

Barwise Middle School

2016 – 2017



High Standards, High Expectations, High Achievements

District policy can be found online at: www.wfisd.net



3807 Kemp Blvd.
Wichita Falls, Texas 76308-2117
(940) 235-1108
FAX (940) 235-1109

FORWARD

This handbook has been prepared for the faculty and staff members of Barwise Leadership Academy. It is our hope that each of you will carefully read its contents, which supply the answers to most questions concerning the rules, regulations, and procedures at Barwise. The Wichita Falls Independent School District Board Policies and Administrative Procedures can be accessed through the WFISD website. Additional bulletins and information will be provided during the school year.

❧MISSION❧

The Mission of the Wichita Falls Independent School District is to prepare all students to become lifelong learners who are productive, responsible and participating members of society.

CORE BELIEFS

WE BELIEVE THAT:

All children are inherently valuable and deserve equal opportunity to a high-quality education.

A high-quality public education system is fundamental to the continued success of our community, out state and our nation.

Parents are the first and best teachers and community involvement is crucial in the educational development of our children.

All students can learn at their full potential through high expectations for achievement.

The core business of the WFISD is to ensure teaching and learning take place for all students.

Outstanding student achievement is only possible through the efforts of highly effective district employees.

School has a profound impact on every child's life.

SUPPORT STAFF

Principal	Cody Blair
Assistant Principals	Russell Bryant Shannon Cunningham Stephanie Robles
Administrative Assistant	Amy Warren
Attendance Clerks	Sherry Mason Courtney Flores
Receptionist	Loretta Williams
Counselors	Clark Bawcom Charlotte Owens
Registrar/Counselor's Clerk	Liz Henderson
Librarian	Mikala Potts
Nurse	Roberta Graham

Barwise Admin Responsibilities 2016-2017

Blair

PLC - SS/FA
 Title
 CIP
 SBDM
 Budget/Finance
 Time off/AESOP/True Time
 Counselor/AP appraisals
 PTO
 Communication
 Calendar
 Faculty meetings/PD
 Construction
 Master schedule
 Duty assignments
 ECA duty assignments
 New teacher academy

Owens

Students M-Z
 Master Schedule
 SPED
 HS transition night

Warren (7:15)

Secretary
 Receipting money/checks
 Purchasing/Receiving
 Account balances
 Requisitions
 Budgets
 Deposits
 Phone #4

Cunningham

PLC - ELA/SPED/Tech/Lead
 504 Coordinator
 A-G Discipline/ARDS/etc
 Orientation
 Planners
 Parent involvement
 CIS/Tutoring
 GT/Opt-out hours
 Social media
 New teacher mentors
 PBIS

Bawcom

Students A-L
 Grades/Reports
 Family night
 ELL/GT (PSAT)
 MS Transition Night
 PBIS
 Awards

Henderson (7:15)

Counselor clerk
 Enrollment
 Records
 Phone #5

Bryant

PLC - Sci/FL
 Textbooks/Chromebooks
 H-O Discipline/ARDS/etc
 Lockers
 Keys/Maintenance
 Handbook
 Info Snap
 Fixed Assets
 Testing - State/TELPAS
 Para schedules

BOTH

Guidance/Counseling
 At-risk coding
 504 case managers
 Parent meetings
 Bully reports
 Scheduling
 CPS contact
 Failure letters
 Denver for caseload
 Parent Night (Title I)

Williams (6:45)

Receptionist
 Raptor/EZ Volunteer
 Discipline Clerk
 ISS List
 Phone #1

Robles

PLC - Math/PE
 Testing - Local
 P-Z Discipline/ARDS/etc
 Drills/Safety/Security
 Impact aide
 Incident forms/reports
 Substitutes
 SST
 Student Teachers
 LPAC/ELL
 Eduphoria

Mason (6:30)

Attendance Clerk
 ECA
 Parent notes/calls
 Cell phones
 Substitutes
 Phone #3

ALL

Weekly walkthroughs
 Teacher appraisals
 Clerk/Para appraisals
 ECA supervision
 Make-up school
 Lunch/Hall duty
 AM/PM duty
 Denver intake
 Dress code
 Bullying reports

Flores (7:15)

Attendance Clerk
 Truancy/SARTS
 Parent notes/calls
 Dhall/Tardies
 Denver paper work
 Gold catch up
 Make up school
 Phone #2

Grading System in Compliance with District Policy EIA

GUIDELINES FOR GRADING These Guidelines ensure that grading reflects a student’s relative mastery of an assignment and that a sufficient number of grades are taken to support the grade average assigned. Guidelines for grading will be clearly communicated to students and parents.

GRADING SCALE The grading scale will be as follows:

<u>Numerical Grade</u>	<u>Letter Grade</u>	<u>Unit Intervals</u>
90 – 100	A	11
80 – 89	B	10
75 – 79	C	5
70 – 74	D	5
0 – 69	F	70

INTERIM PROGRESS REPORTING At the elementary level, every student shall be issued an interim progress report at a District determined date during the fourth week of the nine-week grading period. At the secondary level, students who are on the borderline for failure, failing, or in danger of dropping two letter grades from previous grade reporting will be issued a progress report. At any level, should the circumstance of “in danger of failing” occur for a student, at any time after interim reports are issued, parents will be notified.

ASSESSMENT/ REASSESSMENT Any assignment that is assigned a numerical grade will be assigned a grade that ranges between 0 – 100 points. For an assignment, project, quiz, test, or any other form of assessment where a grade for that particular individual assignment will count for fifteen (15) percent or more of the student’s grade during the grading period, the student will be provided a minimum of one opportunity to relearn/retest the assignment.

For elementary and junior high school campuses, the student will receive the grade attained on the relearn/retest or whichever is the higher grade.

Grade Weighting Report

Course	Category 1		Category 2		Category 3	
	Name	Percent	Name	Percent	Name	Percent
Math (Junior High)	Test	40%	Daily Work	60%		
Science (Junior High)	Test	40%	Daily Work	30%	Lab	30%
Social Studies (Junior High)	Assessments	40%	Daily/Other	60%		
English (Junior High)	Test	30%	Daily	70%		

Things to remember

Some assignments may count **A LOT** at the beginning of a grading period – but, as more grades are added, the “percentage” of each comes down.

Board policy says that re-teach/re-do opportunities must be granted for assignments that count for more than 15 % of a student’s report card grade.

To find the “percent weight” of each assignment, you can generally take the weight of the category and divide it by the number of grades in that category.

$$\text{Weight of an assignment} = (\text{Weight of category}) \div (\text{number of assignments in the category})$$

Situations to avoid:

- A category with NO grades in it.

(The “weight” from an unused category is not necessarily evenly distributed among the other categories.)

Extra Credit Assignments

- Extra credit work must be directly related to the curriculum.
- It should not be used to the extent that the grade does not accurately reflect the academic achievement of that student for the current six weeks.
- If an extra credit opportunity is made available, it must be available for all students.

Lesson Plans

- Lesson plans must be on desk available for administration at all times.
- Readiness and Supporting Standards being taught must be listed in the lesson plan.
- Non-negotiables are following the district timeline and teaching the TEKS.
- Probationary teachers must see Mr. Blair for lesson plan instructions.

The following must be evident in every classroom...

- Objective on the board from lesson plan (I will/We will statements)
- Classroom Rules/CHAMPS posted
- Lesson plan on desk
- Disaster and Fire Drill instructions posted
- Substitute folder prepared at all times

T-TESS INFORMATION

Texas has developed a new evaluation system for teachers, the Texas Teacher Evaluation and Support System (T-TESS). The system consists of an evaluation rubric, a goal-setting and professional development plan, and a student growth measure embedded in processes of support that encourage professional growth, goal identification, and the establishment of strengths, as well as professional development needs.

Designed by Texas educators, education leaders, and policy experts in 2013-2014 and piloted by 57 Texas districts in 2014-2015, the T-TESS evaluation system and process has been refined so that it reflects the experiences, recommendations and ongoing feedback from districts and campus practitioners.

https://tea.texas.gov/Texas_Educators/Educator_Evaluation_and_Support_System/Texas_Teacher_Evaluation_and_Support_System/
<https://teachfortexas.org>

Employee Conduct and Welfare

Standards of Conduct

Policy DH

All employees are expected to work together in a cooperative spirit to serve the best interests of the District and to be courteous to students, one another, and the public. Employees are expected to observe the following standards of conduct:

- Recognize and respect the rights of students, parents, other employees, and members of the community.
- Maintain confidentiality in all matters relating to students and coworkers.
- Report to work according to assigned schedule.
- Notify their immediate supervisor in advance or as early as possible in the event that they must be absent or late. Unauthorized absences, chronic absenteeism, tardiness, and failure to follow procedures for reporting an absence may be cause for disciplinary action.
- Know and comply with department and district policies and procedures.
- Express concerns, complaints, or criticism through appropriate channels.
- Observe all safety rules and regulations and report injuries or unsafe conditions to a supervisor immediately.
- Use district time, funds, and property for authorized district business and activities only.
- Maintain Standards of Texas Educator's Code of Ethics (available in WFISD teacher handbook)

Barwise Middle School
BITS OF INFORMATION
2016 – 2017

ADDRESS: 3807 Kemp Blvd. 76308-2117
PHONE: (940) 235-1108 FAX: (940) 235-1109
STANDARDIZED CLOTHING REQUIRED
COLORS: GREEN AND GOLD

TARDY AT: 7:45 A.M.
SCHOOL CLOSES: 3:05 P.M.
CAFETERIA OPENS: 6:40 A.M.
MASCOT: EAGLE

REPORTING TIMES

TEACHERS WILL BE ON DUTY FROM 7:20 A.M. UNTIL 3:20 P.M.
PARAPROFESSIONALS REPORT TIME WILL BE SET BY THE PRINCIPAL

Certified staff are contracted employees and not held to an hourly schedule. Teachers may be assigned additional duties and responsibilities per contract that go outside the minimum teacher workday.

Barwise Bell Schedule 2016 – 2017

1 st Period	7:45 – 8:30	45 minutes
2 nd Period	8:34 – 9:19	45 minutes
Announcements 9:19 – 9:24		
3 rd Period	9:28 – 10:13	45 minutes
4 th Period	10:17 – 11:02	45 minutes
5 th Period	11:06 – 12:38	92 minutes
6 th Period	12:42 – 1:27	45 minutes
7 th Period	1:31 – 2:16	45 minutes
8 th Period	2:20 – 3:05	45 minutes
Lunches		
“A” Lunch	11:02 – 11:34	
“B” Lunch	11:36 – 12:08	
“C” Lunch	12:10 – 12:42	

TEACHER PERSONNEL

1. Personnel Information

An Emergency/Personnel information sheet will be maintained in the office. Please make sure HR has the most currently information. The Emergency/Personnel information form must be turned in to Ms. Warren.

2. Barwise Hospitality Fund

Due by September 30, 2015

\$20.00 Teachers, \$10.00 Para's

Textbooks

1. Textbooks will be issued to staff when needed.
2. Textbooks will be issued to students upon request from parents for home use. Please see Mr. Bryant.
3. Book checks will be required by teachers at the end of the 1st semester, if needed.
4. If a student loses a book, the loss needs to be reported to Mr. Bryant ASAP. The student will not be issued a new book until the lost book has been paid for.
5. **If a teacher loses a book, the department is responsible for making up the cost of the book.**
6. If you find textbooks in your room, please bring them to Mr. Bryant.
7. Teacher Editions must be turned in before the last day of school.
8. If you have any questions, please contact Mr. Bryant.

TEXTBOOK FINE INFORMATION

Fines will be assessed for any textbooks, which have been damaged but are still in useable condition.

Any textbooks, which have been damaged or defaced beyond usable condition are to be considered destroyed and full price for the textbook will be assessed. See Current Adoption Bulletin for the correct price of the book.

FINE SCHEDULE

Marking in book	\$0.25 - \$1.00
Markings on edge of book	\$0.50 - \$1.00
Excessive markings	Full price of book
Torn pages	\$0.25 - \$1.00
Broken or bent covers	Full price of book
Water damage	Full price of book

If charges for the damage to a textbook exceed 50% of the cost of the book, then the book is to be considered destroyed and full price will be assessed for the book.

Any textbooks that have been paid for in full by a student become the property of the student. Remove the bar code from the outside cover of the book and give to the administrator in charge of textbooks. Mark out the "Property of the State of Texas" on the inside front cover and indicate that the book has been paid for in full and the date.

Fines paid on textbooks shall be noted on the inside front cover at the time the fine is paid.

If full price was paid by a student for a lost book, the school will refund the money paid for a lost book if it is returned while still in adoption and in good condition.

CHANGING STUDENT SCHEDULES:

- Schedule changes will be conducted at the discretion of an administrator/counselor.
- Schedule changes may be generated by the counselor's office because of an identified problem.
- In the event of a schedule change, teachers are responsible for providing the new teacher with any grades taken prior to the date of the change.
- **Teachers are not to recommend class changes to a student and/or parent.**
- Failure to adhere to the above procedures causes significant bad faith between the school and parents; therefore administrative sanctions will be issued should these instructions be ignored.
- Never refuse to admit a new student to your class. If you have any questions or concerns regarding the placement, address them to the counselor/administrator in private.

Classroom Expectations

1. **Active student engagement.**
2. **Dress code monitored and enforced upon campus arrival and in every class.**
3. **Cooperative behavior in the classroom in accordance to teacher's classroom rules.**
4. **Respectful and respectable.**

Tardies:

Being in class is essential to the learning process. A student that is frequently late to class will be held accountable for the class time missed. The Barwise policy is as follows:

Tardy #1 – Follow your classroom tardy policy (teacher discretion)*

Tardy #2 – Follow your classroom tardy policy (teacher discretion)*

Tardy #3 – Contact parent and assign teacher D-Hall*

Tardy #4 – Contact parent and assign teacher D-Hall*

Tardy #5 – Referral – Admin D-Hall

*Documentation must be placed in Eduphoria of all incentives and interventions used before referral can be made.

CELL PHONES/ELECTRONIC DEVICES

Cell phones and electronic devices are not to be seen or heard during the instructional day. Phones and electronic devices must be turned off from the 7:30 AM bell to the 3:05 PM bell, per district policy. Per district policy, any cell phone/electronic device that is heard or is in use during the school day will be collected and will have to be picked up by a parent/guardian. Students will not wear headphones or have blue tooth speakers of any kind. Teachers may allow use of electronic devices as part of a lesson if it is documented in the lesson plan as an instructional strategy. There is a \$15.00 fine for all confiscated phones/electronic devices. Confiscated items may be picked up from the receptionist.

At Barwise, students should place their devices, turned off, in their backpack, purse or pocket. If a student needs to communicate with a parent/guardian during the school day, he/she may use the phone in the office. Students are allowed to use their devices at the dismissal bell of 3:05 P.M.

Barwise consequences for telecommunications devices:

1. A teacher or staff member will ask for the device if it sounds in class or is used without permission during the school day. The device will be returned to a parent/guardian with the payment of \$15.
2. If the student refuses to give the device to the teacher or staff member, the teacher will notify administration with an office referral. The administrator will ask for the device. If the student gives it to the administrator upon first request, then the charge of \$15 for the return of the device will take place.
3. If the student refuses to give the device to the administrator, then the student will be suspended for the remainder of the day. The parent will be called to encourage the student to submit the device. The parent and student will be required to meet with administration the following morning before the student is allowed back to class.

PLEASE NOTE: A telecommunications device possessed or used during state testing (STAAR) could result in the student's test being voided. This determination is up to the Texas Education Agency (TEA) and the district testing coordinator. During this time, the state will ask campus officials to search the device for any evidence of test sharing. The same campus consequences will apply during state testing even if the student's test is not voided.

Level I Discipline Referral Process

The following classroom management procedure is designed to empower teachers. Research shows that engagement and immediate consistent classroom management helps quell unwanted student behaviors. What's more, by empowering teachers, students understand that distractions will not be tolerated. Listed below are the steps teachers will follow to place a student in detention or write an office referral. The five step process will ensure teacher empowerment, parent communications, and behavioral RtI activation if necessary.

Step 1- Warning

Step 2- Conference with student (parent phone # secured)

Step 3- Assign detention and contact parent

Step 4- Assign detention and contact parent

Step 5- Office referral w/documentation of parent contact.

Notice: For each level I offense these steps must be followed. If misbehaviors continue then demerit points will accumulate.

The five step process for referrals will include LEVEL I offenses only.

Levels II, III, and IV offenses still require the teacher to make immediate office referrals.

In order to document the referral process for LEVEL I offenses, teachers will maintain a discipline record for students in Skyward. (If the child has excessive behavior problems, more documentation will be necessary.) The first time a student misbehaves a warning is issued to the student. Next, if misbehavior persists, a conference with the student, after class or privately in the hall, is suggested. (During this conference a parent's number is collected.) Third, if the misbehaving continues, the teacher may assign the student detention and a parent is contacted. Fourth, repeat third step. Finally, if actions to this point have not corrected the misbehaviors, an office referral is warranted.

TEACHERS DO NOT ASSIGN ISS. Only an administrator can send a student to ISS and only after the prescribed steps have been followed and documented.

Information that must be included in an office referral:

The step and parent contact dates.

Example:

Step 1 – Warning (Out of seat 9/10/16)

Step 2 – Conferenced with student (Out of seat 9/14/16)

Step 3 – Assigned Teacher D-Hall (Excessive talking 9/17/16) *Called parent, said would address behavior at home.

Step 4 – Assigned Teacher D-Hall (Excessive talking 9/25/16) *Called parent, said would address behavior at home and child will not be sleeping over at friend's this week.

Step 5 – Referral (Out of seat 9/30/16)

***Once detention has been assigned to a student, a discipline notice must be sent to Mr. Bryant, Ms. Cunningham, or Ms. Robles via Skyward. In Skyward the notice will be in the form of a referral. Mr. Bryant, Ms. Cunningham, or Ms. Robles will make sure demerits are assigned to that student in Skyward. When a referral is received, a pass will be sent to the student and a conference and/or discipline will ensue.

PLEASE REMEMBER: PARENTS MUST BE NOTIFIED 24 HOURS IN ADVANCE OF A D-HALL.

Level II and Above Discipline Referral Guidelines

1. Level II or above violations in the Code of Conduct should be referred to an assistant principal.
2. **The assistant principal will send for the student.** If it is necessary to have the student removed immediately, call or send someone for an administrator to come to your classroom.
3. **DO NOT** leave your other students unsupervised in order to escort a student to the office.
4. **DO NOT have the student sit or stand in the hallway outside your classroom unattended for more than 3 minutes. (Students are not to be in the hallway more than 3 minutes waiting on you to deal with discipline issues.) It is NEVER acceptable for a special education student to be placed in the hallway.**
5. All Office ***Discipline Referrals*** become an official, legal document. Please follow these guidelines:
 - Make every effort to insure correct spelling and grammar usage.

- Describe only the events – be specific and factual about what you witnessed or what was reported to you. In the instance of use of profanity, you must **specifically state the word(s) the student used.**
 - **DO NOT INCLUDE YOUR PERSONAL OPINIONS** and refrain from using excessive underlining or exclamation points.
 - **Do not include another student's name.** If more information is needed, send a follow-up note or email.
6. **At no time is a teacher to call for the police officer to assist them in class.** Only an administrator may seek the assistance of the police officer. There are legal reasons why we must avoid giving the appearance that the police officer is an extension of administration in the area of school discipline.
7. **When dealing with students please keep the following in mind:**
- **Show a sincere interest in your students.**
 - **Be consistent when following your classroom rules and campus discipline policies.**
 - **Discuss discipline problems privately, not in front of the rest of the class.**
 - **Never curse or use foul language or offensive innuendos in front of your students.**
 - **Always remain in control of yourself and the situation. Raising your voice/yelling is not appropriate.**
 - **NEVER grab a student or restrain a student unless there is imminent danger to himself/herself or another student or adult.**

Level I Offenses (1 Demerit Point)

Level I acts of misconduct include repeated infractions of classroom management procedure or rules, or other misconduct that disrupts the educational process to the extent that the classroom teacher needs administrative support to correct the problem. Examples include but are not limited to the following:

1. Refusing to follow classroom rules;
2. Refusing to participate in classroom activities or fulfill assignments;
3. Possessing and/or using nuisance items electronic devices, noise makers, etc.;
4. Food or drink in an undesignated area;
5. Minor disruption of the orderly classroom process;
6. Running, making excessive noise, or other disruption in halls, buildings, classrooms, or other supervised settings;
7. Violating dress and grooming standards as communicated in the student handbook;
8. Misuse of a cellular telephone or other electronic devices at school during the school day;
9. Cheating or copying the work of another- second offense;
10. Possessing or using a laser pointer for other than approved use;
11. Tardy to class.

Level II Offenses (2 Demerit Points)

When a student's behavior does not change as a result of action taken on Level I, and the student is being sent for a second time to the principal's office for repeated Level I infractions, the student is moved to Level II for discipline purposes.

Level III Offenses (5 Demerit Points)

Level III acts of misconduct include those student infractions that are somewhat more serious than those in Level I and II in their effect on the orderly process of the school program. Examples of misconduct include but are not limited to the following:

1. Using profanity or vulgar language or making obscene gestures;
2. Falsifying records, passes, or other school-related documents;
3. Vandalism to or defacing school property including textbooks, lockers, furniture, and other equipment with graffiti or by other means;
4. Excessive absences or tardies;
5. Throwing objects that can cause bodily injury or property damage;
6. Refusing to accept discipline management techniques assigned by a teacher or principal;
7. Disobeying rules for conduct on school buses;
8. Damaging or vandalizing property owned by others (For felony criminal mischief see DAEP Placement or Expulsion);
9. Gambling;
10. Possessing or using matches or a lighter;
11. Violating computer use policies, rules, or agreements signed by the student, and/or agreements signed by the student's parent;
12. Leaving class, school grounds or school-sponsored events without permission;
13. Display of gang affiliation to include dress, graffiti, and behavior.

Level IV Offenses (10 Demerit Points)

Level IV offenses include those acts of misconduct that seriously disrupt the educational process, endanger or seriously affect other students, and perhaps violate the law. Examples include but are not limited to the following:

Any repeated offense of Level III, or a new violation while being disciplined for a Level III offense.

1. Repeated acts of disobedience or disorderly behavior that may prove to be detrimental to the school, harmful to health and safety, or inhibiting the rights of others;
2. Failing to comply with directives given by school personnel (insubordination);
3. Threats, oral or written, to do bodily harm to another, or to the property of another;
4. Forcing an individual to act through the use of force or threat of force;

5. Threatening a District employee;
6. Engaging in bullying and harassment. Bullying is aggressive behavior that is intentional, hurtful, and repeated;
7. Engaging in conduct that constitutes sexual harassment, whether by word, gesture, or any other conduct, directed toward another student or District employee;
8. Hazing;
9. Causing an individual to act through the use of threat or force (coercion);
10. Committing extortion or blackmail (obtaining money or an object of value from an unwilling person);
11. Engaging in inappropriate verbal, physical, or sexual conduct directed toward another student or District employee;
12. Stealing from students, staff or the school;
13. Committing or assisting in a robbery or theft even if it does not constitute a felony according to the Texas Penal Code (For felony robbery and theft see DAEP Placement and Expulsion);
14. Possessing:
 - Fireworks of any kind, smoke or stink bombs, or any pyrotechnic device;
 - A razor, box cutter, chain, or any other object that could be used in a way that threatens or inflicts bodily injury to another person;
 - A "look-a-like" weapon;
 - An air gun or BB gun;
 - Ammunition;
 - A stun gun;
 - A pocket knife;
 - Pornographic material;
 - Tobacco products or e-cigarettes (Police will issue citations);
15. Any articles not generally considered to be weapons, including school supplies, when the principal or designee determines that a danger exists (For weapons and firearms see DAEP Placement and Expulsion);
16. Possessing, using, giving, or selling drugs or drug related paraphernalia;
17. Possessing or selling look-a-like drugs or items attempted to be passed off as drugs or contraband;
18. Having or taking prescription drugs or over-the-counter drugs at school other than as provided by District policy;
19. Using the Internet or other electronic messages to threaten students or employees or cause disruption to the educational program;
20. Sending, or posting electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal;
21. Using e-mail or websites at school to encourage illegal behavior or threaten school safety;
22. Possessing published or electronic material that is designed to promote or encourage illegal behavior or that could threaten school safety;

23. Engaging in verbal (oral or written) exchanges that threaten the safety of another student, a school employee, or school property;
24. Making false accusations or perpetrating hoaxes regarding school safety;
25. Engaging in any conduct that school officials might reasonably believe will substantially disrupt the school programs or incite violence;
26. Discharging a fire extinguisher without valid cause;
27. Engaging in actions or demonstrations that substantially disrupt or materially interfere with school activities;
28. Abusing the student's own prescription drug, giving a prescription drug to another student, possessing or being under the influence of another person's prescription drug on school property or at a school event;
29. Repeatedly violating other communicated campus or classroom standards of conduct;
30. Truancy;
31. Fighting;
32. Gang related activity;
33. General misconduct.

Level V Offenses (Mandatory DAEP Placement or Suspension)

20 Demerit Points

Please refer to the WFISD Student Code of Conduct (www.wfisd.net)

Office Referrals

The District's Student Code of Conduct lists several offenses and specifies possible consequences by level of offense. With this in mind, we will use the following procedure to determine disciplinary consequences for those students who disobey school rules. A numerical value (demerits) will be placed on each level of offense. In most instances, BOTH the numerical value of a particular offense and the combined total of demerits that a student has accumulated throughout the school year will determine a student's disciplinary consequence. **At any time during the discipline process, a referral to Teen Court may be made.** See the student Code of Conduct for more information.

LEVEL OF OFFENSE	NUMBER OF DEMERITS	*MINIMUM CONSEQUENCE FOR LEVEL
I	1	1 day detention
II	2	2 days detention
III	5	1 day ISS
IV	10	3 days ISS
V	20	AEP/Extended ISS

As mentioned above, a student's cumulative demerit total will be considered when making placements. See the following table and example.

Accumulated Demerits	Minimum placement
5 – 19	1-3 day(s) ISS
20 – 30	Minimum 3 days ISS
31 – 39	Minimum 5 days ISS
40 – 49	Extended ISS
50+	AEP Placement or Extended ISS

Offenses that may result in a DAEP placement, expulsion, or an extended placement in ISS are the most serious of offenses. Administration may assign up to 3 days of suspension in order to conduct a thorough investigation into such offenses. Students should share all available information regarding an offense at the initial due process hearing.

Disciplinary consequences may be issued at the time of the initial due process hearing. When the investigation is complete, students and parents will be notified by school administration if the investigation yields information that would change or negate the initial disciplinary placement. Students receiving special education services may also be provided an MDR ARD meeting as indicated by policy.

Serious offenses may incur consequences beyond established cumulative demerit points.

These offenses include those acts of misconduct that seriously disrupt the educational process, endanger or negatively affect the well-being of students or staff, or violate federal or state law.

Campus administrators reserve the right to determine consequences to include extended placements in ISS or DAEP for serious offenses to include mandatory and discretionary placements in DAEP, expulsion, and extended placement in ISS. Offenses include, but are not limited, to those acts of misconduct that seriously disrupt the educational process, endanger or negatively affect the well-being of students or staff, violations of federal or state law, and chronic misconduct.



Barwise Middle School DRESS AND GROOMING STANDARDS

Rules regarding dress and grooming are in effect from the first day of school from the time the student arrives on the school campus until the student departs the school campus and through the last day of school.

The dress code also applies to students who are representing Barwise Leadership Academy as a part of a school group or organization outside the regular school day.

The dress code is established to protect the learning environment from distractions and to minimize safety hazards.

- Appropriate undergarments must be worn and appropriately covered.
- Sunglasses, combs, hats, bandanas, hoods, and other head coverings will not be worn in the building.
- When belts are worn, they must be buckled. If there is no buckle, the belt must be tied.
- Clothing or accessories with lettering, symbols or decorations that detract from the learning process or illustrate or promote alcoholic beverages, tobacco products, drugs, sex, vulgarity or violence either explicitly or by innuendo will not be allowed.
- Articles of clothing bearing words, symbols, color combinations, or any other recognized gang insignia, or uniforms will not be allowed.
- Shoes are to be worn at all times. Shoes designed for strings or buckles must be fully laced/fastened. Students must not wear shoes that pose a safety hazard.
- Students will not attend school with their hair rolled up nor will they apply makeup in the classroom.
- Hair is to be neat, clean, well groomed, and styled so that vision will not be obstructed.
- Hairstyles and hair color that create a distraction will not be allowed.
- Beards and mustaches must be kept clean and neatly trimmed.
- Male students may not wear earrings. Female students are permitted to wear earrings in their ears only. All other body piercing objects are not allowed for males or females.
- Sheer or see through clothing will not be permitted.
- Dress code infractions cannot be covered up with jackets, sweaters, or sweatshirts.
- Students who are not in compliance with dress code standards may be allowed to call a parent to bring a change of clothes with permission from an administrator.

“A Uniform School”

STUDENTS NEED TO ARRIVE AT SCHOOL EACH MORNING IN COMPLIANCE WITH THE DRESS CODE.

SHIRTS

- Solid color polo-style shirt with collar. All solid colors are allowed on polo style shirt with collar. Emblems on shirts may be no larger than 2 in. by 2 in.
- No trim allowed on collars or sleeves of shirts.
- No stripes, polka dots, flowers or other designs on uniform shirts. NO BLING or sparkles.
- Shirts must fit. They should not be oversized or too small. Shirts must be buttoned up appropriately.

T-SHIRTS

- Approved Barwise spirit and organization t-shirts are allowed Monday-Friday.
- If an undershirt is worn, it must be a solid color only. Stripes, polka-dots, flowers or other designs are not allowed. Undershirts are not allowed to hang down to the knees and must be a reasonable length.

SWEATERS, TURTLENECKS, SWEATSHIRTS, VESTS

- **All must be solid color with no emblem larger than 2 in. by 2 in.**
- If vests are worn, they must be a solid color. NO BLING or sparkles. Students must have a solid color, collared shirt or spirit shirt under the vest.
- V-neck sweaters are NOT ALLOWED unless student wears a solid color, collared shirt or solid turtleneck underneath.
- Sweatshirts and lightweight jackets may have a logo, but no larger than 2 in. by 2 in. **They must be solid color with no stripes, words, or other designs.**

JACKETS

- All heavy coats must remain in lockers (for 7th/8th graders).
- Light weight, solid color jackets may be worn in classroom. **Jackets may not have an emblem larger than 2 in. by 2 in.**
- No trim allowed on jackets. No stripes, words or other designs on jackets.
- Students wearing light jackets must be in dress code underneath the jacket.
- **No hoodies are allowed.**

PANTS

- Plain jeans (blue, black or grey) without bling or designs may be worn every day.
- **Solid color khaki pants in tan, navy blue, or black cotton (NON-DENIM)**. White is not a dress code color for pants.
- Stretch pants, leggings, jeggings, sweat pants, and jogging pants are **NOT** allowed.
- Pants may **NOT** have holes, tears or frayed edges.
- **Absolutely no sagging permitted.**

SHORTS & SKIRTS

- Solid khaki, navy blue or black cotton (non-denim).
- Must be loose fitting, cuffed or hemmed.
- LENGTH MUST NOT BE SHORTER THAN 3 INCHES ABOVE THE KNEES, BUT MAY BE LONGER. Short skirts and tights are not permitted. PRINCIPAL DISCRETION IN LENGTH OR APPROPRIATENESS IS FINAL.

SHOES

- Closed-toed shoes must be worn at all times while in Science Lab.
- Tennis shoes must be worn during PE.
- House shoes and sock shoes are never allowed.

All clothing, no matter if standardized dress or not, must meet district dress code at all times. Dress code compliance will be checked daily.

PRINCIPAL DISCRETION IN LENGTH OR APPROPRIATENESS IS FINAL.

TEACHER ATTENDANCE

- Duty Hours are from 7:20 to 3:20 M – F.
- Any time you miss work you must register online with AESOP **AND** online with Skyward. Also inform the principal, Mr. Cody Blair, (940) 257-5310; Ms. Amy Warren, Administrative Assistant, (940) 781-3251; Russell Bryant, AP, (940) 781-5874; Shannon Cunningham, AP, (630) 696-2487; and Stephanie Robles, AP, (940) 882-0822 via text.
- In order to secure a sub, you must enter the absence by 6:00 A.M. if at all possible.
- All personal/business days must be approved three days in advance by the principal.
- Absences that are due to district staff development should be entered as such from the drop-down box on AESOP at the time the absence is entered into the Skyward system.

Please contact the district representative who initiated the staff development for the appropriate budget code. Do not use the “campus pays” code from the drop down menu without approval of the principal.

- In addition to administrative staff, the campus athletic coordinator must approve all absences attributed to athletics prior to the absence being entered into the AESOP/Skyward systems. (Harrelson)
- No personal business absences are allowed on the following work days without prior approval.
 - First day of school or the day before a school holiday;
 - The last day of school or the day after a school holiday;
 - Days scheduled for the end-of-semester or end-of-year exams;
 - Days scheduled for state-required assessments;
 - Professional or staff development days;
 - The last teacher workday of the school year.
- 3 or more faculty out for a personal day at one time is highly discouraged;
- Each teacher is expected to maintain a current substitute folder;
- Half-day times are 7:20 – 11:20 for morning and 11:21 – 3:20 for afternoon;
- A minimum of ½ day will be charged for any absence;
- All planned absences must be called in as soon as possible in order to maximize the possibility of securing a substitute to cover your class;
- Do not ask other staff members to cover your classes.

Duty Responsibilities

- **ALL** teachers will have a duty assignment. Morning duty teachers will report to their assigned duty station by 7:20 or their assigned time. Please be on time. Teachers should follow the duty assignments for dismissal and remain in place until 3:20. All teachers, unless on duty, shall be at the doors of their rooms ready to receive students by 7:30 A.M.
- Duty expectations will be defined and assigned. Move around; do not congregate with a select group of students or fellow teachers; BE VISIBLE.
- It is the teacher’s responsibility to contact another teacher to cover his/her duty if he/she is going to be absent. If you ask another teacher to cover your duty, reciprocate at the first opportunity.
- Step into restrooms close to your room between classes. All teachers should be in the hallways moving students to class each period.
- Accompany your students to assemblies. A disruptive student is to be removed quietly and dealt with as you would any other discipline problem. Appropriate courteous group behavior is to be taught and enforced at all times.

Faculty Meetings

Faculty meetings will be held at 3:20 P.M. on August 26th and the 2nd Wednesday of the month thereafter. A final End-of-Year faculty meeting will be held on May 25th to wrap up any items necessary for the closing of school. All professional staff members are required to attend all faculty meetings and a sign in sheet will be maintained. Hourly staff **ARE NOT** required to attend faculty meetings. Please be prompt.

Site Base Decision Making Team

This group will meet a minimum of 3 times per year.

LEAVING CAMPUS

- At times it may be necessary for you to leave campus. Prior approval by an administrator **MUST** be obtained before leaving campus for any reason.
- A log sheet will be kept in the administrative assistant's office for you to sign when you leave campus and when you return. Approval must be given prior to your leaving.
- This practice should be kept to a minimum.
- The teacher's conference period is not a time to be off campus. Teachers are required to use the conference period to conduct parent conferences, visit ISS, and plan for upcoming classes/lessons.

SECURING ITEMS

Keep personal belongings locked in a cabinet or drawer. Keep your classroom door locked when you are away from your room. Do not keep student money/deposits in your classroom. These must be turned in to Ms. Webb to be secured in the safe each day.

STAFF ATTIRE

Jeans may only be worn on "spirit days" or other special days as approved by the principal. Employees should be dressed professionally at all times.

STAFF CELL PHONES

Staff should not make/receive personal phone calls/texts or access any social media during instructional time. During state testing the use of cell phones is highly discouraged.

FIRE/DISASTER DRILL PROCEDURES

- When you hear the fire alarm, immediately direct your classes from the building. (You should have already reviewed with your class the exit you will use based on the fire maps provided to you at the beginning of the year.)
- Teachers that are on their conference/planning period during a fire drill must also leave the building. No one is to remain inside.

- Your lights should be turned off and your door closed, not locked.
- You must take an updated class roster with you and check to see that you have all of your students once you get outside.
- Keep you class together and at least 50 yards from the building. Make sure all students are accounted for.
- When the signal is given for you to return to the building, please do so in an orderly fashion.

When exiting the building use good judgment. The fire drill maps are the recommended exits for a perfect situation. Students are housed differently every period and it is impossible to give a map for every scenario. We do not want students backed up waiting to get of a door or down a staircase if another one is not being used. Common sense and flexibility should be used to exit the building in the safest and quickest way possible.

**Barwise Middle School
Fire Escape Plan**

Pending

**Barwise Middle School
Disaster Drill Plan**

Pending

**BARWISE LEADERSHIP ACADEMY
CLUBS AND ORGANIZATION SPONSORS**

Builders Club	
Cheerleaders	Sandy Hughes
Chess Club	Lisa Aranda
Crime Stoppers	Amy Yeary
FCA	Bethlyn Eby
Pep Squad	Andrea Bryant-Faulkner
Science Club	Ferran Kaspar
Student Council	Sandy Hughes
Yearbook	Mike Murdock
NJHS	Kerri Mathis
Number Sense	Robert Salas
Model Club	Pete Flynn

Department Chair

Athletics – Brad Harrelson
 English – Kerri Mathis
 History – Danny Minniear
 Math – Matt McDonald
 Science – Ferran Kaspar
 Special Ed – Christy McAden
 Fine Arts/Electives – Marion Anson

TEACHER/STAFF ORGANIZATIONS

ATPE – Kathy Leishner
TCTA – Ferran Kaspar/Bethlyn Eby
Teacher Benefit –

PIE – Sandy Hughes

Barwise Hospitality Committee

Liz Henderson
 Mika Potts
 Amy Warren

Appendix

ISS ASSIGNMENT SHEET

Student Name _____

Teacher Name _____

Subject _____

Date _____

Assignment	Date Given to Student	Date Completed

Special Instructions
