



**The Whitney Institute Middle School
Code of Conduct Booklet**



Whitney Institute Middle School

59 Middle Road

Smith's, FL 04

Bermuda

Principal

Miss R. Swan, B.A., M.A.T

Assistant Principal

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Telephone: 292-1021/292-4889

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CODE OF CONDUCT

Name _____

Year _____ Advisor _____

STUDENTS MUST HAVE LIST



Pens (Blue or Black)

No. 2 Pencils

Colored pencils

Highlighter

12' Ruler

Eraser

Scissors

1 Glue stick

Pencil Sharpener

Dictionary/Thesaurus

Whitney Institute Single-Subject Note Books

(can be purchased from the school \$4 each)

Geometry Set

TI-30X IIS Scientific Calculator

All supplies must be clearly labeled

MISSION STATEMENT

The Whitney Institute Middle School will provide a safe, disciplined environment where all students can experience academic success, social maturity and become responsible, caring, global citizens.

Our Visionary outcomes, which are vital to accomplishing our mission:

- We will maintain a school of excellence as evidenced by high academic achievement.
- We will maintain an inviting learning environment where all W.I.M.S. stakeholders are valued members of the Whitney Institute family.
- We will maintain a safe school community for all W.I.M.S. stakeholders.

WHITNEY INSTITUTE SCHOOL SONG

Original Latin by the Ven. J. Cattell. English Paraphrase by R.E. Ricketts.

Melody by T. Brannon; harmonized and arranged by R.E. Ricketts.

Long in the past, through many generations
Whitney has stood here, sturdy and strong
Teaching with care the children of our island
So we today may proudly sing our song.

Long in the years that still may lie before us
Let Whitney flourish, may it serve us still
By our example, those who follow after
Let Whitney stand for good and not for ill.

And in the future, with the years behind us
Whitney our school we shall remember still.

FYI Parents &/or Guardians

After much consideration and consultation with outside resources, we have had to revise and review our school protocols so that we as a WIMS Family are reinforcing practices that keep our campus safe and disciplined (as per our Mission Statement). With that said, please be advised of the following:

If your child has an appointment during the school day and needs to be released from school, please ensure that a note, email or phone call is received by the office. The office will then sign out the child. If we receive no notification, we will not release your child.

If your child is to be picked up by an adult other than you, the legal guardian, please ensure that a note, email or phone call is received by the office. If we do not receive any correspondence from you, we will not release your child.

If there is an emergency situation with your child, we will contact the first and second persons listed in Powerschool. This information will have been provided by you. If necessary, we will ask the child for a third name so that we can reach you. Should your child need to go to the hospital, we will take him/her to the hospital and you are expected to meet the designated member of staff as soon as possible so that he/she can return to campus. Please be sure to follow up let us know how your child is doing.

If your child is not living with his/her mother or father and there is no court document stating, 1) that the mother or father has terminated his/her parental rights or 2) that the mother or father shouldn't have contact with the child and that mother or father shows up to see the child at school, we are legally obligated to allow the visit. Should court documentation prohibiting a visit or contact exist, please ensure that a copy of that document is handed in to the office and we will govern ourselves accordingly.

If a relative or individual other than your child's legal guardian comes to school to visit your child, we will not allow the visit unless we have received a note, phone call or email from you stating such.

Threatening or Assaulting a Member of Staff:

First Offence: Out of School Suspension, notification of the Police
Parental Conference, Counselling

Possession of or Consuming Illegal Substances: (e.g. alcohol, drugs)

First Offence: Out of School Suspension, notification of the Police
Parental Conference
Mandatory Drug Counselling

Inappropriate Behavior on the Bus:

First Offence: Detention
Parent Conference
Second Offence: In School Suspension
Loss of bus privileges

Throwing of Missiles:

The consequences will depend upon the seriousness of the incident, the intent and whether the missile could probably cause serious damage.

First Offence: Warning, parental letter (if considered necessary)
Second Offence: Parent Conference, In School Suspension or Out of School Suspension

Swearing:

Swearing at a teacher or for the benefit of a teacher

- In School Suspension

Swearing at student but heard by teacher:

- Administration Detention, In School Suspension

Fighting/Instigation of Fight:

On school property (e.g. class, hallway, field, out of school)

The Administrator (Principal, Assistant Principal or Team Leader) reserves the discretion to increase or decrease the severity of the consequence dependent upon the circumstances and the type of fight. If an obvious weapon is used then Out of School Suspension will be the result and the Police will be notified.

First Offence: Out of School Suspension or
In School Suspension
Student to return to school with parent(s) for conference
isolation
Referral to counselors
Mediation

Second Offence: Out of School Suspension
Referral to counselors
Mediation

Third Offence: Out of School Suspension
Request for Extended Suspension

If a relative or individual other than your child's legal guardian comes to school to seek information about his/her grades, deportment, etc. we will not share such information. If you wish for us to share such information with the relative or individual please ensure that a note, email or phone call is received by the office.

All parents/guardians should report to the main office when coming on to the campus. The office staff will then attend to your need.

If you wish to meet with school personnel, we ask that you send a note, email or phone the school to set up an appointment. On many occasions we squeeze WIMS Family members in and try to accommodate walk ins during instruction time and lunch time; however, this is becoming problematic. We would like to better serve you by giving you our undivided attention and the appropriate time to discuss your matter.

Should a parent/guardian display aggressive or behaviours towards a member of staff, that individual will be addressed by security personnel. In the past, WIMS staff members would attempt to calm individuals; however, we have been advised against doing this and to leave such matters to security.

Admittedly, most of our school days have been incident free. However, on the odd occasion we have found ourselves in predicaments that we believe we can better prevent and attend to. We are asking that you please keep the lines of communication open and inform us of your plans and goings on. Conversely, we will do our best to give the same.

Fundamental Convictions:

- The primary business of our school is the education of students.
- Continuous communication enhances education, strengthens relationships, and fosters trust and unity.
- Basic skills and critical thinking are the foundation of life long learning.
- Positive citizenship, caring, nurturing and mutual respect are essential to the educational process.
- Morals and values are necessary components of education.
- Each person is responsible for his/her own actions and has the obligation to contribute positively to the school and society.

Tardiness to Class:

This is the responsibility of the Year Advisor

Level 1: Those students with 4 or more tardies to class within one school week will serve an Administration Detention; a parent letter will be sent home.

Level 2: Referral to Guidance, a parent conference and community service

Level 3: Referral to the Truant Officer

Failure to Attend a Teacher's Detention:

The member of staff are expected to make every effort to follow up before reporting the incident to the Year Advisor.

First Offence: Warning by Year Advisor plus completion of teacher detention

Second Offence: School Detention, notification of parent by letter/phone

Third Offence: Letter requesting parental conference with the Assistant Principal

Failure to Attend an Administration Detention:

First Offence: Parent notification plus extended detention

Second Offence: Letter requesting parental conference and In School Suspension

Third Offence: In School Suspension or Out of School Suspension

Skiping Lessons/School:

The Year Advisor may use his/her discretion but the following is a guideline:

First Offence: Half day in team isolation or make up double-time in detention, notification of parent.

Second Offence: One day Deputy's isolation, parent conference

Third Offence: In School Suspension, community service, referral to Guidance Department

Referral Path:

- Teacher refers student to team with interventions attempted.
- Team discusses the student's class behavior which must show a consistent pattern of concern.
- Year Advisor & team make a decision to refer to AP with Intervention Forms for each student attached.
- AP staff will conduct formal observation of each student and entry to programme will be made with Administration approval.

Please note that before a referral is made, the student must exhibit a consistent pattern of behavior and a range of individual / Team interventions must have been attempted.

The AP staff is available to discuss individual students and will gladly suggest further possible interventions for use in class.

Referral to Counsellors:

Students, who are referred directly to the Counsellors, may also be recommended to the AP staff by the individual Counsellor.

3R CORE VALUES**RESPECT****RESPONSIBILITY****RESILIENCE****Positive Reinforcement:**

All students are expected to be involved in the life of the school by attending regularly; displaying a co-operative attitude; preparing well for classes; and showing a willingness to participate in both class and extra-curricular activities. Students are allowed to participate in extracurricular activities if they are applying themselves to the best of their academic abilities, are complying with school rules and have the permission of their parents and teachers. Students will be placed on probation or removed from extracurricular activity participation due to failing grades, consistently missed homework assignments and/or repeated rule infractions.

In order to encourage and acknowledge positive participation, students' good efforts will be commented on whenever they are noted. This will be done in a variety of ways, including:

- Verbal recognition
- Mention in newsletters
- Team recognition and celebrations
- Presentation of certificates and badges
- Good Citizen awards
- Principal's letters of commendation which will become a part of a student's permanent file.

SBG - Standard Based Grading:

Certificate of Achievement

These are students who have achieved a GPA 3.0

Certificate of Achievement with Commendation

These are students who have achieved a GPA between 3.0 - 3.5

Certificate of Honours

These are students who have achieved a GPA of 3.5 and higher

WIMS Leaving Certificate

These are students who have achieved a GPA below 3.0 - **M3 Prizegiving ONLY**

School Rules:

Whitney Institute Middle School is a community made up of 300 people, both students and staff. It is essential to have clear rules and responsibilities to ensure the smooth running of the school.

Students are required to:

- Follow instructions of all members of staff;
- Wear correct uniform;
- Respect all members of the community;
- Be punctual at all times;
- Have the correct equipment for classes;
- Respect school property and the property of others;
- Refrain from using profanity.

Whitney Institute has a **zero** tolerance policy for violence, intimidation, bullying and harassment.

The possession, use or suspected use of illegal substances (e.g.; tobacco, alcohol or drugs) by students is unacceptable and will automatically result in consequences applicable to the situation.

Step Three - Assistant Principal / Principal Options:

- Isolation from peers (lesson)
 - Assistant or Principal Detention
 - Parent Involvement
- ⇒ Letter to Parent requiring signature
- ⇒ Telephone conference
- ⇒ Parent conference
- ⇒ Sending student home with letter requiring parent conference
- In School Suspension
 - Referral to Therapist / Counsellors
 - Alternative Programme - up to 3 day withdrawal from lessons
 - Out of school suspension

The Alternative Programme

This programme is intended for those students who exhibit a consistent pattern of behavior, which is disrupting the learning environment for the class. It is not a “consequence” which can be used for an instance of poor behavior but rather an intervention that will attempt to help the student develop better coping skills.

The Alternative Programme is:

- Used to complement the existing disciplinary procedures and offer positive help to students
- A work orientated programme.
- Used for students who may benefit from short periods of closely supervised, intense work, counseling on “coping skills” and assistance on how to avoid further referrals
- Used to closely observe & support individual students in normal classes.

The following will clarify some points and help with the aim of acting “as soon as possible” after a student is identified.

Step Two - Team:

- The Team must be able to use its discretion on the method of approach to problem students while consistently applying the school rules
- Change of behavior is the aim not punishment
- Punishment or consequences, when decided upon, are only a means to an end

Options:

- School Detention
- Student/Team conference focusing on the change of behavior needed. Action must include the involvement of the “referring” teacher
- Student Monitoring using “Behavior Modification Form” – detailing behaviors expected
- Withdrawal of some privileges
- Record of concern in student planner
- Parent Involvement
- ⇒ Mailing of Disciplinary Form
- ⇒ Telephone conference
- ⇒ Parent/Team Conference
- Sending student home with a letter requiring parent signature to confirm receipt
- Sending student home with letter requiring parent conference
- Consultation with/referral to Guidance and or the Alternative Programme
- Consultation with Principal/Deputy Principal

Classroom Rules/Procedures:

These rules apply to all classes:

- Arrive on time and enter quietly.
- Have the required materials.
- Go to your place, quietly.
- Enter objectives and/or homework into planner. Complete “DO NOW/ FOCUS” Activity.
- Follow the teacher’s directions.
- Raise your hand to answer or ask a question.
- Keep hands, objects and comments to yourself. Respect yourself and others. NO put-downs!
- Absolutely NO gum chewing!

Essential Equipment:

Students should have these items for ALL classes:

- Student Planner – 1st is supplied free of charge. If lost, student **MUST** replace **immediately** – a fee is charged. Planners are **NOT** to be defaced, if so, students will be required to purchase a new one.
- School exercise books and folder for work.
- 2 pens – blue or black ink (Daily).
- 2 pencils (Daily) & Sharpener
- Ruler & erasers
- Colored Pencils (NOT markers)

(Please refer to year level list for additional required materials)

Homework & Home Practice Policy:

Homework is an important part of the educational process.

The completion of homework is designed to give you practice in skills learned in class; give you practice in working on your own; make you responsible for your own progress; teach you to plan and use your time wisely; prepare you for upcoming lessons and help you develop positive study habits.

- All students will be provided with a student planner, which they should have with them for all classes.
- Damaged or lost planners must be replaced immediately at the student's own expense.
- All assignments should be recorded in the planner.
- All assignments and objectives should be neat, complete and examples of your best effort.
- All assignments must be turned in on time.

Daily Routines:

- When the 8:27am bell rings, students should proceed directly to class.
- Students should move BRISKLY, DIRECTLY and QUIETLY from one class to the next.
- Students out of class during lessons must have a Hall Pass.
- Food and drink should be consumed only in designated areas.
- Lunch is eaten in the cafeteria.
- If an excessive amount of trash accumulates on the school ground students may be required to remain after school to clean the grounds.
- It is expected that all students will perform cafeteria clean-up duty when assigned.

The Three Disciplinary Steps:

Step One - Classroom Teacher:

- The teacher must make all reasonable attempts to deal with the problem.
- This often requires a lot of work but action taken at this level will have the greatest positive impact on classroom discipline.
- Each teacher must establish a disciplinary plan based on the school-wide expectations with established procedures, simple recognition and consequences.

Options:

- Proximity control and proximity seating
- Time out – 5 min. rule
- Student teacher conference
- Series of "fouls" or "marks" per lesson or week with established consequences
- Detention – short is often better. Remember 24 hours notice for longer detentions 30mins +
- Completion of "Student Reflection " form
- Service to the school or community
- Write concerns in Student Planner and check next day
- Communicate with parents (keep record and add to student file)
- Complete "Disciplinary Form" and refer to Team
- Send student to a Team Buddy to work for a period of time
- Send to Team Leader to work for a period of time
- Sometimes a change of environment/dynamics is necessary, yet not serious enough to be an office matter

Procedures for Entering Room and for Start of Lesson:

The expected procedures will need to be TAUGHT to all classes and reinforced by ALL TEACHERS.

- Teachers to meet students at the door and welcome them into the room. This will hasten movement into the room and cut down any problems in the corridor.
- “Do Now” introductory exercises arranged for all classes upon entry into the room.
- Students place planner prominently on the desk.
- Students immediately begin work on the introductory exercise.
- Objectives for the lesson written on the board and copied by each student into his/her notebook.
- Homework written on board and copied into planner by students.
- Teacher makes every effort to sign each student’s planner once a week and checks that objectives and homework have been recorded.

Cafeteria Procedures:

- Walk in quietly in correct uniform and place bags at the table.
- Sit only 8 to a table
- Use appropriate table manners:
 1. Remain seated at table throughout your lunch period
 2. Eat over your plate
 3. Chew food with your mouth closed
 4. Talk with people at your table only
- Raise hand when ready to be dismissed – usually by table.
- Stand, tidy area & wait behind your chair. Place trash in trash bin when leaving.
- 5. Students on lunch clean up are to sit at the designated tables.

Lateness:

Students arriving at school after the 8:30am bell must report to the office to sign in. The attendance officer is informed of persistent latecomers.

Absence:

Parents must call the main office to inform the school of a student’s absence by 9:00am. Students are responsible for making up any work they have missed while absent. The attendance officer is informed of frequent student absences.

Personal Property:

Radios, cellular telephones, headsets, electronic games, iPods, etc. are not allowed to be used during the school day. Should any of these items be used without permission they will be confiscated and secured in the main office. The confiscated item(s) can be collected at the end of each term (i.e.; December, March or June).

If a student refuses to hand over the non permitted item(s) or hands it over defiantly or disrespectfully, the item(s) will be held until the end of the school year (June).

THE SCHOOL WILL NOT ACCEPT RESPONSIBILITY FOR ANY SUCH ITEMS LOST OR STOLEN WHILE IN A STUDENT’S POSSESSION OR AS A RESULT OF CONFISCATION.

School Uniform:

School uniform is required at all times and must be worn correctly. If there is a problem a note must be sent to the year level team leader explaining why the student is out of uniform and when the student will be in uniform. Failure to provide a note may result in a detention, loss of privilege or the student may be sent home.

Students are expected to take pride in their appearance and be a credit to the school. Students are not allowed to wear clothing that sags below the waist.

The English Sports Shop is the official supplier of the school uniform.

The following uniform regulations are strictly enforced and students will be penalized for wearing incorrect uniform. Please be aware that **NO** deviations, alternatives, or variations will be permitted.

⇒ **Summer uniform is worn.**

⇒ **Winter uniform is worn.**

⇒ **Summer uniform is worn.**

- **Ties:** Ties must be worn with both the summer and winter uniforms and must be properly tied to cover the top button of the shirt and the length should be to the waistband.
- **Shirts:** Plain white cotton dress shirts are required. Collared shirts (long and/or short sleeves) are to be worn at all times. **NO** peter pan collared shirts (i.e. shirts with the round collars).
- **Sweaters:** Plain, dark green sweater vests or sweaters, either cardigan or pull over style may be worn either with the summer or winter uniform.
- **Blazer:** The blazer must be worn with the winter uniform and no other jackets are permitted.
- **Crest:** Must be neatly sewn on the blazer they are purchased from the English Sports Shop.
- **Shoes:** Black or brown polishable leather or synthetic moccasin style or lace up shoes are required. Boots are not permitted.
- **School Track Suit Jacket:** Can be worn during the summer months.

Students may not eat or drink in the computer labs or near computers in the classroom.

For further information please refer to the document entitled "Whitney Institute's Acceptable Use Guidelines for Technology Resources".

Expectations for Advisory:

Each student will be assigned an advisor for the year. This adult will serve as the first point of contact for the student and parent.

- Students are expected to be in class and remain in the classroom.
- Students are expected to be engaged in the scheduled activity.

As with all other lessons, the instructional integrity of these periods must be maintained.

Students may not be out of class for any reason:

Students sent on messages, will do so with a pass and five minutes before the end of the lesson. Student Leaders will be used in most cases.

Movement & Punctuality:

On the Bell move

Directly, Briskly & Quietly

To the next lesson

Keep to recognized walkways – students should walk around not across the main school field.

Bathroom breaks must be taken at this time

Textbooks, Instruments and School Property:

Textbooks supplied by the Ministry of Education or WIMS to students, should be treated as borrowed property. In the event of loss or abuse of textbooks, whether accidental or deliberate, students must pay for the replacement value of the book.

Band instruments, library books, and other school equipment and/or property should also be considered as a loan. In the event of loss or abuse of instruments, equipment or property, restitution will be determined by the amount it costs for replacement or repair.

When personally owned or rented instruments or equipment are brought to school, the school cannot assume responsibility for loss or damage. That responsibility remains with the student and parents.

Technology Policy:

Appropriate behavior as it relates to the use of the school's computers, laptops, LCDs, etc., is no different than appropriate behavior in all other aspects of Whitney Institute Middle School activities. All users are expected to use the computers and computer networks in a responsible, ethical and polite manner.

Parents and students are expected to sign the Technology Policy Contract. Whitney Institute reserves the right to monitor all technology resource activity. Whitney Institute's technology resources will be used only for learning, teaching and administrative purposes consistent with Whitney's mission and goals. Commercial use of Whitney's system is strictly prohibited.

Student use of the computers and computer network is only allowed when supervised or granted permission by a staff member. Attempting to log on or logging on to a computer or email system by using another's password is prohibited. Assisting others in violating this rule by sharing information or passwords is unacceptable.

Boys' Uniform:

Pants/Shorts NO Dickies or Cargo Pants

- Grey pants or shorts are worn with the uniform. These must be worn at the natural waist. A plain black or brown belt must be worn to keep pants with loops at the natural waist.
- Pants must be long enough to rest on the top of the shoes without causing multiple folds.
- Shorts must be tailored and knee length.

Socks:

Dark green socks are to be worn with the uniform. Knee socks **must** be worn with shorts.

Girls' Uniform:

Skirts/Pants

- Grey skirts or pants are required.
- Skirts should be a plain style, slightly flared.
- Skirts must be knee length.
- Straight, pleated, gathered, split or wrap skirts, skorts are NOT allowed.
- Patch pockets are not allowed.

Socks:

Dark green socks are to be worn with the uniform. Knee socks **must** be worn with skirts.

Physical Education Uniform:

- The P.E. uniform is to be worn for all physical education classes and for all team sports and games. It may NOT be worn as part of the regular uniform.
- All students are required to wear Whitney P.E. T-shirts and shorts (available for purchase from the School Office).
- All students are required to wear appropriate athletic shoes and white socks.
- Students may have a School Tracksuit for use on cool days (available for purchase from the School Office).

Rain Gear:

A rain jacket, coat or suit of rubberized material may be worn. This must be of a single colour, preferably dark green.

Jewelry:

- Female students are permitted to wear one wristwatch and one small pair of gold or silver ball stud earrings. Male students are permitted to wear one wristwatch and one small gold or silver ball stud earring. Earrings must be worn in the **lower** lobe only. **NO** other jewelry is permitted at any time.
- Students who wear other items of jewelry staff members will confiscate the jewelry and it will be collected at the end of the term (December /March / June).

N.B. The school does not accept responsibility for items of jewelry that students bring to school nor will accept responsibility for jewelry lost or stolen due to confiscation.

Only clear nail polish is allowed. Makeup (*including lip gloss*) is NOT permitted.

Hair must be neatly combed, well groomed and not be distracting to the learning environment. Hair should be of natural colour only, no lines or designs (males).

Hair accessories are to be black, brown or white only and must be worn on the hair only. No headbands will be allowed.

Other Matters for Information:

Telephone Use:

The school phones are for business purposes and are available to students only in emergency situations. Student will not be allowed to use the phone unless it is for a genuine emergency.

Urgent telephone messages from parents or guardians will be delivered to the classes. Students will not be allowed to leave class to receive phone calls.

Cell phones and any other electronic devices used by students during the school day is not permitted and will result in the item being confiscated and returned at the end of the term (December, March or June).

Permission to Leave School:

Any student who needs to leave school during the day must receive permission from their Team Leader and sign out in the main office.

Requests for students to leave during the day must be in writing and signed by the student's parent or guardian.

Visitors:

All visitors to the school are required to report directly to the main office and to sign in where they will receive a visitor's badge. Parents are welcome to visit the school regularly but are asked to make prior arrangements when they wish to visit classes or individual teachers, as teaching schedules have to be considered. Students are not allowed to receive visitors during the school day.