a primary focus of our school. Therefore, all the rules of our school and the school system apply to bus situations, and the driver carries the responsibility of maintaining order and safety on his/her respective bus. Students will be suspended from riding the bus for delaying the bus schedule or for violating any rules in the *ABSS Student Code of Conduct*. Parents will be contacted/sent a copy of the bus referral. If a student is suspended from riding the bus, it is the parent's responsibility to provide transportation to and from school. A failure to report to school as the result of a bus suspension will be considered an unexcused absence. Students who are suspended from the bus must be picked up by 3:30. A bus suspension is not considered a suspension from school.

Transfer students (students who reside outside of the Woodlawn school zone) may not ride yellow school buses to or from school. Students must have written approval from an administrator in order to ride any school bus other than their assigned bus, and will only be granted in very rare situations. A parent/guardian note to ride a school bus, other than the one assigned to the student, will not be honored and the student will be required to ride their own bus.

Items too large to be stored under the seat on a bus are not permitted (ex. Band instruments; large projects for class). Balloons are not permitted on a school bus.

### **GARRETT'S LAW**

On July 17, 2004, Governor Easley signed Senate Bill 444, referred to as "Garrett's Law." This law mandates at the beginning of every school year local Boards of Education shall ensure that schools provide parents and guardians with information about meningococcal meningitis, influenza and their vaccines. Beginning July 2007 information about Human Papillomavirus (HPV) and the HPV vaccine will also be provided. This vaccine is available for females and may prevent certain diseases and cancers. Copies of this information are available in the office. Additional information on the diseases and the vaccines can be found at [www.cdc.gov](http://www.cdc.gov) , [www.immunizenc.com](http://www.immunizenc.com) , [www.acha](http://www.acha) or [www.immunizationinfo.org](http://www.immunizationinfo.org).

## Parent/Guardian Request for Educational Leave

I, \_\_\_\_\_, the parent/guardian of \_\_\_\_\_ am requesting the dates listed below to be counted as excused absences due to the educational experience our student will receive during this time. I understand that attendance at school is vital to the success of our student, and will therefore do all we can to make sure the learning of our student continues while away from school.

**Date(s) of Absences:** \_\_\_\_\_  
 \_\_\_\_\_

Parents are to complete the table below, outlining activities that will be conducted during the time away from school, and their connection to the standards in one of the courses of study as outlined by the North Carolina Department of Public Instruction.

Standard	Connection to Educational Leave
<i>(sample)</i> 6.G.A.1	<i>Each day, student will plot the routes walked on a map of our visit and calculate the area covered by the walk.</i>

The following links provide the standards for each grade level and content area where educational connections can be made.

- <http://www.corestandards.org/Math>
- <http://www.corestandards.org/ELA-Literacy>

**IMPORTANT:** ALL requests must be made two (2) weeks prior to the initial date of absence, and must be submitted to a member of the Woodlawn administrative team. Failure to meet submission guidelines will result in absences being coded as *unexcused*.

*Below is for office use only*

Date of submission: \_\_\_\_\_

Initials of Person Receiving: \_\_\_\_\_

**Please Sign and Return**

**DUE PROCESS FORM**

August 27, 2019

Dear Parent and Student:

Your signature below indicates that you have received a copy of the Woodlawn Student-Parent Handbook for 2019-2020 and that you have read and discussed the information in this handbook together. Please return this signed and completed form to the homeroom teacher tomorrow. **This signed form must be on file before your child can attend any extracurricular activity.** We would ask each of our families to become familiar with the information in this handbook, as well as the *ABSS Student Code of Conduct*, which will help everyone to have a safe and productive school year. Thank you.

HOMEROOM TEACHER\_\_\_\_\_

DATE\_\_\_\_\_

STUDENT NAME (Printed)\_\_\_\_\_

STUDENT SIGNATURE\_\_\_\_\_

PARENT NAME (Printed)\_\_\_\_\_

PARENT SIGNATURE\_\_\_\_\_