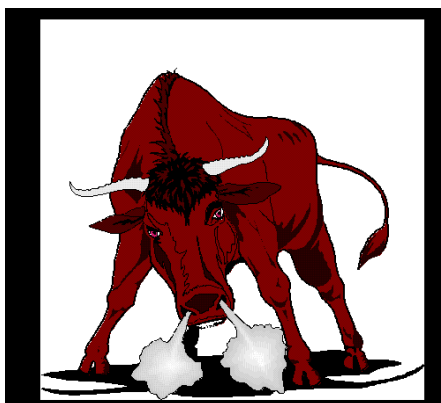


# **Woodstock Middle School's Student/Parent Handbook 2024-2025**

Dear Students, Parents, and Guardians,

Welcome back to Woodstock Middle School. The entire Woodstock Middle staff is looking forward to sharing their love for teaching and learning with you and your child(ren). We believe all children can achieve through excellence. It takes a partnership between home and school to ensure all students perform at their optimal levels. Woodstock Middle School continues to strive towards academic excellence and social development. Help us achieve our goals for our children. Together we will make history as we work to support our school's vision, "Excellence through Achievement."



## **Home of the Aggies**

5885 Woodstock Cuba Rd  
Memphis, TN 38127  
Main Office: (901) 416-4180  
School Fax: (901) 416-4182

School Mascot: Aggie  
School Colors: Red/Black/White  
School Hours: 7:15 A.M.– 2:15 P.M.

**Mr. Willie Bolden, Principal**  
[Boldenw1@scsk12.org](mailto:Boldenw1@scsk12.org)

Mrs. M. Ewing-Carodine, Asst. Principal  
Mrs. Y. Sherrod, PLC Coach  
Mrs. S. Jackson, Professional School Counselor

## Woodstock Middle School's Student/Parent Handbook 2024-2025

<b>WMS Mission, Vision, &amp; Expectations</b>
<b>Parents' Right to Know</b>
<b>Family Engagement Plan</b>
<b>Parent-School Compact</b>
<b>WMS Uniform Policy</b>
<b>Woodstock Middle School Rules and Regulations</b> <ul style="list-style-type: none"><li>a. School Hours</li><li>b. Arrival and Dismissal</li><li>c. Check In</li><li>d. School Attendance</li><li>e. Accidents &amp; Illness</li><li>f. Chronic Illness</li><li>g. Medication</li><li>h. Withdrawal of Students</li><li>i. Parent Conferences</li><li>j. Lunch Program</li><li>k. Announcements</li><li>l. Telephone Messages</li><li>m. Materials Delivered to the Office for Students</li><li>n. School Volunteers</li><li>o. Laptop/Textbooks/Library Books</li><li>p. Food Items</li><li>q. Lockers</li><li>r. Fire, Tornado, &amp; Earthquake Drills</li><li>s. Inclement Weather</li><li>t. Field Trips</li><li>u. Library/Media Center</li><li>v. Lost and Found</li><li>w. Guidance</li><li>x. Parent Teacher Organization (PTO)</li><li>y. School Visitors</li><li>z. Unnecessary Items</li><li>aa. Student Discipline</li><li>bb. Participation in After School Activities</li><li>cc. The Jaguar Affirmation</li></ul>
<b>School Rules / Expectations</b>
<b>School-wide Behavior Expectations</b>
<b>Definitions of Major Behaviors</b>
<b>Out-Of-School Suspensions</b>
<b>Student Code of Conduct</b>

## Woodstock Middle School's Student/Parent Handbook 2024-2025

<b>Student Conduct on School Buses - Policy 6050</b>
<b>Harassment/Intimidation/Bullying/Cyberbullying – Policy 6046</b>
<b>Cell Phones/Personal Communication Devices – Policy 6024</b>
<b>Attendance and Excuses – Policy 6014</b>
<b>Grading System for Grades 6-12 - Policy 5015</b>
<b>Interscholastic Athletics – Policy 6051</b>
<b>Textbooks and Instructional Materials – Policy 6029</b>
<b>School Fees and Debts - Policy 6047</b>
<b>Academic Notes</b>
<b>a. Report Cards</b>
<b>b. Progress Reports</b>
<b>c. Homework</b>
<b>d. Nine-Week Exam</b>
<b>e. Academic Honors</b>
<b>f. National Honors Society</b>
<b>Safety Nets</b>

## **Shared Vision and Mission**

# ***Excellence Through Achievement***

*We are Woodstock!*



## **Mission Pillars and Expectations:**

- ***Academic Excellence***
  - 95% daily attendance/ Less than 10% chronic absenteeism
  - 80% of students on the honor roll
  - 80% achievement rate on TCAP
  - 100% growth on TVAAS
- ***Social and Cultural Enrichment***
  - Less than 10% suspension rate
  - 2 school-wide social events
  - 2 school-wide cultural events
- ***Community/Parental Engagement***
  - Active PTA
  - 2 school-wide parental/community events
- ***College & Career Readiness***
  - Every student tour a college campus
  - Every student tour a CTE center

## **Woodstock Middle School's Student/Parent Handbook 2024-2025**

### **Parents' Right-To-Know**

***ALL parents have the right to request the following:***

- \*A teacher's professional qualifications, licensure, grade(s) certification, waivers
- \*A teacher's baccalaureate and/or graduate degree, fields of endorsement, previous teaching experience
- \*A paraprofessional's qualifications
- \*An assurance that their child's name, address, and telephone listing is not released to military recruiters

***ALL parents will receive information on the following:***

- \*Their child's level of achievement on each of the state's academic assessments

# Woodstock Middle School's Student/Parent Handbook 2024-2025

## Woodstock Middle School 2024-2025 Family Engagement Plan

Each year, federal law requires schools receiving Title I funds to create a Family Engagement Plan to encourage parents and family members to get involved in their child's education.

Woodstock encourages on-going parental involvement in our educational process. We have jointly developed with our parents a written Family Engagement Plan. Our School Level Family Engagement Plan has established the expectations for parent involvement. We believe that all children have the right to earn a high-quality education.

To ensure that our parents participate in the development and implementation of the schools' program, Woodstock Middle School will encourage parents to do the following:

- **Serve** in the decision-making process by participating in Site Based Leadership Committee and PTO.
- **Attend** team level meetings, parent conferences, programs, and PTO meetings.
- **Volunteer** participation in academic, extracurricular, and co-curricular activities.
- **Develop** jointly with school staff a school-parent compact.
- **Participate** in the planning and development of the Tennessee School Improvement Plan.

The administrators, faculty and staff will provide a strategic plan and implement Title I requirements according to the guidelines set forth in the law, which include the following:

- **Convene** annual meetings at flexible times where all parents are invited. Meetings will be held in the morning and evening.
- **Provide** parents with timely information about Title I requirements, our school's participation in Title I, and the rights of parent's involvement at school.
- **Allow** parents to observe school programs
- **Schedule** a flexible number of meetings to inform parents of student progress.
- **Provide** a description and explanation of the curriculum, academic assessments, and proficiency levels of every child.
- **Encourage** parents and students to join our local PTO and attend Title I Meetings/Professional development opportunities provided during flexible times.
- **Encourage** parents to attend all Open House and Family Night Events which address the curriculum, assessments, and the performance levels of our students.
- **Involve** parents continuously in the planning, review, and improvement of programs for parental involvement, including possible revisions to the School's Family Engagement Plan.

To ensure that our parents participate in the development and implementation of the school's program, we will do the following:

- **Provide** opportunities for regular parent meetings to keep parents informed about school programs, activities, and progress, as well as receive recommendations from parents.
- **Provide** various means of communication to parents on a continuous basis (e.g., WMS Newsletter, school calendar, flyer, school website, School Messenger, Parent Resource Center, etc.)
- **Conduct** Parent-Teacher Conferences to allow parents an opportunity to chart their child's academic progress and discuss any issues with the teacher. WMS supports an Open Door Policy.

# Woodstock Middle School's Student/Parent Handbook 2024-2025

## Woodstock Middle School 2024-2025 Parent – School Compact

*This compact was jointly developed by Woodstock Middle School, parents, and students. This agreement outlines how parents, school, and students will share the responsibility for improving student academic achievement and how the school and parents will develop a partnership to help children achieve the State's high standards.*

### **Parent/Guardian Agreement**

***As the overseer of my child's future, I agree to:***

- *Prioritize time spent at home to focus on completion of homework.*
- *Utilize available resources (public library, museum, etc.) to assist my child with learning and assignments.*
- *Ensure that my child attends school on time daily.*
- *Support my child's learning by using the television/internet as an extension of learning as opposed to solely using it for entertainment and promote positive use of extra-curricular time.*
- *Communicate with teachers through parent/teacher conferences, telephone, and email.*
- *Respond promptly to communication and progress reports sent by the school.*
- *Be available to volunteer and participate in school activities.*
- *Attend school meetings centered around student achievement (ex: Open House, Data Night, etc.)*

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***Signature***

### **Student Agreement**

***My education is important to me; therefore, I agree to:***

- *Come to school prepared to learn and have the required materials for learning.*
- *Designate time at home for homework and study.*
- *Put forth my best effort in all subjects.*
- *Complete classroom assignments, projects and homework in a timely manner.*
- *Respect other students and adults just as I want to be respected.*
- *Follow classroom, school and district policies and procedures.*

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***Signature***

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***Homeroom***

### **Teacher Agreement**

***We realize the future of our country lies in our hands; therefore, we agree to:***

- *Provide meaningful homework assignments for students.*
- *Participate in on-going communication with parents, including frequent student progress reports.*
- *Hold parent/teacher conferences at various times.*
- *Provide motivational and engaging activities to enhance student understanding;*
- *Respond in a timely manner to parents' concerns, questions and suggestions;*
- *Provide information regarding curriculum assessments, measurements and student expectations*

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***Signature***

### **School Agreement**

***Knowing that I have been entrusted with the educational process of this school, I agree to:***

- *Provide high-quality curriculum and instruction in a safe, supportive and effective learning environment that allows for positive communication between the teacher, parent and student.*
- *Give parents reasonable access to staff, to volunteer and participate in school events.*
- *Provide at various times materials, training, meetings and conferences to help parents work with their child to improve their achievement.*
- *Ensure teachers and staff participation in research based high-quality professional development.*
- *Organize parent involvement programs and activities.*

Willie Bolden  
***Principal's Signature***

# Woodstock Middle School's Student/Parent Handbook 2024-2025

## WOODSTOCK MIDDLE SCHOOL UNIFORM POLICY - SCS 6021

**Students at Woodstock Middle School are to wear school uniforms.**

*The school administration reserves the right to determine whether the students' attire is within the limits of decency, modesty, and safety.*

**Tops - Students will only wear White, Red, or Black Polo Style shirts as the official uniform shirt.** Shirts, blouses, and dresses must have sleeves and must completely cover the abdomen, back, & shoulders. Shirts or tops must cover the waistband of pants, shorts, or skirts with no midriff visible. Low-cut blouses, shirts, or tops or extremely tight tops, tube tops, or any top that exposes cleavage are prohibited. Shirts, blouses, and tops must be no longer than waist-length. If t-shirts are worn underneath the uniform shirt, they must be black, red, or white.

**Bottoms - Student bottoms will ONLY be black, navy blue, and/or khaki/tan.** Pants must fit at the waist and not be oversized or undersized (e.g., **baggy pants, sagging pants, tights, or pants made of spandex are prohibited**). Skirts, dresses, and shorts must be no shorter than four (4) inches above the knee. Denim jeans are not allowed unless given permission by administration. **No denim material may be worn as standardized dress/uniform clothing.**

### **Shoes**

- Shoes may not have heels higher than one and one-half (1.5) inches. Shoes with rollers/wheels are prohibited. If sandals are worn, they must have a heel strap.
- House shoes /slippers/slides and/or flip flops are NOT acceptable.

**Jackets - Light jackets, vests, sweaters, and/or cardigans designed for cooler weather** must comply with the uniform colors (Solid White, Khaki/Tan, Black, Red, or Navy Blue). As a safety precaution, **hoodies are NOT permitted.**

Prohibited Items: (1) hoodies, (2) backpack/bookbags, (3) large, long and/or heavy chains; (4) studded or chained accessories; (5) sunglasses, except for health purposes; (6) sleepwear, pajamas, and/or blankets; (7) skin-tight outer materials such as spandex; (8) facial jewelry (including tongue piercing); (9) wristbands; (10) head bands/head scarf/bandana (**Except black**).

NOTE: Any student not attired in accordance with the policy shall be directed to correct the violation or said student may be referred to in-school suspension (ISS) for the day. Repeat offenders shall be subject to additional measures which include parent conferences, in-school suspension, and out-of-school suspensions as described in the district-wide discipline policy. **All standardized dress/uniform clothing must be plain, without any visible manufacturer's logos, brand names, pictures, or insignias.**



## Woodstock Middle School's Student/Parent Handbook 2024-2025

### **WOODSTOCK MIDDLE SCHOOL'S RULES AND REGULATIONS**

**SCHOOL HOURS:** School hours are from 7:15 a.m. until 2:15 p.m. Students are to be in their classrooms when the tardy bell rings at 7:15 a.m. Students that enter the school later than 7:30 a.m. must be signed in by a parent/guardian. Frequently, students are at school well before 6:45 a.m. and after 2:30 p.m. ***No adult supervision is provided at these times.*** Please be aware that the safety of your child is at risk each time he/she is left unsupervised before and after school. We strongly urge parents to make arrangements for the timely drop-off/pick-up for your child.

**ARRIVAL AND DISMISSAL:** School begins at 7:15 a.m. The cafeteria will be open at 7:00 a.m. for students desiring to eat breakfast. Bus riders, walkers, or students being dropped off by parents are to enter through the cafeteria doors only and proceed through the metal detectors. Students will remain in the cafeteria until they are dismissed to report to homeroom. Students should not be in the hallways before or after school without permission and adult supervision. Students will report to their lockers and/or restrooms prior to them reporting to homeroom. ***Students will be dismissed each day at 2:15 p.m. Students should be completely off campus by 2:30 p.m., unless accompanied by a teacher/school sponsor for a specific activity.***

**Please schedule doctor and dental appointments outside of school hours.** If this is not possible, please do not check the student out before 11:30 a.m. This keeps your child from losing credit for a day's attendance. **Parents must report to the attendance office with a state issued picture ID to check their student(s) out.**

For our students' safety, teachers will not release any student to anyone who has not obtained clearance from the attendance and/or main offices. In addition, *students will not be released to adults not listed on the student data sheet/ PowerSchool SMS.* Any adult coming to check a child out **MUST SHOW VALID STATE IDENTIFICATION.** NO EXCEPTIONS!!!

**CHECKING IN SCHOOL AFTER 7:30 A.M.** - A parent or guardian must accompany students checking in after 7:30 a.m. Students checking in after 7:30 a.m. without a parent will receive a parent conference. Continuous violations will result in progressive discipline. Students checking in late are considered unexcused apart from submitting formal documentation of the following: doctor, dentist, court, death in the immediate family or other circumstances as aligned with district policy.

**SCHOOL ATTENDANCE** – All students are expected to attend school on each day that school is officially in session. ***Students missing 10 consecutive days of school will be dropped/withdrawn from PowerSchool SMS.***

Only the following reasons will be considered for excused absences:

1. Illness or hospitalization of student.
2. Death or serious illness within the student's immediate family.
3. When the student is officially representing the school in a school-sponsored activity.
4. Approved special and recognized religious holidays regularly observed by people of their faith.

## Woodstock Middle School's Student/Parent Handbook 2024-2025

5. Legal court summons not because of the student's misconduct.

**ACCIDENTS AND ILLNESS:** If a student is injured or becomes ill at school, we will make him/her comfortable and then call parents immediately. If the parent cannot be reached, we will attempt to contact the emergency number(s) listed on the registration form/ PowerSchool SMS. **Be sure to update any changes in phone numbers, contacts, and/or addresses in the main office, as the year progresses.** Please remember that seriously ill students cannot remain at school. **In the event we cannot reach you via the numbers provided, we may be forced to call 911.**

**CHRONIC ILLNESSES:** Please inform school officials if your child has any of the following: chronic illnesses such as asthma, rheumatic fever, diabetes, allergies, etc. Please provide written instructions to keep on file should an emergency arise. Please provide written documentation when your child is absent/tardy due to chronic illness.

**MEDICATION:** If your child receives medication at school, all medication must be brought to the main office by the parent (not the child), **with written directions from the physician, which indicate the frequency and dosage of the prescribed medication.** The medicine must be in the original container prepared by the pharmacist. At the time the medication is brought to school, a completed medical authorization form, signed by the physician & parent, **MUST** be provided before the medication can be taken/administered. Medication can only be dispensed through the main office. Unless approved by the principal, **students may not have ANY medication in their possession during the school day.**

**WITHDRAWAL OF STUDENTS:** If a student moves out of Woodstock Middle School's Zone and must withdraw from school, please call or come by the school a few days before the withdrawal to facilitate the prompt completion of the necessary paperwork. All student textbooks/library books **MUST** be returned, and all school fees/fines must be **paid in full. No checks are allowed.** Please provide exact change.

**PARENT CONFERENCES:** Conferences are encouraged and welcomed by the faculty. **Please call the school secretary in the main office to schedule parent-teacher conferences.** Teachers cannot be interrupted during class time for unscheduled conferences. The district has established specific times designated as parent/teacher conferences days each school year. Parents are encouraged to meet with their children's teachers on these days, as well as throughout the school year. Appointments must be made in advance by the parent to conduct parent-teacher conferences. These conferences will occur during the teachers' planning times and should be confidential. All parties **MUST** be respectful. Conferences will be terminated due to disrespect, profanity, threat, loud talking, etc.

**LUNCH PROGRAM:** All students will receive free breakfast and lunch each day.

**ANNOUNCEMENTS:** Public address (PA) announcements will be made during the homeroom period and at the end of the day. Announcements will not be made for personal items lost by students.

**TELEPHONE MESSAGES:** Telephones in the school office are for school business only and are not available for personal use, except in the case of an emergency. Students will not be called from classes to answer the telephone. **Except in emergency cases, we encourage parents not to call the office and ask that messages be given to their children. Only emergency messages will be delivered by the principal or designee to students.**

## Woodstock Middle School's Student/Parent Handbook 2024-2025

**MATERIALS DELIVERED TO THE OFFICE FOR STUDENTS:** When students arrange to have something delivered to the main office from home, it is their responsibility to pick it up. **The main office personnel will inform students of deliveries, including but not limited to** (student lunches, textbooks, athletic gear, homework assignments, academic projects, articles of clothing, etc.)

**SCHOOL VOLUNTEERS:** Parents who are interested in becoming school volunteers should call the school and ask for the principal and/or leave your name and telephone number with the main office secretary. The Family Engagement Specialist and/or a member of the school's administrative team will contact you concerning your area of interest. Parental involvement is always welcomed and appreciated. Background checks are required for ALL volunteers, including chaperones. Please review MSCS Policy #7010 on Volunteers for additional information regarding volunteering.

**LAPTOPS, TEXTBOOKS, LIBRARY BOOKS, ETC.:** Students are responsible for all laptops, textbooks and library books issued during the school year. **Parents must pay for all lost or damaged books.** Laptops and textbooks should be covered to protect them from damage during the school year. Laptops and textbooks are very costly, and students/parents will be responsible for paying the cost to replace them.

**FOOD ITEMS:** In order to maintain the beauty of our building, no food items of any kind are allowed outside of the cafeteria. ***This includes candy, gum, chips, takis, sunflower seeds, and sodas.*** If these items are seen in classrooms or halls, they will be taken and discarded. Please encourage your child to only eat and drink in the cafeteria.

**LOCKERS:** Lockers are available for free to all students. **Students should not give their combination/key to other students.** Lockers are school property and may be opened by authorized personnel at any time. It is the students' responsibility to keep the locker locked at all times and to immediately report locker problems to their homeroom teacher and/or school administration. The school is not responsible for items that are stolen from a students locker. Students will have designated times to enter their locker.

**NOTE: Entering lockers at unauthorized times, hanging out at the lockers, and failure to abide by teachers' directions when at the lockers may result in the student losing his/her locker privileges.**

**FIRE TORNADO AND EARTHQUAKE DRILLS:** Drills are necessary for the safety of the students, staff, and faculty. Everyone should know the specific directions for reaching a point of safety from wherever he/she may be in the building. Specific information for drills is posted in each classroom.

**INCLEMENT WEATHER:** Parents and students should have a plan in case of early dismissal due to inclement weather. Please list information in PowerSchool regarding individuals that have permission to pick-up the student. Please listen for alerts from the local media regarding school closings on days when threatening weather exists.

**FIELD TRIPS:** Students attending field trips sponsored by the school must submit a signed permission slip before participating in the activity. ***Telephone calls for field trip permission will not be accepted.***

**LIBRARY/MEDIA CENTER:** The school library/media center is available for student study and research. A variety of audio-visual equipment is available for classroom use and is stored in the library. Books are checked out for two weeks, except for reference books, which are used on an overnight basis. **Lost library books must be paid for, or the student's report card will be held. Unless escorted by a**

## Woodstock Middle School's Student/Parent Handbook 2024-2025

**teacher/ staff member**, all students are required to have a library pass to enter the library. If a student wishes to use the library during lunch to complete an assignment, he/she should seek approval from the teacher issuing the assignment and the librarian to get a library pass.

**LOST AND FOUND**: Students who have lost articles may claim them in the Lost and Found area located in the cafeteria. Students who find articles belonging to other students should turn them in to the main office. Item left in the Lost and Found box will be discarded after a prolonged period of time (at administration discretion).

**COUNSELING**: The Professional School Counselor is available to students for help with academic, social, and/or personal problems. The counselor(s) can also help advise students about their career goals and opportunities. Students desiring to see the counselor should ask their teacher for permission to see the counselor. Parents may request a conference with the counselor by either sending a note or by calling the counselor and scheduling an appointment.

**PARENT TEACHER ORGANIZATION**: The PTO encourages families to actively participate in the educational and social development of their children by partnering with the school. Parents are informed of PTO meetings in advance via school newsletters, school calendars, school bulletins, and Blackboard alerts.

**SCHOOL VISITORS**: All visitors and parents are welcomed and are encouraged to visit the school.

**PLEASE STOP BY THE MAIN OFFICE TO STATE THE NATURE OF YOUR VISIT AND SIGN IN.** Visitors must have a Visitor's Identification badge to walk around the school building. Please review SCS Policy # 7011 for more information on school visitors.

**UNNECESSARY ITEMS**: Some things are best left at home and are not allowed because they have the potential for disrupting the learning environment:

- *cell phones*
- *iPod*
- *radios*
- *video games*
- *baseball caps*
- *cards*
- *games*
- *dice*
- *hoodies*
- *do-rags*
- *wristbands*
- *headbands*
- *bandanas*
- *Etc.*

### **STUDENT DISCIPLINE**

One of the most important lessons that education teaches is discipline. When discipline does not appear, it undermines the whole educational structure. Discipline is the training that develops self-control, character, orderliness, and efficiency. It is the key to good conduct and proper consideration for other people.

## **Woodstock Middle School's Student/Parent Handbook 2024-2025**

Therefore, it is the responsibility of each student to operate as a responsible citizen. Shelby County Schools establishes the policies governing student conduct. The administration and faculty of Woodstock Middle School will uphold district policies concerning student conduct.

The **following types of behaviors** will result in consequences that range from lunch detention, in-school suspension, out-of-school suspension, or even expulsion, dependent upon the severity and/or continuation of Code of Conduct violations:

- ~Fighting, disruption, or interference with curricular or extracurricular activities.
- ~Damage or destruction of school or personal property.
- ~Assault on school employees, students, or other persons.
- ~Possession of weapons (real or look alike).
- ~Possession or use of narcotics, alcoholic beverages and/or other dangerous drugs.
- ~Stealing of school or private property.
- ~School bus violations
- ~Violation of Attendance Rules and Regulations.
- ~Being insubordinate or showing disrespect toward a school employee, student, and/or guest of the school.
- ~Inappropriate display of affection while on school premises, while in the custody and control of the school, or during a school related activity.
- ~Engaging in any act which intimidates, threatens, degrades and/or disgraces a fellow student, visitor, administrator, or member of the school staff by gestures, in written form, or by verbal means.
- ~Using any form of profanity, written and/or verbal.
- ~Skipping or cutting class, which is defined as not being in the assigned place (even the cafeteria) at the appropriate time according to the student's schedule without permission.

### **PARTICIPATION IN AFTER-SCHOOL ACTIVITIES**

- All students participating in after-school activities must report to the cafeteria to be picked up by responsible supervising coach or sponsor.
- At the conclusion of practice, once the student leaves the building, they should not re-enter unless supervised by the coach or sponsor.
- All students engaged in after school activities should have their ride secured prior to the end of the activity. The coach or sponsor is responsible for remaining until all participating students are off campus.
- Sponsor has the right to drop student from an extra-curricular activity if student is not picked up on time after three (3) occurrences.

# Woodstock Middle School's Student/Parent Handbook 2024-2025

## **School-wide Behavior Expectations**

### ***In the Hall:***

1. Remove head coverings prior to entering the building.
2. Walk to and from your classes in a line following the class leader.
3. Avoid loud talking, whistling, yelling, singing, etc. while transitioning in the halls.
4. Keep your hands, feet, and negative comments to yourself.
5. Stay to the right when you are in the halls. Keep moving to avoid blocking traffic.
6. Use the designated entrance and exit doors when you enter or leave the building.
7. Use only your assigned locker. Keep it clean, neat and secure.
8. You must have a hall pass to be in the halls between classes. Failure to do so will result in disciplinary action.
9. To keep our building clean and neat, chewing gum will not be allowed on campus.

### ***In the Cafeteria:***

1. Proceed quickly and quietly to the cafeteria; students will walk in a straight line, escorted by their teacher.
2. Students will report to lunch lines immediately and remain quiet while in line.
3. Remember that classes are in progress during your lunch period.
4. Stay in your place in line. Skipping in line is rude and will NOT be tolerated.
5. After leaving the lunch line students will sit in assigned areas, following the directions of the cafeteria monitors. REMAIN SEATED.
6. Clean your eating area – table and floor. Place all cans, paper, unwanted food, etc. in the trash cans.
7. Maintain normal conversation levels. Loud talking will result in a quiet lunch.
8. Remain in the cafeteria during lunch.
9. Respect the cafeteria staff at all times.

### ***In the Classroom:***

1. Enter the room quietly and be in your seat when the bell rings.
2. Bring the necessary study materials so that you will be ready to participate.
3. Be attentive to directions and instructions given by the teacher.
4. **Keep all food or drink outside of the classroom.**
5. If you have been absent, it is your responsibility to make up assignments and tests.
6. Hand in work on time.
7. Show respect for all school property by not marking in books or on desks, walls, or chalkboards.
8. Be respectful and courteous to fellow students, teachers, staff members and visitors.

### ***During an Assembly:***

1. Students will be escorted by their teacher/school staff to the auditorium in a straight, quiet line.
2. Follow the directions of the teachers and/or administrators at all times.
3. Sit in your assigned homeroom section. Remain quiet and pay attention to the person on stage.
4. Listen intently and be respectful to the person speaking.
5. Show appreciation for anyone speaking or performing. Clap after the person completes his or her presentation.
6. After the assembly, remain seated until instructed to move by your teacher or administrator.

## **Woodstock Middle School's Student/Parent Handbook 2024-2025**

### ***On the School Bus:***

1. Cooperate with the driver.
2. Use appropriate language. No profanity will be tolerated.
3. Talk softly to your seatmate when engaged in conversation.
4. Keep your hands, feet, objects, and negative comments to yourself at all times.
5. Stay seated and facing forward at all times.
6. Keep your hands, arms, feet, and heads inside of the bus.
7. Do NOT touch the windows without permission.
8. DO NOT THROW OBJECTS WHILE ON THE BUS.
9. DO NOT STAND WHILE THE BUS IS MOVING.

## Woodstock Middle School's Student/Parent Handbook 2024-2025

### Definitions of Major Behaviors

If a student **chooses** to engage in a “Major Behavior” activity, he/she is **choosing** to be suspended. It is at the discretion of the school to assign consequences ranging from a one-day suspension to an expulsion.

<b>Fighting</b>	At least two students mutually engaged in serious physical contact (hitting, punching, kicking, scratching, hair pulling, hitting with an object).
<b>Gang Related Incidents</b>	This includes possession of any visual representation of gang symbols (on notebooks, backpacks, in hair, on clothing, etc.), throwing up gang signs on campus, any type of gang initiation (10 second fights, theft, etc.).
<b>Harassment/Discrimination</b>	Repeated checking, name calling, or other actions, as well as activities or statements intended to be offensive of one's religion, race, culture, color, and disability, including sexual harassment.
<b>Physical Assault</b>	One student making serious physical contact upon another (hitting, punching, kicking, scratching, hair pulling, hitting with object).
<b>Drug Possession</b>	Could include alcohol, tobacco, drugs, tobacco, or drug paraphernalia (i.e., lighter, papers, etc.)
<b>Property Damage (school)</b>	Deliberately impairing the usefulness of school property. (Different from Vandalism).
<b>Property Damage (others)</b>	Deliberately impairing the usefulness of another student's or staff member's property.
<b>Student/Faculty Threat</b>	Student delivers message (verbal, written, drawn, or gestured) toward another that conveys an act of intended injury or harm.
<b>Theft</b>	Possession of someone else's property (including school property and property of school staff).
<b>Vandalism</b>	Participating in an activity that results in substantial destruction or disfigurement of property.
<b>Other</b>	Could include arson, forgery, bomb threats, false alarms, extortion, computer use violation, cursing a teacher, leaving campus, gambling, etc.



# **Woodstock Middle School's Student/Parent Handbook 2024-2025**

## **Memphis Shelby County Board of Education STUDENT CONDUCT**

### **OUT-OF-SCHOOL SUSPENSIONS**

When students are suspended from school, please be aware of the following:

- Students may NOT participate in school athletic events, dances, and/or any extracurricular activities.
- Students may NOT be on the school premises/bus (this is considered trespassing). Please be aware that MPD may be involved to address students who are trespassing.
- To protect valuable instructional time, Out-of-School Suspensions will be cleared between the hours of 8:00 a.m.- 9:00 a.m. or 1:30 p.m.- 2:10 p.m. Monday through Friday.

### **(Offenses and Penalties by Category)**

The infractions of school discipline in the Shelby County Schools listed below are grouped into categories according to the seriousness of the offense. This list is not intended to be exclusive or all inclusive. For infractions not specifically listed below, school principals shall assign discipline in accordance with the category that appears to be comparable to the offenses specifically listed in the category.

See the district's **Student Code of Conduct** on the following pages.

# Woodstock Middle School's Student/Parent Handbook 2024-2025

## Student Code of Conduct

(For assistance determining the appropriate category for an offense, schools should contact the district office responsible for student discipline.)

<b>Category A – State Zero Tolerance Offenses</b>	<b>Parent – Principal Conference</b>	<b>Detention Saturday School</b>	<b>ISS</b>	<b>OSS</b>	<b>11 to 180</b>	<b>Required 180</b>
Aggravated Assault resulting in serious bodily injury upon any teacher, principal, administrator, school resource officer, or any other school employee						•
Unlawful possession, sale, or evidence of use of drugs/narcotics at school or at a school-sponsored activity						•
Unauthorized possession of a firearm on school property or at a school sponsored activity						•
<i>NOTE: For Category A Offenses, notification will be made to law enforcement authorities. Any modification of this penalty can only be made by the Superintendent.</i>						
<b>Category B</b>	<b>Parent – Principal Conference</b>	<b>Detention Saturday School</b>	<b>ISS</b>	<b>OSS</b>	<b>11 to 180</b>	<b>Required 180</b>
Possession of a knife or any potentially lethal weapon, Taser, or explosive on school property or at a school-sponsored activity				•	•	
Being under the influence of and/or evidence of drinking or possession of alcoholic beverages in school or at a school sponsored activity				•	•	
Off campus criminal behavior that results in the student being legally charged with an offense that would be classified as a felony if the students was charged as an adult or if adjudicated delinquent for an offense that would be classified as a felony if the students was an adult, or if the students was convicted of a felony, and the student's continued presence in school poses a danger to person or property or disrupts the educational process.				•	•	
Issuance of a criminal complaint charging a student with a violent felony or issuance of a violent felony delinquency complaint against a student if the principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. (Out of school suspension is not permitted for this offense. Remand or expulsion is required.)					•	
A student being convicted of a violent felony or an adjudication or admission in court of guilt with respect to a violent felony or violent felony delinquency if the principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. (Out of school suspension is not permitted for this offense. Expulsion is required.)						
Gang activities - Activity that is threatening and/or intimidating, harassing in nature or recruiting; gang notebooks with gang pledges, codes and symbols that are used in communication such as threats and warnings and recruiting; gang related fights, and all types of violent acts; gang graffiti especially drawn on school property (bathrooms, lockers and hall walls); electronic devices such as cell phones with recognized gang text, with gang symbols, signs and language that is threatening and or intimidating				•	•	
Being under the influence of and/or evidence of use or possession of				•	•	

## Woodstock Middle School's Student/Parent Handbook 2024-2025

drug paraphernalia, substances for huffing, any substance under guise of it being a controlled substance or prescription drug, and/or medical preparations without proper medical authorization						
Possession, use or distribution of counterfeit money on school property or at any school sponsored activity.			•	•		
Assault and/or battery upon any teacher, principal, administrator, school resource officer, or any other school employee			•	•		
Continuous and/or severe Category C Offenses			•	•		
<i>When appropriate, for Category B Offenses notification will be made to law enforcement authorities. Modification of this penalty can be made by the Superintendent or the Disciplinary Hearing Authority.</i>						
<b>Category C</b>	<b>Parent – Principal Conference</b>	<b>Detention Saturday School</b>	<b>ISS</b>	<b>OSS</b>	<b>11 to 180</b>	<b>Required 180</b>
Threatening bodily harm to school personnel, including transmitting by an electronic device any communication containing a credible threat to cause bodily injury or death to a school employee and the transmission of such threat creates actual disruptive activity at the school that requires administrative intervention			•	•		
False accusations against school personnel			•	•		
Making a threat, including a false report, to use a bomb, dynamite, any other deadly explosive or destructive device, including chemical weapons, on school property or at a school-sponsored event			•	•		
Smoking and or the possession of tobacco products by students while in or on school, properties or under school's jurisdiction during school hours or while participating in a school-sponsored event			•	•		
Gang activities - any gang related activity not specified in Category B			•	•		
One (1) or more students initiating a physical attack on an individual student on school property or at a school-sponsored activity			•	•		
Malicious destruction of or damage to school property, including electronic media, or the property of any person attending or assigned to the school			•	•		
Stealing or misappropriation of school or personal property (regardless of intent to return)			•	•		
Immoral or disreputable conduct			•	•		
Continuous and/or severe Category D Offenses			•	•		
<i>When appropriate, for Category C Offenses notification will be made to law enforcement authorities.</i>						
<b>Category D</b>	<b>Parent – Principal Conference</b>	<b>Detention Saturday School</b>	<b>ISS</b>	<b>OSS</b>	<b>11 to 180</b>	<b>Required 180</b>
Open or continued defiant attitude or willful disobedience toward a member of school staff	•	•	•	•		
Vulgar, profane, immoral/disreputable or rude remarks or non-verbal action to staff member or fellow student	•	•	•	•		
Physical or verbal intimidation or threats to other students, including hazing	•	•	•	•		

## Woodstock Middle School's Student/Parent Handbook 2024-2025

Threatening bodily harm to another student, including transmitting by an electronic device any communication containing a credible threat to cause bodily injury or death to a student and the transmission of such threat creates actual disruptive activity at the school that requires administrative intervention	•	•	•	•		
Fighting in or on school property unless, in accordance with state law, the principal recommends no disciplinary action for a student who is deemed to have acted in self-defense or defense of another	•	•	•	•		
Possession of mace or disabling sprays	•	•	•	•		
Inappropriate use of electronic media, including, but not limited to, all calls (land line, cellular or computer generated), instant messaging, text messaging, audio recording devices, iPods, MP3s or any type of electronic music or entertainment device, and cameras and camera phones	•	•	•	•		
Sexual, racial, ethnic, or religious harassment/discrimination	•	•	•	•		
Bullying, intimidation, and harassment	•	•	•	•		
Refusal to produce an object identified by metal detectors	•	•	•	•		
Inciting, advising or counseling of others to engage in any acts in Categories A, B or C	•	•	•	•		
Continuous and/or severe Category E Offenses*	•	•	•	•		
<b>Category E</b>	<b>Parent – Principal Conference</b>	<b>Detention Saturday School</b>	<b>ISS</b>	<b>OSS</b>	<b>11 to 180</b>	<b>Required 180</b>
Habitual and/or excessive tardiness	•	•	•			
Class cutting	•	•	•			
Intentional disturbance of class, cafeteria or school activities	•	•	•			
Leaving school grounds without permission	•	•	•			
Being in an unauthorized area without permission	•	•	•			
Tampering with grades or report cards	•	•	•			
Possession of lighters or matches	•	•	•			
Possession of and access to beepers, cellular phones or other electronic communication devices during school hours without written permission of the principal	•	•	•			
Inciting, advising or counseling others to engage in any acts in Category D	•	•	•			
Dress code violation, including wearing, while on school grounds during the regular school day, clothing that exposes underwear or body parts in an indecent manner that disrupts the learning environment	•	•	•			

# Woodstock Middle School's Student/Parent Handbook 2024-2025

## **IMPORTANT ACADEMIC NOTES**

Woodstock Middle School's curriculum is designed to stimulate creativity and develop critical thinking. Opportunities are offered for individual group projects, scientific experiments, and field experiences.

**REPORT CARDS:** Report cards will be issued to students at the close of each nine-week grading period. Report cards will contain both academic and conduct grades. Attendance will also be reported on the report cards. **Report Cards should be signed by the parent or guardian and returned to the homeroom teacher.**

**PROGRESS REPORTS:** Progress Reports are distributed to students in the 5<sup>th</sup> week of each nine-week grading period (see calendar on the school's website).

**HOMEWORK: Homework** is an important activity designed to promote academic achievement, reinforce or apply a skill previously taught, and to extend activities into the home. Woodstock Middle School encourages meaningful homework assignments. Homework will be given on a regular basis throughout the school year.

**NINE-WEEK EXAMS:** At the end of each nine-week period, students will take nine-week exams to determine whether or not they have mastered the coursework taught over the nine-week period. Except in emergency situations, requests to take exams early **will not be approved**. More often than not, the school year is extended. **Please do not schedule vacation or other events within the first week after the projected closing of school.**

**ACADEMIC HONORS:** Honor Roll is determined from the student's report card and is set by Board of Education policy.

**Principal's List** – The numerical equivalent of A's in all courses. Conduct – 1/E or 2/S.

**Distinguished Honor Roll** – Grade point average of 3.6 or above with no grade below 76. Conduct – 1/E or 2/S.

**Honor Roll** – Grade point average of at least 3.0 but less than 3.6 with no grade below 76. Conduct 1/E or 2/S.

**Citizenship Honors** – all 1's/E's in conduct.

**NATIONAL JUNIOR HONOR SOCIETY:** NJHS membership is both a privilege and a responsibility. Students selected for membership are expected to uphold the following principles, which are the basis for their selection: Scholarship, Citizenship, Character, Service, and Leadership. Seventh and eighth grade students are eligible for consideration for membership. Students must have spent at least one semester in the school before being inducted into the chapter. It is the responsibility of students and parents to bring to the school's attention any incorrect conduct and/or grades in a timely fashion.