



Columbus City Schools Mission Statement

Each student is highly educated, prepared for leadership and service, and empowered for success as a citizen in a global community.

Learn. Dream. Succeed.

World Language Middle School

Grades 6-8

The World Language Middle School will create successful and compassionate global citizens who think critically, solve problems, respect all people, and promote intercultural understanding.

Students Rights and Responsibilities

Copies of the Guide to Positive Student Behavior for 2021-22 will be sent via email to each student. It is expected that parents/guardians will review and discuss all information contained in the guide with their child. It is also expected that every student abides by the policies and regulations set forth by the Columbus Board of Education and the expectations of World Language Middle School.

All parents/guardians are expected to complete the signature form online. Signing this indicates that you have thoroughly reviewed the guide with your student.

Columbus City Schools Anti-Harassment Policy

In accordance with federal and state laws and district policy, the Columbus City School District will not tolerate harassment against any staff member or student on the basis of sex, race, national origin, religion, age, disability or sexual orientation. Harassment shall be defined as

slurs, jokes, intimidation, or any verbal or physical attack directed at an individual's sex, race, national origin, religion, age, disability, or sexual orientation.

World Language Middle School

Student Qualities

The World Language Middle School staff has identified three (3) qualities that students need, to be successful in school and in life. The qualities students should exhibit are:

- **BE Respectful**
- **BE Responsible**
- **BE Ready**

World Language Middle School students are expected to demonstrate these traits both within the virtual and physical classrooms and common areas of the building.

Statement of Philosophy

We believe that in our program, children will succeed in learning subject matter content

while acquiring a second language. Language acquisition should be started early. It must involve the children in the use of the language for communicating in everyday situations within a positive, natural environment.

Children who complete a World Language Immersion Program from Kindergarten through Grade 8 will be able to:

- Communicate (understand, speak, read, and write) in the second language with ability approximating that of a child who is native to that language about topics appropriate to their age level.
- Perform as well as or better than their non-immersion peers on standardized achievement tests administered in English.
- Recognize contributions made to the United States as well as to the rest of the world by representatives of World Language communities, past and present.
- Acquire a great knowledge, understanding, and appreciation of cultures, and in doing so appreciate the similarities and differences in their own lives.
- Achieve such proficiency in the second language and in English that they are able to continue their studies in both languages.
- Gain deeper insights into themselves and into other ways of thinking and expressing themselves.

Emergency Contact Information

It is extremely important that our staff members have accurate and up-to-date contact information. This makes it possible for school personnel to provide proper emergency response. As a parent/guardian, you will be asked to update your child's emergency information at the beginning of each school year. This is done within the CCS Parent Portal. The portal will be a place where you will also be able to monitor your child's progress throughout the year. If your telephone number, place of residence or emergency contact information changes during the school year, please notify the office staff immediately.

In case of a medical emergency or illness during traditional learning days, school personnel will attempt to notify you immediately. Parents must make arrangements for the proper care and transportation of their child if he/she has an accident or becomes too ill to remain in school. These arrangements include identifying friends or relatives who would be available to pick-up and care for your child in the event we are unable to reach you. Please include emergency contact names and phone numbers in the Parent Portal.

*****Please note it is a board policy that we cannot release any child to an adult NOT listed on the CCS Parent Portal without a note from you and that we MUST check with their photo ID. You may update these individuals at any time using the Parent Portal**

School Office Hours

Our school office is open from 7:00 am to 3:00pm. **Please call about any transportation changes by 1:00pm.** The office will be limited to emergencies only from 2:00-2:30pm as we ensure all students are dismissed to their appropriate locations by staff.

Expectations for Behaviors During Virtual Learning

- Stay fully engaged and work in a space free from distractions
- Have materials ready for the day
- Use ONLY school appropriate language in the chat
- Be patient with technology and with one another
- Be mindful of your background (visuals and noise)
- Mute when you are not speaking
- Have your camera ON
- Use only your name to identify yourself on virtual calls, no nicknames, please.
- Pause your camera if you need to take care of a personal matter
- Participate by raising your virtual or

physical hand and through adding comments in the chat

Student Email

All Columbus City School students have a school email account.

Student email addresses are in the format of studentIDnumber@columbus.k12.oh.us (for example, 12345678@columbus.k12.oh.us). Students will use the same password that they use to log in to district computers at school. Students can access their email account from any device by visiting ccsoffice.org.

Students will be able to use their new email address to connect with their teachers, principals, and school support staff about online assignments, coursework, and other school-related activities.

Students are only permitted to send or receive internal email messages. This means that they are only allowed to send and receive messages from other email addresses that end with "@columbus.k12.oh.us". There are a number of exceptions including Google Classroom, Webex video chats, and other educational resources and institutions.

Arrival and Dismissal

In the event of virtual learning days, please sign on to your Zoom or Google Meets calls 5 minutes ahead of schedule. Teachers will be checking you in and being on time means that you are showing respect and responsibility.

If you will be absent for a virtual meeting, please have your parent/guardian send an email to your teacher and copy Señora/Mme. White on the email swhite1@columbus.k12.oh.us.

Students may begin to enter the cafeteria at 7:00am for breakfast. The instructional day begins promptly at 7:30 am. All students entering between 7:00am and 7:30am will enter

through the cafeteria and wait there to be escorted to classrooms. For the safety of our students, please do not leave students unattended on school grounds prior to 7:00am.

Students who arrive at school after the tardy bell will be considered tardy, except for late bus arrivals. **All late arrivals should report to the office before going to class.**

Please communicate all changes in dismissal plans in writing. We are unable to make changes in dismissal plans via telephone. Students are dismissed daily at 2:30 pm. All students must be picked up prior to 2:45 pm.

Attendance

Students miss a vital portion of their education when they are absent or tardy to school. While it is possible to make-up written work, class

instruction, presentations, discussions and student-teacher interaction can never be recovered.

Attendance is taken in the Parent and Student Portal during Virtual School Days. You will be able to "check in" between 7:30am and 11:00pm daily online. If you are not completing work during the day or not attending virtual sessions, the teacher will have the ability to change your Present to Absent. Being responsible means that you check in and complete your assignments throughout the day.

During days when we are physically present, please notify the office by 7:30 am if your student is going to be absent or tardy to school.

An email from a parent/guardian is required if the student is absent from school. The email should contain the reason for the absence, the date, and a parent/guardian or doctor's signature. **Frequent absences (more than 10 days) will require a note from a doctor stating the child has a chronic illness that prevents him/her from attending school.**

The following excuses shall be accepted for student absence:

- Personal illness.
- Illness or death in the immediate household.
- Observation of a religious holiday.
- Doctor/Dentist appointments
- Emergencies or any other occurrences which, in the judgment of the principal, may necessitate absence from school.

Emergency School Closings

Announcements regarding the emergency closing of school will be made on the radio and television. In the event that an emergency closing should take place during the school day, notification would also be made by radio and television. Please have a plan in place so that your child knows what to do in the event that schools are closed early.

Food Service

A nutritious breakfast and lunch every day is important for a child to perform at his/her best.

During in-person learning days, breakfast will be served daily from 7:00 am – 7:25 am. Breakfast and Lunch is FREE for all Columbus City School students and will be served each school day.. Food service sites will be available throughout the district during virtual learning days. The list can be found on the Columbus City Schools website.

Food Allergies

The prevalence of food allergies is on the rise in the United States. It affects 6-8% of school-age children. For some children, a food allergy can be life-threatening. If your child has been diagnosed with a food allergy, please inform the school nurse, the classroom teacher and the office staff. You may also contact CCS Health, Family & Community Services Department at 614.365.5824. The Columbus Board of

Education has recently adopted a framework [Policy 5161.3] for accommodating students with known food allergies that reduces the likelihood of an allergic reaction at school. For additional information on this policy, please visit www.ccsdh.us.

In Person Learning Days

Transportation

Bus information will be mailed to you from the Transportation Department. If you need to make a change in your bus route, including child care bus route changes, please contact the office at (614)365-5707 to obtain a *Request for Reassignment* form. Only the Transportation Department can approve requests for bus route changes. Please allow up to 1 week for approval.

Bus riders should be at their bus stop ten minutes before the scheduled arrival time.

Bus Safety

Safety in our community and school is a major concern of parents and school officials. School bus safety is a significant part of that concern. With this in mind, the Transportation Services Department has developed a series of safety tips and rules to ensure the safe and effective transport of students. A few of the rules are highlighted below. **A student who behaves in an unsafe manner on the bus will be reported to the principal for possible disciplinary action. Unsafe behavior may result in the loss of bus ridership privileges.**

1. Students must ride their assigned bus. No unauthorized passengers are allowed.
2. Students must obey the bus driver's directions at all times.
3. School buses are not permitted to stop longer than necessary to pick up pupils. Therefore, buses cannot wait for tardy pupils.
4. Students must get on and off only at their assigned stop.

5. Students must observe rules for crossing the street when entering or exiting the bus.

Educational Field Trips

Students are scheduled to go on educational field trips throughout the school year. These trips are via school bus and are teacher supervised. A permission slip must be on file in the office before a student may go on a field trip. In addition, parents are generally notified before any trip is taken. When parent assistance is needed, teachers will notify parents and make arrangements accordingly.

Electronic Devices

Electronic communication devices must remain in the **OFF** position at all times during the instructional day unless it is being used for instructional purposes, with permission of the student's teacher. Students may not bring lasers or electronic games/toys to school. Furthermore, electronic devices may not be used in any of the school's common areas or during recess. Additional information may be obtained by reviewing Board Policy 5143.1.

Students who do not follow guidelines outlined in the policy may be subject to the following disciplinary action.

1st Offense – Teacher Feedback/Parent Contact

2nd Offense – Teacher Confiscation of Device (returned at end of the instructional day)

3rd Offense – Principal Confiscation of Device (returned to student's parent/guardian)

Homework

Homework is given to reinforce skills being taught within the classroom and should be done to the best of the student's ability. Parents should be minimally involved in completion of homework. While homework may vary between teachers, we believe when learning a skill, students need a great deal of practice in order to achieve mastery. Parents are requested to only ensure the completion of

homework. At World Language Middle School, we believe:

- Homework is a positive part of the school program.
- Homework is an extension of classroom work.
- Homework provides an opportunity for parental awareness of classroom learning.
- Homework's frequency and length will vary from grade level to grade level.

Report Card

World Language Middle School is on a 9 week grading system. Grade card reports will be available throughout the grading period online using the Columbus City Schools Parent Portal. Each parent and student will receive a unique password to access this website.

If you need assistance with the use of Parent Portal, please contact Mr. Mobley, Immersion Counselor or Mr. Carter, ESL Counselor. Our school secretary, Señora White, can assist you with Parent Portal passwords.

Auditorium Assemblies

Assemblies are held on a regular basis throughout the school year. The purpose of our assemblies is not only to entertain, but to educate and inform. Students are to conduct themselves in a courteous manner at all times. The procedure for entering the auditorium is:

- Students will be called by grade level to be escorted to the auditorium by their teacher that period.
- Students will walk SILENTLY in the hallway to the auditorium.
- Students will enter the auditorium SILENTLY where they will remain until the program begins.
- Students who are disruptive will be asked to leave the program for its duration. A parent conference via phone or in person may result.

Safety Rules for Outdoor Activities

- All students are expected to obey all school personnel.
- Students are expected to keep their hands and feet to themselves at all times. No fighting or rough play is permitted. This includes tag, chasing-type games, hitting, kicking, pushing, throwing snowballs or stones, tripping, jumping on other children's backs, wrestling, tackle football, or pencil fighting.
- Students are to remain in designated areas and not enter any of the surrounding parking lots.
- Students will be informed as to the condition of the field and whether or not they will be permitted to play in that area; generally, temperatures above 30 degrees Fahrenheit are required.
- Food is not permitted on the playground.
- The staff members on duty will inform students that it is time to line up to re-enter the building by blowing a whistle. Once the whistle blows, students must stop all activities and line up according to the staff's directions.

After School Activities

- Students are not to remain at school after dismissal unless they are part of a school activity supervised by a teacher, advisor or coach.
- Students staying at school after dismissal for a school activity are to be out of hallways and with their adult supervisor.
- Students waiting for rides after tutoring, practices, games, detentions or meetings are to remain in a lobby near an outside doorway. They may not be anywhere

else in the building unless they are with a teacher, coach or advisor.

- If weather permits, students are to wait outside the building for their ride home.
- Students will not be able to go to their lockers after athletic practices or club meetings. Students are to make arrangements with their coach or advisor to put their books, coat, etc. in a classroom or locker room.
- Students who remain after dismissal to use outdoor recreational facilities do so at their own risk. The school district assumes no responsibility for them. These students are not permitted to re-enter the building.

Student Athletics

All sixth, seventh and eighth grade students have the opportunity to compete for a spot on one of our seven sports teams: co-ed soccer; girls volleyball, boys and girls basketball; co-ed track; baseball and softball. All student athletes must maintain at least a 2.0 GPA in order to be eligible to participate AND must have a physical examination by their physician in order to participate in middle school sports (Ohio High School Athletic Association). All student athletes must conduct themselves with integrity during the school day and sporting events, promoting a positive representation of World Language Middle School. The coach of each athletic club will provide parents with an informational packet, communication expectations, and schedule of events.

Dances

School dances will be held during the school year and sponsored by the World Language Middle School PTO within the school. Pertaining to school dances, the following will apply:

- The school Dress Code will be enforced along with normal school expectations.

- Teachers and parents must be present as chaperones.
- Students will not be permitted to return once they have left the dance.
- Only students from World Language Middle School will be admitted. No guests from other schools are permitted.
- The sponsoring organization is expected to assist with cleanup after the dance.
- While dancing, students must keep their hands at or above their partner's waist.
- Beverages and food are not permitted in the gym.
- Dancing that is considered inappropriate for middle level adolescents is prohibited.

Crisis Drills

All schools are required to have a fire drill once a month. Fire drills are necessary for the safety of students and staff. Specific information for fire drills is posted in each room. Tornado drills are held in the spring. Other crisis drills will be held periodically through the school year. Additionally, students may practice one of several other drills during their school year, including lockdown drills, and shelter-in-place drills.

School's Right to Search

Lockers, desks or storage places provided for student use are, and remain at all times, property of the Columbus Public Schools' Board of Education. These areas and the contents, therefore, are subject to a random search at any time, pursuant to board policy. Administrators are authorized to conduct inspection of school property at any time. School administrators, with a witness, have the right to search a student's personal belongings, including vehicles and/or the student if he/she has reasonable cause to believe that a student may be in possession of evidence that a law or a school rule has been violated.

Lockers

Lockers are subject to availability; the homeroom teacher may assign a locker to each student at the beginning of the school year. Each student is responsible for cleaning and maintaining his or her locker. Lockers will be cleaned out quarterly by the occupant of the locker. Final locker cleanouts will be held during the last two weeks of school. All unaccounted for belongings will be placed in our lost and found. Unclaimed belongings will be donated to a local charity two weeks after school is out. All lockers remain the property of the school and are subject to search at any time. Students must pay for lost or damaged locks. All students must report their lock combination, serial number and locker number to homeroom teachers. In order to protect personal belongings, each locker must be kept locked and the combination numbers used only by the assigned student. Do not share lockers or combination numbers! Students must provide their own combination lock for gym lockers that are not equipped with built-in locks and this combination should be given to the Physical Education teachers.

Students may go to their lockers before homeroom to obtain materials needed for morning classes: during homeroom with a pass denoting teacher's permission; prior to lunch; directly after lunch and at dismissal. Being prepared for class by obtaining materials on time allows the teacher and other students to begin class on time.

Cafeteria Rules

We want all students to experience a pleasant, relaxing breakfast and lunch time at World Language Middle School; however, the presence of large numbers of people in a small area can create problems of noise and confusion. Students will be informed of the cafeteria rules and will be expected to follow them. Please go over the following rules periodically:

- Enter and Exit in an orderly manner.
- Talk quietly.
- Listen to adults attentively and carefully..
- Use good table manners.
- Stay in your seat/raise your hand for adult assistance.
- Be responsible for keeping your own area clean.
- Don't trade, share, or give food away. Numerous students have food allergies.

Dress Code

On August 16, 2005 the Columbus Board of Education approved two policies that, when implemented, will help to ensure a positive climate for learning in all our schools.

The first district wide policy expects all students to adhere to a code of decent dress for school. Students are not to wear clothing that could compromise their personal safety or the safety of others.

Specific provisions include:

- Dress length not shorter than mid-thigh and undergarments concealed at all times;
- No bare midriffs or see-through clothing, ONLY SHIRTS WITH SLEEVES ALLOWED (EXCLUDED ARE tube tops, spaghetti strap tops, halter tops, and/or strapless tops or dresses, revealing the midriff or breasts); no tight or form-fitting clothing; no night or sleeping clothes; and no underwear as outerwear;
- No RIP (rest in peace) shirts.

- No words or writing across the seat of shorts, pants, and skirts;
- No hats, caps, and other types of head covering, other than those for religious purposes, and no sunglasses worn inside the buildings;
- Shorts must be hemmed and straight legged, no shorter than mid-thigh, and must be worn at the waist. No saggy shorts and short shorts; gym shorts only allowed in physical education classes.
- Long pants must be of proper waist size and must not hang below the waist, with pants not touching or dragging on the ground;
- Belts must not be more than three inches longer than the student's measured waist size;
- Clothing and jewelry shall be free of writing, pictures, or any other insignia which are crude, vulgar, profane, sexually suggestive, or which advocate negative racial, ethnic, gender or religious prejudice, or use of or glorification of drugs, tobacco, alcohol, or violence.

Purses and book bags will be kept locked in student lockers.

*****The Principal has discretion over dress code.*****

Parent Teacher Conferences

There are four days per year that have been set aside for conferences with parents. You will be notified in advance of conference dates and able to sign-up online for a time to meet with your child's teacher.

If you would like to schedule additional times to meet with your child's teacher, please email our office and we will work with teachers to accommodate your request. To ensure that classroom instruction is maximized for our students, we ask that conferences not be scheduled during instructional time.

Classroom observations must be pre arranged with classroom teachers and may last up to 30 minutes. During this time, a purpose for observation must be stated. These are not times for conferences and are limited as to not interrupt the educational setting.

PTO/Volunteering

Please join and take part in our Parent Teacher Organization! A strong PTO helps to build a strong school. We also encourage you to consider finding the time to volunteer. There will be many opportunities for parents and friends to volunteer their time and/or skills with our students.

Visiting Our School

When visiting or volunteering at our school you MUST sign-in at the office before going to any location on the Lobby Guard System which requires your ID. As a reminder, tours can be requested and we encourage visitors to come and view our program. Please call the school between 8:00am-9:30 am to arrange a visit. Visitation is not a time for conferencing with teachers, however, conferences can be scheduled upon request outside of instructional hours.

Connecting with Your Child

Going to school means big changes for your child. These changes can be stressful. Having a positive attitude is the key to help ensure success. Talk with your child about new friends, new teachers, new rules, new routines and new feelings. Always remember the power of positive praise! A daily check in with you and celebration of their hard work will take them far!

**2020-21 World Language Middle School Student Handbook
Signature Page**

I have received a copy of the World Language Middle School Student-Parent Handbook and have reviewed World Language Middle School's expectations with my child. I understand that expectations have been developed to create a safe, nurturing and challenging environment for students and staff and to provide meaningful learning opportunities. My child and I have talked about possible consequences when expectations are not followed.

Parent Signature

Date

Parent Name (Printed)

Child's Name

Child's Room Number

Teacher's Name

I understand that I come to school to LEARN. While I am at school I will give 100% effort and will exhibit the WLMS qualities: BE respectful, BE responsible, and BE ready. I understand that if I do not make good choices, there may be consequences and these consequences will be communicated with my Parent/Guardian following the CCS Guide to Student Success. I will do my best to meet and exceed the expectations of World Language Middle School and my family.

Child's Signature

Date

World Language Middle School

Parent Right to Know Information as Required by The Elementary and Secondary Education Act (ESEA) [Section 1112(e)(1)(A)] and the Every Student Succeeds Act [Section 1112(e)(1)(A)]

2021-2022

Dear Parent(s)/Legal Guardian(s):

As a parent of a student attending a school that is receiving Federal Title I dollars, you have the right to know the professional qualifications of the teacher(s) and instructional paraprofessional(s) who instruct your child. Federal law requires every Title I school district to comply and to provide you with the requested information in a timely manner.

We are happy to provide this information to you. At any time, you may ask:

- Whether the teacher met state qualifications and certification requirements for the grade level and subject he/she is teaching,
- Whether the teacher received an emergency or conditional certificate through which state qualifications were waived, and
- What undergraduate or graduate degrees the teacher holds, including graduate certificates and additional degrees, and major(s) or area(s) of concentration.

You may also ask whether your child receives help from a paraprofessional. If your child receives this assistance, we can provide you with information about the paraprofessional's qualifications.

The Every Student Succeeds Act (ESSA) which was signed into law in December 2015 and reauthorizes the Elementary and Secondary Education Act of 1956 (ESEA) includes additional right to know requests. At any time, parents and family members can request:

- Information on policies regarding student participation in assessments and procedures for opting out, and
- Information on required assessments that include:
 - subject matter tested,
 - purpose of the test,
 - source of the requirement (if applicable),
 - amount of time it takes students to complete the test, and
 - time and format of disseminating results.

Our staff is committed to helping your child develop the academic knowledge and critical thinking he/she needs to succeed in school and beyond. That commitment includes making sure that all of our teachers and paraprofessionals meet applicable Ohio state requirements.

We look forward to the upcoming school year, and together we will make a difference in your child's life.

Sincerely,

Sandra Santos, WLMS Principal