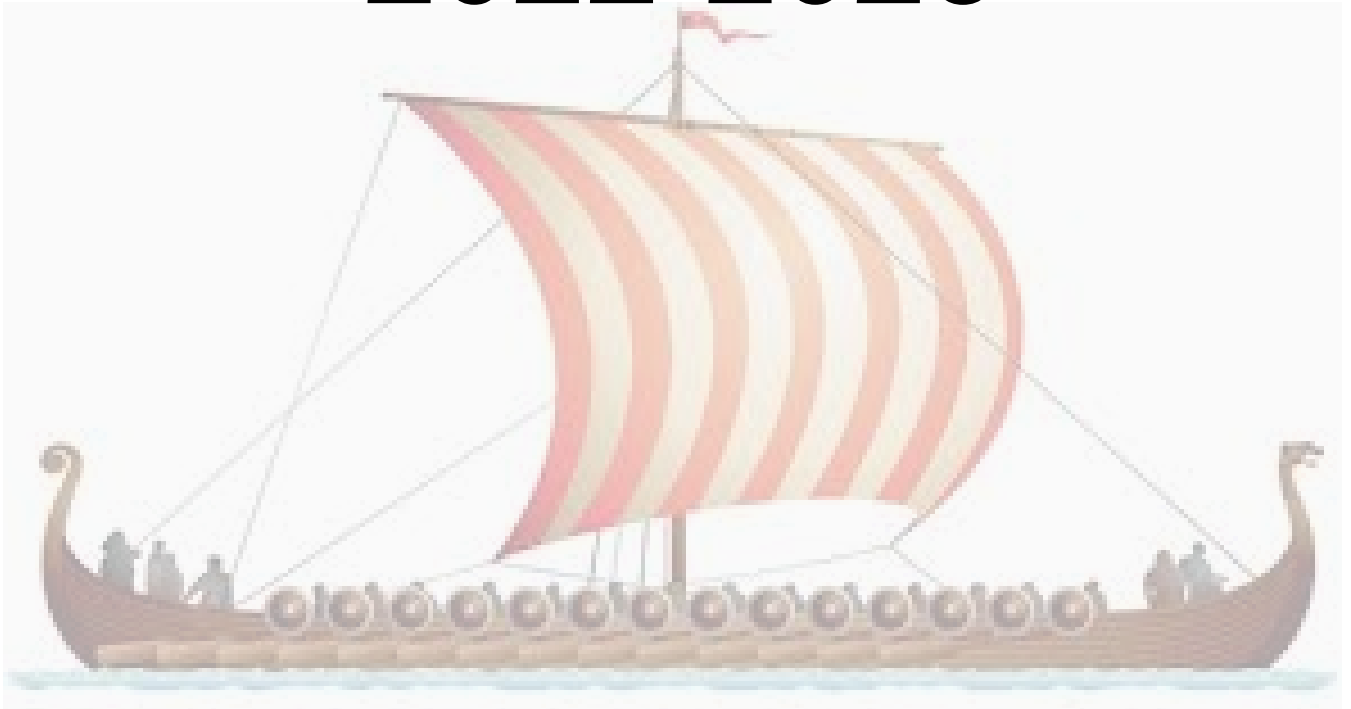


# West Middle School

## 2022-2023



Property of: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Advisory Teacher: \_\_\_\_\_

In case of emergency, please notify:

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_ Relationship: \_\_\_\_\_

# Live. Learn. Become...

# WEST MIDDLE SCHOOL

Principal: Dr. Melita Walker  
Assistant Principal: Courtney Lewis  
Administrative Assistant: Trevor Smith

Guidance Counselors: Debbie Poese, Joel Harris  
Home School Communicator: Aubrey Coleman  
Outreach Counselor: Ellen Schnelle

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 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 2022-23!

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:

The mission of West Middle School is to provide an excellent education to all students so that they can succeed in a changing society!

### West's Vision:

**Working, Educating, Succeeding Together!**

## 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 2022-2023 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.

### **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 truanancies 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 truanancies. Absences that receive appropriate medical documentation from a medical provider will be coded as a **medical absence**.

##### **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 7:25 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 first 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. This includes picking them up. Please call and let us know if you give permission for someone else to pick up your student.**

#### **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, cheerleading, volleyball, football, basketball, and track.

##### **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 affect athletic eligibility. Students who are serving either in-school or out-of-school suspension are ineligible to participate in athletics on those days. Some violations may cause a student to 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 will be valid for 2 calendar years. A health questionnaire and insurance information will be needed every year.

### **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 \$50.00. **The passes will not be valid for admission into tournament games.**

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

Students are encouraged to carry backpacks to class as we are not utilizing lockers.

### **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 left in the office 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 7:05 AM to 7:25 AM

6<sup>th</sup> grade lunch is from 10:45-11:15

7<sup>th</sup> grade lunch is from 11:35-12:05

8<sup>th</sup> grade lunch is from 12:25-12:55

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

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

11. 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**

However, we highly discourage parents from having food delivered to school. Also, 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.

### **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. TBD if bus passes are available for the 2022-2023 school year.

#### **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 (7:00-7:25)/AFTER SCHOOL (2:35-2:45)**

#### **Before School**

Students who are either parent drop off or bus riders will be allowed to enter the building at 7:05. At this time, all students can grab breakfast, if they choose, and head to their first period classes.

#### **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 supervised after-school activities should leave school grounds immediately after school. Students participating in school sponsored activities 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 ensuring 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.
- Highly distracting or altered clothing such as ripped or frayed jeans or shirts.
- Students **are** allowed to wear the hood of their sweatshirt, hats and caps.

In an effort to maintain the health and safety of students, specific footwear and additional items as may be required in special classes such as shop, laboratories, and physical education. 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, blankets and stuffed animals should not be brought into the hallways or classrooms.

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

Arrival at school should be no earlier than 7:05 AM. Parents are encouraged to utilize the East/Main Entrance (located off Clinkscapes) 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 Statute 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 East (front) exits. Only students, who ride the school bus, should use the South exit and proceed to the ARC parking area.

For the safety of our students and staff, there will be **no moving traffic** in the side parking lot (South exit) while students are walking in the lot to and from their busses. Please plan to arrive early and park or plan to arrive after all busses are gone. The lot will be closed off to traffic by 2:15 each day.

#### **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 and 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, ear buds, and head 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.

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. If a student **MUST** use their cell phone to call a parent, the call can be made in the front office with permission.

#### **L. LOCKERS**

We are not using lockers this year, except in special circumstances.

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

A phone is located outside 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. (Please note, students will need a doctor's note or prescription to use crutches at school for safety reasons.)

#### **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 7:25 AM. If a student arrives after 7:25 AM, he/she is considered late-to-school and is required to check into the office. Students arriving to school between 7:25 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 mentioned above.

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**

Visitors to our building must ring the bell at the front entrance to gain access to our building. They must report directly to the main office after entering West Middle School. All visitors must wear a visitor badge to help identify who is in our building, at all times. Our #1 job is the safety of our students and staff. Students should never open the exterior doors for other students or adults. The secretaries will let them in, instead.

#### **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 opt-in and then 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 around 4:15 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 if you need help to get this set up.

Each school day student announcements will be read during RTI 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. Additionally, parents will receive a weekly email with the events for the upcoming week. This email will be sent out on Sundays.

#### **B. CLASSES**

**Advisory**



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

### **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 wear appropriate shoes for PE. Students no longer “dress out” for this class.

## **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 on their iPads. **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
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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 periodically. These dates will be sent home regularly in the weekly newsletter.

Semester Report Cards will be posted on Home Access and sent home with students at the end of each semester.

### **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.

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

Students can access any missing assignments on Schoology. Email your teacher with ANY questions you may have.

### **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.

### 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	Follow arrival and dismissal procedures Electronic devices and accessories silenced and stored out of sight Be where you are supposed to be Use materials for their intended purpose Take care of West	Use school appropriate language and volume Be kind to adults and peers Follow adult directions Respect others’ property and personal boundaries Follow dress code	Keep body and personal property to yourself Have a hall pass when out of class
Hallway/ Stairwell	Take the most direct route to your destination Follow West Walk procedures before school	Open and close stairwell doors with care Speak respectfully to adults Be mindful of other walkers	Walk on the right Keep your hands and feet to yourself

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>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>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 the 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.


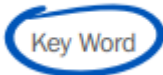
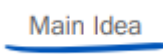


**Reporting to Law Enforcement**

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.

**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.

	<p style="text-align: center;">West Middle School Focused Note-Taking</p>
<p style="text-align: center;">123 ABC</p>	<p>Number the notes for each new concept or main idea.</p>
<p style="text-align: center;">  </p>	<p>Circle vocabulary / key terms / important dates</p>
<p style="text-align: center;">  </p>	<p>Highlight or underline main ideas</p>
<p style="text-align: center;">  </p>	<p>Fill in gaps or missing information Reword/Rephrase in red</p>
<p style="text-align: center;">  </p>	<p>Cross out unimportant information by drawing a line through it</p>

?	Identify points of confusion to clarify by asking a partner or teacher
*	Identify information to be used on a quiz, test, essay, etc.
Visual/Symbol	Create a visual/symbol to represent important information to be remembered
Writing in the margins	Thinking or making connections/summarize chunks of your notes

### **5 Phases of Focused Note-Taking**

Take notes

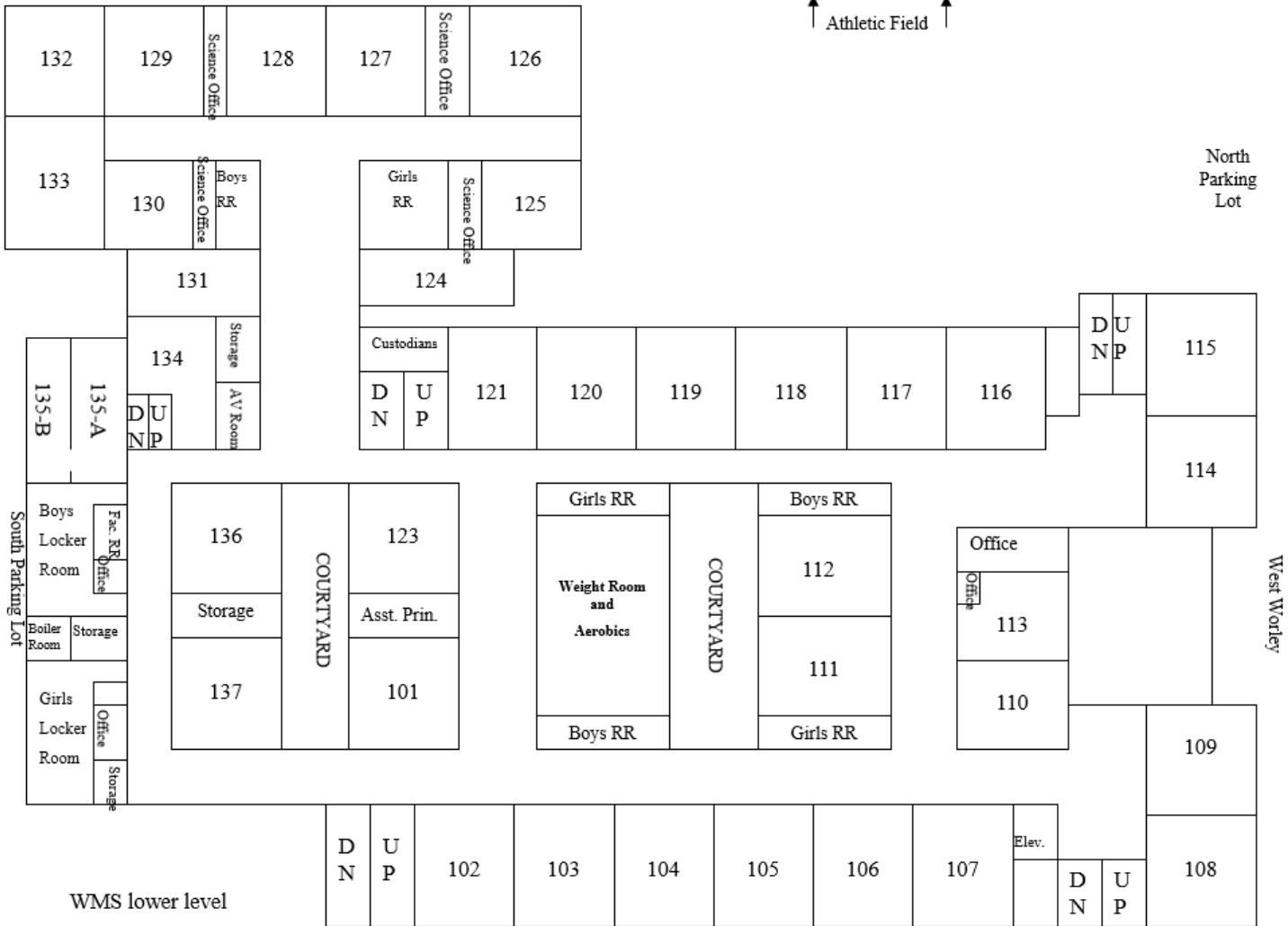
Process notes

Connect Thinking

Summarize or Reflect

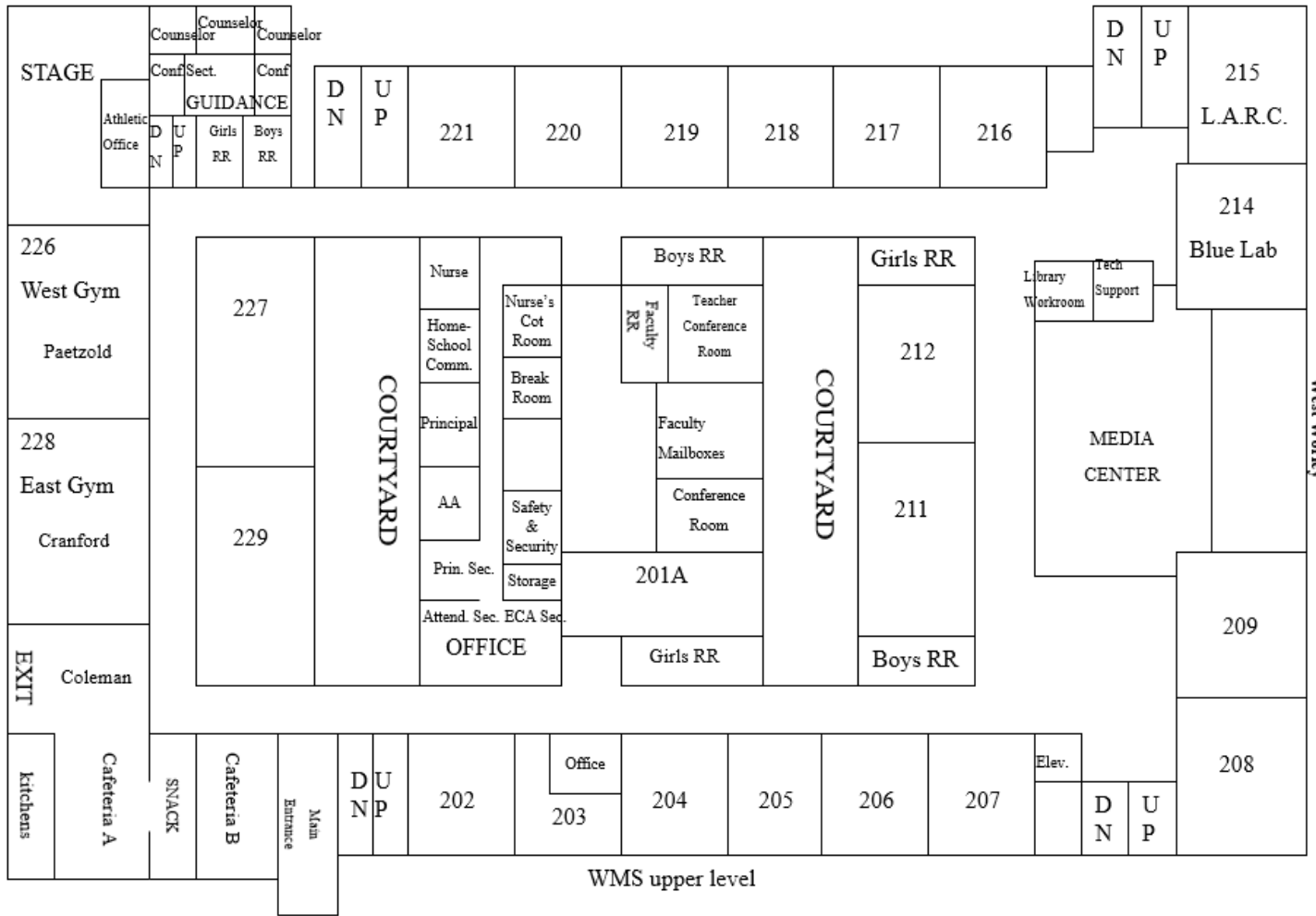
Apply your learning

↑ Athletic Field ↑



↑ Athletic Field ↑

North  
Parking Lot







# 2022-2023 School Year Calendar

First Day of Classes..... August 23  
 First Day of Kindergarten/PreK.....August 25  
 Last Day of Classes.....May 25

First Day of Summer School 2023..... June 1  
 Last Day of Summer School 2023..... June 28

Approved by Board of Education 02/14/2022

August '22						
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			

November '22						
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			

February '23						
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				

May '23						
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			

September '22						
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	

December '22						
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

March '23						
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	

June '23						
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	

October '22						
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					

January '23						
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				

April '23						
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 '23						
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**
- Labor Day ..... September 5
  - Thanksgiving Recess..... November 23 –25
  - Winter Recess..... December 22 – January 2
  - Martin Luther King, Jr. Day..... January 16
  - Presidents' Day..... February 20
  - Spring Recess..... March 27 –31
  - Memorial Day..... May 29
  - Juneteenth.....June 19

**Key**

- Opening Day of School
- Teacher Work Day - School Not in Session
- First Day of Kinder/Prek
- School Not in Session
- Closing Day of School
- Classes Dismissed 2 1/2 Hours Before Normal Dismissal Times for Staff Planning and PD
- Jump Start Day (Gr. 6 & 9)
- Teacher Paid Holiday- School Not in Session



**Graduation Dates**  
 DHS.....5/19.....AM  
 HHS.....5/19.....PM  
 BHS.....5/20.....AM  
 RBHS.....5/20.....PM

**November 18 and March 3 denote the end of the Parent/Teacher Conference window in Elementary and Middle Schools**