

# Student Handbook



## West Middle School

**2017-2018**

401 Clinkscales Road

Columbia, MO 65203

Office Phone: 573-214-3230

Fax Number: 573-214-3231

Office Hours: 7:00 AM—3:30 PM

School Hours: 7:30—2:35 PM

West Colors: Blue and White

West Mascot: Vikings

Live. Learn. Become...

# WEST MIDDLE SCHOOL

Principal	Dr. Melita Walker	Guidance Counselor	Ms. Debbie Poesse
Assistant Principal	Mrs. Trista Gilpatrick	Guidance Counselor	Mrs. Amanda Taylor
Home School Communicator	Mr. Aubrey Coleman	Outreach Counselor	Ms. Sandy Miller

This handbook is provided to help you become familiar with the policies and regulations of Columbia Public Schools and more specifically to West Middle School. It is your responsibility to become familiar with the contents of this Handbook. An understanding of the policies and procedures will enhance your experience to be successful at West Middle School.

## WELCOME TO THE PTSA

Welcome to West Middle School's Parent-Teacher-Student Association (PTSA). PTSA includes Parents, Teachers, Students, Staff, Administrators, and our Partner-in-Education: Shelter Insurance Companies working together to create a healthy learning environment for our students. Our goal for the 2017-2018 school year is to enhance open communication and increase parent participation. We invite everyone interested in the education and growth of the students at West Middle School to join this organization. This year's PTSA Board looks forward to working together with all parents to reach our goals.

Back to School Night: Wednesday, August 23, 2017 at 6:00 p.m.

## WELCOME TO WEST MIDDLE SCHOOL

On behalf of the entire West team, we welcome you to West Middle School! We are extremely excited that you are joining our West family for 2017-18!

We are very proud to be West Vikings and are committed to providing our students with a challenging, student-centered environment that helps create respectful and thoughtful members of the community. We are very fortunate to have a committed staff, amazing students, and supportive parents who will all work together to continue the strong traditions and culture of excellence that embodies West Middle School and the Viking Code: Be Responsible, Respectful, and Safe.

At West Middle School, we live our slogan: Live. Learn. Become ...and strive to ensure that every student receives a high quality academic experience and the social support he/she needs to be prepared for the challenges that come at the next level and beyond. We believe that excellence is the result of intentional practices and beliefs and encourage our students to develop positive habits such as: being kind and using kind words, listening to adult directives, completing classwork on time and turning it in on time, always putting forth your best effort, and attending school on a daily basis; which will result in a positive West experience.

West Middle School celebrates and honors the legacy of Dr. Muriel Battle, who served West as a social studies teacher, department chair, assistant principal and principal; and later went on to serve Columbia Public Schools as the Associate Superintendent for Secondary Education. We recognize Dr. Battle's influence in our school's rich heritage and strong purpose and in an effort to honor the legacy of Dr. Battle, a portrait of her was mounted in the foyer at the main entrance of the school. Although Dr. Battle died in 2003, her motto during her years at West, "We're Glad You're Here.", still lives on.

Welcome to West Middle School. We appreciate your support as we maintain the tradition of excellence for which West is known. We wish you a wonderful school year!

WE'RE GLAD YOU'RE HERE!

Sincerely,

*Melita Walker*

Dr. Melita Walker

Principal

### **West's Mission:**

To empower all students to become independent, compassionate, and productive members of society by providing and excellent education.

### **West's Vision:**

To be an exceptional learning environment that educates all students at high levels, celebrates diversity, embraces families and the community, and nurtures students to become successful citizens of our global society.

## **SECTION 1: GENERAL INFORMATION ABOUT WEST**

### **A. ATTENDANCE**

Consistent attendance is important to support student achievement. We ask our parents to excuse their children from school only when it is absolutely necessary. While appointments with medical professionals may sometimes be unavoidable we appreciate parents scheduling appointments after the school day has ended.

#### **Absences**

Parents may excuse up to **seven (7) absences** per year. A student must have appropriate documentation for absences to be excused beyond these seven days. If additional absences occur, students and parents may be requested to meet with a school administrator. An **unexcused absence** is one that does not have the proper documentation to be excused. All unexcused absences will be considered trancies unless the absence is reported to the office by a parent within 48 hours. A **truancy** is an absence that has not been approved by the parent and/or school official. Consequences will be assigned for trancies. Absences that receive appropriate medical documentation from a medical provider will be coded as a **medical absence**.

#### **Returning After an Absence**

When absent from school, a parent/guardian needs to report the absence to the attendance secretary by either calling the day of the absence or sending a note when the student returns. If no contact with the school has been made after 48 hours, the student will be considered truant and referred to the office of the Home School Communicator. Mr. Coleman, Home School Communicator, will make every effort to verify the absence. If the absence can not be verified, the student will be subjected to disciplinary actions.

#### **Leaving School for an Appointment**

All notes from parents requesting excuses for doctor's appointments, etc., should be presented to the attendance secretary in the office at the beginning of the school day prior to the 7:30 bell. After obtaining a pass, you should report to the office to check out at the time you are scheduled to leave. You then should check back in at the office immediately upon your return to the building.

**REMEMBER - bring all notes to the office before your advisory class.**

**NOTE: Because of legal requirements, West Middle School's policy states only parents/guardians may contact their child at school during the school day.**

### **B. ATHLETICS**

The aim of our athletic programs is to develop the fundamentals of each sport, work within the team concept, maintain a high level of sportsmanship, remain in good academic standing, represent West with integrity, and enjoy the game. 6<sup>th</sup> grade students will be provided the opportunity to participate in intramural sports. 7<sup>th</sup> grade students can participate in programs for cross country, volleyball, basketball, and track. 8<sup>th</sup> grade students can participate in football, cross country, volleyball, basketball, and track. Additionally, in the 7<sup>th</sup> and 8<sup>th</sup> grade, students can participate in cheerleading.

#### **Eligibility**

In order to be eligible to participate and represent West Middle School, students need to maintain certain academic and behavioral expectations.

**Academic:** Students must be passing all subjects in order to compete in a school sanctioned athletic event. If a student receives one 'F' on a grade card or progress report, they are ineligible until the grade increases to a passing score (with a minimum of five days of ineligibility). If a student receives more than one 'F', they are ineligible to compete until the next grade report is issued. Our first priority is student academic performance; grades will be closely monitored to ensure support of our academic goals.

**Behavioral:** Students who participate in athletics are expected to maintain an appropriate level of citizenship at school. Conduct and/or discipline issues that result in an office referral may effect athletic eligibility. Students who are serving either in-school or out-of-school suspension are ineligible to participate in athletics on those days. Students who commit a safe schools violation may be restricted from participation in athletic events for the remainder of the athletic season.

## **Physicals**

All 7<sup>th</sup> and 8<sup>th</sup> grade students who participate in a sport are required to have a current physical on file with the school's Athletic Department in order to be eligible to participate. Physical forms are available in the main office and must be dated after February 1, 2017.

## **Event Admission**

Students, parents, and patrons will be charged an admission to athletic events. Admission fees will be \$3.00 for adults and \$2.00 for students for all Columbia Public Middle School regular season athletic events. Athletic passes will be available for purchase in the main office. District-wide family athletic passes, that allow up to 5 family members admission to any Columbia Public Middle School regular season event will be \$40.00. **The passes will not be valid for admission into tournament games.**

## **C. BAGS / BACKPACKS / PORTFOLIOS**

Students are not permitted to carry large backpacks throughout the school day, as they take up extra space in classrooms. Backpacks are encouraged to be used to transport school materials back and forth to school but must be stored in a secure locker during the school day. Students are permitted to carry a string bag throughout the school day to store and protect the school issued iPad. Students are also expected to carry their school binder to classes for organizational purposes. Each student will be assigned his/her own locker for the storage of book bags, purses, coats, and other school materials and will have opportunities between classes to access his/her assigned locker for classroom materials.

## **D. BICYCLES/SKATEBOARDS/ROLLERBLADES**

Students riding their bicycles will need to park and lock their bikes on the racks provided. Students riding bikes will be expected to leave the grounds immediately upon dismissal. Bike riders should always walk their bikes on school grounds. Skateboards and rollerblades should not be utilized on school property, except during approved activities. If students bring their skateboards or rollerblades to school, they should be secured in their locker upon arrival at school.

## **E. BREAKFAST/LUNCH PROGRAM**

Breakfast and lunch may be purchased on a daily basis. Food purchased in the cafeteria will be on a cash basis only; checks can be deposited into student accounts but will not be cashed. Both hot and sack lunches are available daily. A la Carte items are available and may be purchased with cash or account funds, if so designated by a parent/guardian. All students will need to enter their ID number into the register. **Free and reduced price breakfast or lunch applications must be approved each year. Applications are online.**

Breakfast is served from 7:10 AM to 7:30 AM

6<sup>th</sup> grade lunch is from 10:34 AM to 10:59 AM

7<sup>th</sup> grade lunch is from 11:28 AM to 11:53 AM

8<sup>th</sup> grade lunch is from 12:22 PM to 12:47 PM

Lunches are available for \$2.80 per student while breakfast will be available for \$1.65 per student. All district buildings utilize and encourage the use of the Internet payment system so students do not need to carry money.

In order to maintain a clean and pleasant dining area, students are asked to keep the following guidelines in mind:

1. Get in line in the order you enter the cafeteria.
2. Have your ID number ready to punch into the computer keypad.
3. All items must be on the tray and clearly visible to the cashier.
4. Keep all food in the cafeteria.
5. Only sit one student per seat.
6. Stay seated in your original location.
7. Raise your hand and wait to be acknowledged by a cafeteria supervisor, if you need to leave your seat.
8. Use conversational tone while eating.
9. Provide attention to adult when attention signal is given.
10. Clean up after yourself (table top and floor).
11. Only purchase food from the cafeteria during lunch.
12. Buy food only for yourself; refrain from accepting food you did not buy.
13. Students should refrain from borrowing money or loaning money to other students.

Any student who chooses not to follow cafeteria guidelines may be assigned a seat or removed to an alternate location. **At the beginning of the school year**, adjustments to this plan will be made in order to provide time for instruction to take place for our cafeteria procedures.

## **Food Note to Parents**

Please do not bring food for other students (such as pizza for a whole group). We do not have parties for birthdays, send-offs, end of the year, etc. We welcome and encourage you to visit your own child for lunch at any time.

## **F. BUSES**

Student Transportation of America (STA) provides bus service as arranged by Columbia Public Schools. STA drivers are responsible for maintaining discipline and safety on the buses at all times. To support safety, the bus company has placed digital video recorders on buses to monitor activity. If there are behavior problems, the driver notifies the school. Riding the school bus is a privilege that can be revoked if students do not behave appropriately. Staff members supervise bus loading and unloading. Students are dismissed from busses at approximately 7:05 AM and are expected to immediately enter the building. Upon dismissal from school, students are expected to board buses. STA can be reached at the following number: 214-3860.

### **Rides from School/Request to Ride a Different Bus**

If you need to be transported from school on a different bus than assigned, you must present written parental permission to the office that morning. You will receive a bus pass to present to the driver. Administrators **are unable** to give permission to ride a bus during bus loading times. Parent verification is required before any bus pass will be issued.

### **City Bus**

West Middle School is located in proximity to Como Connect's 2A/B Gold Connector route. Please reference the City of Columbia's website ([www.comoconnect.org](http://www.comoconnect.org)) to get more information about city bus transportation.

## **G. BEFORE SCHOOL (7:00-7:30)/AFTER SCHOOL (2:35-2:45)**

### **Before School**

If students arrive to school prior to 7:05 AM, they need to report to Cafeteria A and wait in this location until released; students who ride buses will be released from their bus and enter through the cafeteria. At 7:05 AM, all students will be released from the cafeteria to participate in West Walk. During West Walk, students will be allowed to access their locker, utilize the restroom, access the Media Center, or access a teacher for content help. At the 7:25 AM bell, students should report to their advisory class. **At the beginning of the school year**, adjustments to this plan will be made in order to provide time for instruction to take place for our before school procedures.

### **After School**

Students involved in an after-school activity, under the direct supervision of a teacher or sponsor, may remain in the building after 2:35 PM. These students should report to the cafeteria and wait for their teacher or sponsor who will escort them to the activity area. Students not participating in after-school activities should leave school grounds. Students should be picked up as soon as possible after their scheduled activity. If you are unable to pick-up/provide transportation for your student, we encourage your family to explore the ARC as a possible solution. The ARC is a great recreational facility that allows student entrance at a discounted rate.

## **H. DISASTER/CRISIS PREPAREDNESS**

In keeping with best practice, West Middle School has developed a Crisis Plan to coordinate the efforts of teachers and staff to ensure maximum safety and to assist first responders. Throughout the school year, this plan is reviewed and practiced to ensure that staff and students are aware of what to do in the event of a crisis event.

## **I. DRESS CODE**

Our Viking Code emphasizes that our students be Responsible, Respectful and Safe learners. The West Middle School slogan: Live. Learn. Become... is to encourage our students to develop their potential in an atmosphere of self-disciplined behavior. Although the careful regulation of student dress styles is the responsibility of the school, our hope is that our West students and parents will partner with us and adhere to the basic dress code in an effort to promote an atmosphere of academic excellence. This basic dress code does not infringe on students' rights of freedom of expression, but rather encourages students to "dress for success" and come to school properly prepared to participate in the educational process. In keeping with the above understanding and in order to reduce misunderstanding, inappropriate school wear includes, but is not limited to, the following:

- Any clothing which reveals undergarments or the lack of undergarments are considered inappropriate. The length of shirts and tops must be long enough to allow them to be **tucked** into the student's pants, skirt, or shorts. This includes sagging pants if underwear is visible.
- Garments such as slippers, pajamas, short skirts and shorts, halter tops, those which reveal bare midriffs or backs, tube tops, see-through tops, tank tops, those which contain spaghetti straps, and garments with plunging or revealing necklines are not allowed. Shirts and tops must be **tuckable**.
- Students will not be permitted to wear clothing which advertises or promotes the use of alcohol, drugs, or other substances which, if used by a minor, would be illegal. Additionally, clothing will not be permitted which advertises, promotes, or, via innuendo or double meaning, suggests inappropriate ideas or behavior not conducive to a positive school climate or is disruptive to the educational functioning of the school.
- Attire that may cause property damage or personal injury is not to be worn, e.g. chains, jewelry, belts.
- The wearing of hats or hoods in the building during the school day will not be permitted unless specific permission is given by administration.
- Highly distractive or altered clothing such as ripped or frayed jeans or shirts.

In an effort to maintain the health and safety of students, shoes, sandals, or boots, and such additional items as may be required in special classes such as shop, laboratories, and physical education must be worn. Cleanliness of person and apparel is also required.

**All students and parents are responsible for being aware of and conforming to the above policy.** Parents and/or students who have questions about the dress code should visit with an administrator. If a student is found to be wearing clothing or accessories that are not in compliance with the above policy, the student will be asked to correct or change the clothing that the teacher or administrator finds inappropriate. We can usually help students turn a shirt inside-out, borrow a clean school shirt, tie up pants with a piece of yarn, or contact parents for assistance. If the student is unable or unwilling to comply with this request, the student will be sent to the office to address the issue. Students who persistently fail to comply with this policy may be subject to disciplinary action.

We realize that the weather is often unpredictable and we want students to be comfortable at school. However, heavy winter coats tend to hinder the learning process, take up valuable space in the classroom, and could possibly present a safety issue. We ask that students find alternatives to wearing coats in the building and classrooms. Layers, sweaters, sweatshirts, and lightweight jackets are permissible. Blankets should not be brought into the hallways or classrooms.

#### **J. DROP-OFF/PICK-UP/WALKERS**

Arrival at school should be no earlier than 7:00 AM. Parents are encouraged to utilize the East/Main Entrance (located off of Clinkscales) to drop-off and pick-up students. The City of Columbia has asked us to urge parents to **not park in the ‘No Parking Zones’ along Worley Street**. Violating this ordinance will leave you subject to ticketing by the Columbia Police Department.

According to Missouri School Laws (Revised Statue 163.010) “School administrators have authority for providing for the safety and discipline of pupils while on streets proximate to the school premises during times proximate to school activities.” Therefore, it is expected that students will not congregate or loiter on public or private property in the school vicinity. Respect for the property of people adjoining West Middle School and those areas which students may come in contact on the way to and from school is crucial. Students are to travel to and from school by means of the sidewalks and streets provided. Please help our school maintain its reputation as a good neighbor. **For safety**, students are to use regular crossings at appropriate traffic lights on the streets near our school building, as indicated by white lines or pedestrian crossing indicators. Students who walk on streets having no sidewalks should walk in twos, side by side on the left curb facing oncoming traffic. After school, students that walk or get rides from parents should leave the building using the North or East (front) exits. Only students, who ride the school bus, should use the South exit and proceed to the ARC parking area.

#### **K. PERSONAL ELECTRONIC DEVICES**

All students will be issued a school iPad. Therefore, due to the disruption to classroom instruction and the learning environment, the use of cell phones/head phones during instructional times is strictly prohibited. Students may use cell phones during **West Walk and lunch ONLY**, unless given special permission by a school official. During instructional times, cell phones must **NOT** be visible and **MUST** be stored in a secure location. The West Middle School staff shall confiscate cell phones from students who use their cell phones during unapproved times. Additionally, students who text, use Facebook, Snapchat, or any other social media sites during instructional times are subject to further disciplinary action. Violations of these policies will result in the following:

- At the first offense, student will receive a redirect and warning;
- At the second offense, student will receive a redirect, warning, and parent will be notified;
- At the third offense, the device will be confiscated, turned in to the Assistant Principal, and may be returned to the student at the end of the day;
- At the fourth offense, the device will be confiscated, turned in to the Assistant Principal, and must be claimed by a parent;
- At the fifth offense, the device will be confiscated, turned in to the Assistant Principal to be claimed by a parent, and an After-School-Detention will be assigned.
- At the sixth offense, the device will be confiscated, turned in to the Assistant Principal to be claimed by a parent, and a Saturday detention will be assigned. The school will also request that the student not have a phone at school.

Neither the school, nor its representatives, will be responsible for lost or stolen phones and/or personal electronics. Please know that there is a phone in every classroom and a message can be sent to any student from the front office in cases of emergency. Please call 573-214-3230.

#### **L. LOCKERS**

Each student will be assigned a locker. Students are expected to keep their lockers clean and orderly. **Do not attach anything to the outside of the locker or anything permanent to the inside of the locker (magnet items are allowed).** If a student needs assistance in opening a lock, they should ask a teacher for help. Combinations are not to be shared with anyone! **Students will be responsible for the cost of replacing a lost lock. Students are not allowed to bring locks from home.** Students should not share lockers or leave their locker unsecured.

#### **M. SCHOOL PHONES**

A phone is located in the main office for student use. This phone may be used before school, during lunch, or after school for emergency purposes. Students must have a pass from a teacher to show office personnel in order to use the phone at any other time. In order to protect learning time, parent phone calls will not be put through to students during class. Classroom phones may be used at teacher discretion for purposes deemed appropriate by the teacher. Students who are ill should report to the nurse’s office. The nurse or the nurse’s secretary will contact a parent, when necessary.

### **N. STUDENT HEALTH SERVICES**

A registered nurse provides health Services for West Middle School. Nurse services are available Monday through Friday. If you need to contact the school nurse, Mrs. Lisa Griggs, please call the main office. As policies and protocols for the Health Services program are standardized, please refer to the general information provided in the district handbook.

### **O. TARDY POLICY**

At West Middle School, every minute of the school day is extremely important. Because of this, it is our expectation that students arrive to class on time. Incidents of being tardy are cumulative throughout each semester.

#### **Tardy to Class**

Our priority at West Middle School is to help students develop emotionally, socially, and academically. We value working together with all stakeholders in an effort to create an optimal learning environment where all students can achieve at their highest potential. Arriving to class on time and prepared to learn is an expectation for all students. Any student not in his/her assigned class, on time, will receive a tardy to class. A tardy is defined as any unexcused appearance of a student beyond the scheduled time that a class begins. Tardiness to class impacts the academic experience of students and will be addressed in the following ways:

Tardy 1- Written explanation and warning

Tardy 2- Meeting with home school communicator/call home/warning

Tardy 3- 1 lunch detention

Tardy 4- 2 lunch detentions

Tardy 5- After school detention

Tardy 6- Two after school detentions

Tardy 7- Saturday detention

#### **Tardy to School**

Regular school attendance is an expectation and essential to learning and achieving academic success. Research suggests that there is a direct correlation between academic achievement and regular school attendance; consequently, every tardy impacts a student's academic experience. In an effort to create an optimal learning environment for all students, we need every West student to arrive to school on time, every day, prepared to learn. The school day begins promptly at 7:30 AM. If a student arrives after 7:30 AM, he/she is considered late-to-school and is required to check into the office. Students arriving to school between 7:30 AM and 7:40 AM are considered tardy. Students who arrive after 7:40 AM are treated as absent from school. Chronic tardiness to school will be addressed as follows:

Tardy 1- Written explanation and warning

Tardy 2- Meeting with home school communicator/call home/warning

Tardy 3- 1 lunch detention

Tardy 4- 2 lunch detentions

Tardy 5- After school detention

Tardy 6- Two after school detentions

Tardy 7- Saturday detention

Tardy 8- 2 Saturday detentions

Students who are chronically tardy to school may also be expected to participate in the Truancy Diversion Program, referred to the Juvenile Office for chronic truancies/tardies, and/or notification to the Missouri Children's Division.

### **P. VISITORS**

Parents/Guardians are always welcome to visit West. All visitors should sign in at the main office to obtain a visitor's badge. Due to the potential for disruption or distractions, additional family members may not visit classrooms throughout the school day.

### **Q. WEST ACTIVITIES**

Students are encouraged to take part in our extracurricular activities. These activities should not interfere with academic endeavors, but serve to supplement the regular school program. School related responsibilities, such as detentions, must be taken care of prior to participation. Students may sign up to ride the activity bus home or parents may choose to provide transportation. If a student is going to ride the activity bus, they need to sign-up either before school or during their lunch period on the day they will ride. The activity bus will run Monday through Thursday and will arrive at school between 3:50 PM and 4:00 PM to shuttle students home. West staff will supervise these activities and parents are always welcome. **Students must be in attendance for at least one half of the day of the event in order to participate. In addition, if a student is assigned to in-school suspension (all day) or out-of-school suspension, they are not allowed to participate in after school activities district-wide.**

**In the event that a student has demonstrated chronically disruptive behaviors or poor citizenship, administration may restrict participation and/or attendance at school events at any time. Additionally, any student with outstanding financial obligations may be restricted from participation.**

## SECTION 2: INSTRUCTIONAL INFORMATION ABOUT WEST

### A. COMMUNICATIONS

It is essential that parents, students, and teachers work together toward academic success. The West newsletter – The Viking Voice – contains an abundance of information about West Middle School, including communication from the building Principal. In an effort to reduce the use of paper, the newsletter will be e-mailed to those families who provide an e-mail address. It will be mailed home each month to those families who do not have e-mail addresses. Teachers will communicate frequently using various methods such as e-mail, phone calls, newsletters, websites, etc. As we constantly adapt and evolve with the changes in technology, we will continue to keep you informed of the different ways that you can stay connected!

To stay up-to-date with grades and your child's progress in a course, parents and students can utilize Home Access. Please contact the school to get this setup.

Each school day student announcements will be read during advisory class. The announcements may provide general information about school events and activities or specific instructions for changes in daily school procedures. The announcements will also be posted on the school website.

### B. CLASSES

#### **Advisory**

Advisory refers to a structured period of time where students build relationships with other students across all grades. A curriculum is delivered that will address topics such as: academic advising, team building, career exploration, self-awareness, bullying, tolerance, career exploration, etc.

#### **Teams**

All students are organized in learning community teams. Each team consists of a Language Arts, Math, Science, and Social Studies teacher. These teachers share a collaboration time during the day to help coordinate organizational details, to plan curriculum, instruction, and assessments and to support the individual needs of all students.

#### **Core**

Core refers to the period of time used to teach the core subjects of Language Arts, Math, Science, and Social Studies. Professional Learning Teams composed of core content teachers will collaboratively plan this instructional time.

#### **Electives**

Electives refer to the period of time used for students to experience an array of exploratory experiences. 6<sup>th</sup> graders will have the opportunity to explore: Performing Arts, Art, Music, Industrial Technology, Business, FACS on a rotational basis. They may choose to participate in Band, Orchestra, World Language, or How Things Works class on an alternating day schedule. During this time, students may be assigned to Reading Workshop. 7<sup>th</sup> graders will have the opportunity to choose up to four elective classes to be taken during the course of the year from the following choices: Theatre, Art, Choir, Industrial Technology, Business, FACS, French, Spanish, Chinese, Band, or Orchestra. Some students may be assigned Reading Workshop during this time. 8<sup>th</sup> graders will have the opportunity to choose up to four elective classes to be taken during the course of the year from a more comprehensive list of courses.

#### **EEE (Gifted Program)**

Students who are eligible for the Gifted Program attend the EEE class that alternates with PE. This class provides an enrichment curriculum designed to meet their needs.

#### **Physical Education**

This class will provide students with a period of physical activity throughout the year that promotes physical well-being. Similar to other courses, Physical Education (PE) has a curriculum that will be taught which includes an expectation that students will actively participate. Please contact the school nurse and the teacher if there are specific limitations or special circumstances that we should know about your student

All students are required to dress in appropriate athletic clothing, including shoes. A PE locker and a lock are available to secure PE clothes and other valuables. We encourage students to take their clothing home for cleaning on a regular basis.



### **C. COUNSELING/GUIDANCE SERVICES**

West's Professional Guidance Counselors assist students in navigating the challenges of middle school. Counselors present information and facilitate activities to foster academic success, promote healthy life choices, cultivate positive peer relations and community building, and encourage students to begin exploring future career opportunities. Counselors are available to meet with students on an individual basis to assist with personal, social, or academic difficulties. In order to see a counselor, students should fill out a request form and place it in the Counselor's box in the Guidance Office. This can be done before school, during lunch, or after school. **Except in extreme emergencies, students should not come to the guidance office between classes.** Counselors will send a pass for a conference as soon as possible.

Parents are urged to contact the guidance department concerning schedules, grades, permanent records, specific problems, general questions, or just to "touch base" to see how things are progressing. Developing a close working relationship with the school often helps to create a solid foundation for a successful middle school experience.

### **D. CURRICULUM**

Curriculum objectives are the same throughout the middle schools. All teachers teach the required objectives, but are provided flexibility to meet the individual needs of their classes and students. Teachers strive to create natural connections in the curriculum through integration. This supports higher levels of student engagement and relevant learning experiences.

### **E. GRADING SCALE**

Interim Progress Reports (IPRs) and Report Cards are a communication tool used to provide updates regarding a student's performance in school. Academic progress in a course is documented using the following grading scale:

A	94-100	B-	80-82	D+	67-69
A-	90-93	C+	77-79	D	63-66
B+	87-89	C	73-76	D-	60-62
B	83-86	C-	70-72	F	59-0

In addition to the traditional grade, students will also be assigned an effort and conduct grade based upon the following scale:

1- Outstanding	2- Above Average	3- Average
4- Needs Improvement	5- Unsatisfactory	

Interim Progress Reports (IPRs) will be posted on Home Access and sent home with students on the following days: September 15, October 13, November 17, February 9, March 16, and April 20.

Semester Report Cards will be posted on Home Access and sent home with students on the following days: January 5 and June 5\*.

*\*This is a tentative date that will vary based upon accumulated snow days. The final report card is mailed home.*

### **F. HOMEWORK**

In line with current educational research, West Middle School teachers and administrators value the concept of constructive homework as a vital part of a successful learning experience. Research indicates that practices outside of the school day helps support student achievement. Teachers expect assigned homework will be completed and turned in on time. In order to successfully meet this expectation, students should allow time every day for home study. Students are encouraged to keep a list of assignments in their agenda and organize their materials before leaving school. Families are encouraged to set aside a regular place to study that is free from distraction. Families should expect students to have homework on a regular basis. Teachers may request students come in before or stay after school with them if they do not complete their assigned homework.

#### **Tutoring Sessions**

To provide students additional assistance with their academics, teacher tutoring sessions will be available. Teachers will communicate their availability to their students. Students are encouraged to contact their teachers proactively. Transportation for students attending tutoring is available through the activity bus Monday through Thursday. Students should sign-up either before school or during their lunch on the day they need to ride.

#### **Requests for Homework Assignments**

Requests for homework when absent should be made by the parent to the main office. When a student is absent for three days or more, contact the main office to request work and then you may come and pick it up in the main office after 3 PM. Students absent for just one or two days should check with their teacher and/or Schoology.

### **G. MEDIA CENTER & COMPUTER LABS**

The Media Center is designed to empower students to effectively access, evaluate, and utilize information. Our program provides for information resources and services that support and enrich the middle school curriculum. We also provide a wide selection of books to cultivate a life-long appreciation of reading. We believe that the pursuit of knowledge can be fun and exciting, especially in the West Media Center!

#### **Hours**

The Media Center opens at 7:05 AM and closes at 2:35 PM. Students may use the Media Center during the day with a pass.

#### **Circulation Policy**

A student's ID number is required to check out books and materials. Books may be checked out for two (2) weeks. It is each student's responsibility to return material on time. Materials may be renewed up to two times. **Students will be responsible for the cost of replacing lost or damaged material.**

#### **Technology Policy**

West Middle School will be providing iPads to all students for academic use. Students must abide by the Technology Acceptable Use Policy. If a school-issued iPad is broken, lost, or stolen, the student must report it to the Media Center staff immediately. **Since the iPads are considered school property, they may be examined or collected by staff at any time throughout the year.**

*More information about Columbia Public Schools' Technology Usage policy can be found by referencing Board Policy EHB.*

#### **Reinforcement of Expectations**

Students who do not follow the technology expectations for use of technology will face school disciplinary measures and could lose the privilege to utilize these devices in school.

#### **After School Computer Lab Program**

The White Lab (room 209) is open after school on varying days and times to be announced at the beginning of the school year. This is not a tutoring program. While there will be a supervisor available to assist students with their work, they will not be checking to ensure that students are working on specific assignments.

- Students who would like to stay after school should make prior arrangements (permission to stay after school, ride home, etc.). Students must be picked up 4:00 PM. Students will be able to use the phone, outside of the main office, to notify parents if they have finished and are ready to go home.
- Computers will be available on a first-come, first-served basis. Students with school related assignments have priority over students exploring the computer network, computer programs, etc.
- All students must sign-in when they arrive and sign-out when they leave.
- Students must be considerate of others using the lab. Conversation, computer program noise, etc. must not be distracting or disturbing. Students playing music must provide their own headsets.
- All instructions from the lab supervisor must be followed.
- Food and drink are prohibited in the computer lab.
- Students waiting for buses after school may not wait in the computer lab; they should wait at the building's main entrance.

### **SECTION 3: STUDENT CONDUCT**

The students at West Middle School are expected to assume the necessary responsibilities for meeting the high standards of conduct of this school with the help and support of teachers and administration. Courteous behavior and respect for the rights of others are among the most important student responsibilities. In essence...treat others the way you want to be treated. Any behavior which interferes with the right of any student to learn or any teacher to teach is unacceptable. As educators responsible for your education, we respect most of all your right to the best possible education. We expect students to cooperate with us in a respectful manner in order to achieve this goal.

If students are guided by common sense, good manners, and sportsmanship, they will be able to assume and fulfill these responsibilities successfully. Respecting the rights of others and showing responsibility by demonstrating appropriate behavior will ensure a happy and pleasant educational experience for everyone. This lays the foundation for West Middle School's core standards of behavior, which we call our Viking Code. Our expectation is for West students to be:

**RESPECTFUL** to themselves, others, and the learning environment,

**RESPONSIBLE** for their actions, and

**SAFE** learners who take ownership of their education.

You are encouraged to seek explanations, advice, and help from your teachers, counselors, and principals.

## West Middle School VIKING CODE

	RESPONSIBLE	RESPECTFUL	SAFE
All Settings	<p>Follow arrival and dismissal procedures</p> <p>Electronic devices and accessories silenced and stored out of sight</p> <p>Be where you are supposed to be</p> <p>Use materials for their intended purpose</p> <p>Take care of West</p>	<p>Use school appropriate language and volume</p> <p>Be kind to adults and peers</p> <p>Follow adult directions</p> <p>Respect others' property and personal boundaries</p> <p>Follow dress code</p>	<p>Keep body and personal property to yourself</p> <p>Have a hall pass when out of class</p>
Hallway/ Stairwell	<p>Use locker quickly and quietly during all breaks</p> <p>Take the most direct route to your destination</p> <p>Follow West Walk procedures before school</p>	<p>Open and close stairwell doors with care</p> <p>Speak respectfully to adults</p> <p>Be mindful of other walkers</p>	<p>Walk on the right</p> <p>Lock backpack and personal belongings in your locker</p> <p>Use only your assigned locker</p>
Classroom	<p>Arrive on time</p> <p>Be prepared for class</p> <p>Participate and be on-task</p>	<p>Talk at the appropriate time</p> <p>Allow others to work undisturbed</p> <p>Be an active listener</p>	<p>Stay in your assigned area</p> <p>Wait for teacher to dismiss you</p>
Technology	<p>Bring your device each day fully charged</p> <p>Use device for educational and school purposes only</p> <p>Keep passwords private</p> <p>Demonstrate appropriate care and use of materials and equipment</p>	<p>Practice good Digital Citizenship</p> <p>Use only your device</p> <p>Use proper netiquette</p> <p>Only record, photograph, or share with permission</p>	<p>When leaving classroom, secure device appropriately</p> <p>When transitioning, walk and carry your device securely</p>
Restrooms	<p>Use passing times for restroom breaks</p> <p>Wash hands with soap and water</p> <p>Return to class promptly</p>	<p>Respect the privacy of others</p> <p>Use facilities appropriately</p>	<p>Enter, use, and exit quietly</p> <p>Report problems to staff</p>
Cafeteria	<p>Keep food on your tray</p> <p>Clean up your table and floor area</p> <p>Leave food and drinks in the cafeteria</p> <p>Put trash in trash cans</p>	<p>Wait your turn in line</p> <p>Be courteous to staff</p> <p>Be ready to listen at adult directive</p>	<p>Remain in your seat until dismissed</p> <p>Enter the hallway quietly and calmly</p>
Gym	<p>Dress appropriately and participate</p> <p>Lock all belongings in assigned locker</p>	<p>Demonstrate sportsmanship</p>	<p>Enter and exit in an orderly fashion</p> <p>Walk to assigned areas</p> <p>Stay in assigned areas</p>
Bus	<p>Keep food and drink off bus</p> <p>Take care of the bus</p>	<p>Follow directions the first time they are given</p>	<p>Remain seated at all times</p> <p>Keep aisles clear</p>

### **A. POSITIVE BEHAVIORAL INTERVENTIONS & SUPPORTS (PBIS)**

Positive Behavioral Interventions & Supports, or PBIS, is a process for creating safer and more effective schools by structuring the learning environments to support the academic and social success of all students. The process supports the adoptions and long-term implementation of proactive approaches to discipline throughout the school environment. PBIS methods are research-based and proven to significantly reduce the occurrence of problem behaviors in schools.

Part of our vision is for responsibility and accountability to be learned and practiced by all, for every action including academics, attendance, and social decisions. To help support this process, West Middle School has adopted the **Viking Code** as our school expectations (reference matrix on previous page). These expectations are taught and reinforced throughout the year during advisory.

Several classroom-based interventions are used to problem solve with students. Procedures include teaching classroom expectations, re-teaching, parent contact, conferencing with students, out of community seat in the classroom, and movement to a recovery room. When a student leaves a classroom as part of this process, you can expect a phone call from our staff. These incidents are documented as minor referrals and are used to help us problem solve. A pattern of problem behaviors will not be tolerated and may result in additional consequences (loss of privileges, detentions, or in-school suspensions).

### **B. PROHIBITED CONDUCT**

The **Viking Code** is designed to foster student responsibility, respect for others, and to provide for the safe operation of West Middle School. No code can be expected to list each and every offense that may result in disciplinary action; however, it is the purpose of this section to list certain offenses which, if committed by a student, will result in the imposition of certain disciplinary action. Any conduct not included, any aggravated circumstance of any offense, or any action involving a combination of offenses may result in disciplinary consequences that extend beyond this code of conduct as determined by the principal, superintendent and/or Board of Education.

#### **Reporting to Law Enforcement**

In accordance with Board Policy JG-R1, it is the policy of the Columbia School District to report all crimes occurring on district property to law enforcement including, but not limited to, the crimes the district is required to report in accordance with law. A list of crimes the district is required to report is included in policy JGF.

The principal shall also notify the appropriate law enforcement agency and superintendent if a student is discovered to possess a controlled substance or weapon in violation of the district's policy.

The following offenses are classified as **Level 1: Teacher-Managed Behaviors** and are typically managed with classroom-based interventions (i.e., teaching/re-teaching classroom expectations, student conference, parent contact, parent conference, out of community seat, movement to recovery room, teacher-assigned consequence).

Defiance	Student actively refuses to follow directions or talks back
Disrespect	Student verbally communicates in a manner that is intentionally unkind
Disruption	Student engages in sustained behavior that causes an interruption to the learning environment despite multiple redirects
Dress Code Violation	Student wears clothing that does not fit within the dress code guidelines practiced by the school that can be addressed in the classroom/with a pass
Forgery/Plagiarism/ Lying/ Cheating	Student delivers message that is untrue and/or deliberately violates rules; claims someone else's work as their own; participates in unauthorized collaboration
Inappropriate Language	Student engages in low-intensity instances of inappropriate language that is not directed at or about another person
Non-Compliance	Student passively avoids task
Physical Contact	Student engages in non-serious, but inappropriate physical contact
Property Misuse	Student engages in low-intensity misuse of property
Technology Violation	Student engages in non-serious, but inappropriate use of electronic device(s)
Unprepared/No Materials	Student comes to class without necessary materials for the class
Other	Student engages in any other minor problem behavior that is not listed

The following offenses are classified as **Level 2 – Office-Managed Behaviors** and involve interaction between student and a member of administration. Possible consequences for these behaviors include re-teaching expected behavior along with any of the following: any teacher-managed intervention, time in office, administrative conference, lunch detention, after-school detention, loss of privilege, restitution.

Abusive Language/ Inappropriate Language/ Profanity	Student delivers verbal messages that include swearing, name calling or use of words in an inappropriate way towards or about another individual; low level of disruption
Chronic Defiance	Student actively refuses to follow directions or talks back despite multiple interventions
Chronic Non-Compliance	Student passively avoids task despite multiple interventions
Chronic Disrespect	Student verbally communicates in a manner that is intentionally unkind despite multiple interventions
Chronic Disruption	Student engages in sustained behavior that causes an interruption to the learning environment despite multiple interventions
Dress Code Violation	Student wears clothing that does not fit within the dress code guidelines practiced by the school that cannot be addressed in the classroom/with a pass
Inappropriate Display of Affection	Student engages in inappropriate, consensual verbal and/or physical gestures/contact, of a sexual nature to another student/adult
Inappropriate Location/Out of Bounds Area	Student is in an area that is out of school boundaries; low frequency
Property Damage/ Vandalism	Student participates in an activity that results in destruction or disfigurement of property; minor property damage
Tardy	Student is late to class or the start of the school day; low frequency
Technology Violation	Student persistently engages in inappropriate use of electronic device(s)

The following offenses are classified as **Level 3 – Office-Managed Behaviors**. Possible consequences for these behaviors include re-teaching expected behavior along with any of the following: any teacher-managed intervention or level 2 intervention, community service, Saturday detention, restitution, or In-School Suspension.

Abusive Language/ Inappropriate Language/ Profanity	Student delivers verbal messages that include swearing, name calling or use of words in an inappropriate way towards or about another individual; high level of disruption
Bullying	Student repeatedly delivers direct or technology-based messages that involve intimidation, teasing, taunting, threats, or name-calling with intent to harm; 1st or 2nd offense
Gang Affiliation Display	Student uses gestures, dress, and or speech to display affiliation with a gang
Harassment	Student delivers disrespectful messages in any format that involve intimidation, teasing, taunting, threats, or name-calling related to gender, ethnicity, sex, race, religion, disability, physical features, or other protected classes; low frequency, intensity, and/or duration
Inappropriate Location/Out of Bounds	Student is in an area that is outside of school boundaries; high frequency
Property Damage/ Vandalism	Student participates in an activity that results in destruction or disfigurement of property; misdemeanor vandalism (less than \$750)
Tardy	Student is late to class or the start of the school day; high frequency
Theft	Student is involved by being in possession of, having passed on, or is responsible for removing someone else's property; misdemeanor theft (less than \$750)
Truancy	Student leaves or misses class without permission or is absent without the office receiving parental notification
Use/Possession of Tobacco	Student is in possession of or is using tobacco

The following offenses are classified as **Level 4 – Office-Managed Behaviors**. Possible consequences for these behaviors include re-teaching expected behavior along with any of the following: any teacher-managed intervention, level 2 intervention or level 3 intervention, restitution, placement at our Alternative Center for Education program, a discipline hearing with a representative from Central Office Administration, or Out-of-School Suspension.

Arson	Student engages in malicious burning of property
Bomb Threat/ False Alarm	Student tampers with emergency equipment, sets off false alarms, makes false reports; communicates a threat or false report for the purpose of frightening or disturbing people, disrupting the educational environment, or causing the evaluation or closing of district property
Bullying	Student repeatedly delivers direct or technology-based messages that involve intimidation, teasing, taunting, threats, or name-calling with intent to harm; 3rd+ offense
Fighting	Student is involved in mutual participation in an incident involving physical violence
Harassment	Student delivers disrespectful messages in any format that involve intimidation, teasing, taunting, threats, or name-calling related to gender, ethnicity, sex, race, religion, disability, physical features, or other protected classes; high frequency, intensity, and/or duration
Physical Aggression	Student engages in actions involving serious physical contact with intent to harm
Property Damage/ Vandalism	Student participates in an activity that results in destruction or disfigurement of property; felony vandalism \$750+ in damage
Theft	Student is involved by being in possession of, having passed on, or is responsible for removing someone else's property; felony theft value of \$750+
Use/Possession of Alcohol	Student is in possession of or is using alcohol
Use/Possession of Combustibles	Student is/was in possession of combustible substance(s)/object(s) readily capable of causing bodily harm and/or property damage (matches, lighters, firecrackers, gasoline, lighter fluid)
Use/Possession of Drugs	Student is in possession of or is using illegal drugs/substances, imitations, or substances perceived to be drugs
Use/Possession of Weapons	Student is in possession of knives, guns (real or look alike), or other objects readily capable of causing bodily harm

### **C. DUE PROCESS/APPEAL**

The right of due process shall be given to all students involved in all situations. Students shall have knowledge of all charges against them and have an opportunity to have their side of a controversy considered. The appeal process is a step-by-step process, which begins with the Assistant Principal. The school has established reasonable rules and guidelines to ensure the safety and well-being of all students and to provide a desirable educational setting. Students are expected to demonstrate responsible behavior with regard for the total school setting as well as the rights of others.

### **D. INCENTIVES FOR POSITIVE BEHAVIOR**

<b>Incentive</b>	<b>Description</b>
Viking Bucks	Teachers hand out to students meeting Viking Code; Students recognized via weekly drawing
Viking of the Week	2 students from each grade level chosen each week based on positive behavior; Students are surprised in class with a photo and a reward
Positive Phone Call Home	Teachers make two positive phone calls home a month
Viking Club	Each grade level team selects four students who are meeting the Viking Code on a daily basis for a quarterly celebration; Students will attend the event with the principal during advisory
No Tardy Party	Students who have zero tardies for the semester attend the No Tardy Party
Valiant Viking	14 students per grade level chosen by teachers are recognized at a morning awards ceremony, where parents are invited; Students receive a certificate and a medal.



# COLUMBIA PUBLIC SCHOOLS: 2017-2018 School Year Calendar

First Day of Classes..... August 15  
 First Day of Kindergarten..... August 17  
 End of First Semester..... December 21  
 End of First Trimester..... October 27  
 End of Second Trimester..... January 26  
 Last Projected Day of Classes..... May 29

AB Schedule  
 for Middle and High Schools  
 (Grades 6 – 12)



First Day of Summer School 2018..... June 5  
 Last Day of Summer School 2018..... June 29

High School Summer School 2018\*

- First Day HS Summer School..... June 5
- Last Day HS Summer School..... June 29

B Days are shaded

AUGUST						
S	M	T	W	T	F	S
			1	2	3	4
6	7	8	9	10	11	12
13	14	A	B	A	B	19
20	A	B	A	B	A	26
27	B	A	B	A		

SEPTEMBER						
S	M	T	W	T	F	S
					B	2
3	4	A	B	A	B	9
10	A	B	A	B	A	16
17	B	A	B	A	B	23
24	25	A	B	A	B	30

OCTOBER						
S	M	T	W	T	F	S
1	A	B	A	B	A	7
8	B	A	B	A	B	14
15	A	B	A	B	A	21
22	B	A	B	A	B	28
29	30	A				

NOVEMBER						
S	M	T	W	T	F	S
			B	A	B	4
5	A	B	A	B	10	11
12	A	B	A	B	A	18
19	B	A	22	23	24	25
26	B	A	B	A		

DECEMBER						
S	M	T	W	T	F	S
					B	2
3	A	B	A	B	A	9
10	B	A	B	A	B	16
17	A	B	A	B	22	23
24	25	26	27	28	29	30
31						

JANUARY						
S	M	T	W	T	F	S
	1	2	3	A	B	6
7	A	B	A	B	A	13
14	15	B	A	B	A	20
21	B	A	B	A	B	27
28	A	B	A			

FEBRUARY						
S	M	T	W	T	F	S
				B	A	3
4	5	B	A	B	A	10
11	B	A	B	A	16	17
18	19	B	A	B	A	24
25	B	A	B			

MARCH						
S	M	T	W	T	F	S
				A	B	3
4	A	B	A	B	A	10
11	B	A	B	A	B	17
18	A	B	A	B	A	24
25	26	27	28	29	30	31

APRIL						
S	M	T	W	T	F	S
1	B	A	B	A	B	7
8	A	B	A	B	A	14
15	B	A	B	A	B	21
22	A	B	A	B	A	28
29	B					

MAY						
S	M	T	W	T	F	S
			A	B	A	5
6	A	B	A	B	A	12
13	B	A	B	A	B	19
20	A	B	A	B	A	26
27	28	29	30	31		

JUNE						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

JULY						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

## Dates School NOT in Session

Legal Holidays.....November 23, December 25, February 19, July 4  
 Labor Day.....September 4  
 Thanksgiving Vacation.....November 22 – 24  
 Winter Recess.....December 22 – January 2  
 Martin Luther King's Birthday.....January 15  
 Presidents' Day.....February 19  
 Spring Recess.....March 26 – March 30  
 Memorial Day.....May 28

6 snow days are built into the calendar (May 21 - 29). If the district uses fewer than 6 inclement weather days during the year, the unused days will be removed from the end of the school year.

## Key

- Opening Day of School
- Closing Day of School
- Jump Start Day (Grades 6 & 9)
- First Day for Kindergarten
- School Not in Session
- Teacher Paid Holiday – School Not in Session
- Teacher Work Day – School Not in Session



Solar Eclipse



Built in Snow Day on Calendar



Classes Dismissed 2 ½ Hours before Normal Dismissal Times for Staff Planning and Collaboration



Graduation Dates

BHS..... 5/19..... Evening  
 DHS..... 5/18..... Morning  
 HHS..... 5/19..... Morning  
 RBHS..... 5/18..... Evening

November 10 and February 16 are Parent / Teacher Conference Days in Elementary and Middle Schools