

2020-2021 WVMS Student Handbook

Administration

Principal

David Claxton – david.claxton@knoxschools.org

Assistant Principals

Matthew Pattillo - 6th grade & 7th grade (Last Names A-K), Athletics – matthew.pattillo@knoxschools.org

Rachel Harmon - 7th grade (Last Names L-Z) & 8th grade, Curriculum – rachel.harmon@knoxschools.org

School Contact Information

Instructional hours are 8:30 am – 3:30 pm

School office hours are 7:30 am – 4:00 pm

Our school telephone number is (865) 539-5145 - Fax (865) 539-5155

District Calendar

August 20 (Monday-Friday)	Orientation for 6th and 9th graders
August 24 (Monday)	First Day for Students (1/2 day for students)
September 7 (Monday)	Labor Day – Holiday
September 17 (Tuesday)	Constitution Day (Students in school)
September 18 (Friday)	End 4 1/2 weeks Grading Period
October 12-16 (Monday-Friday)	Fall Break
October 23 (Friday)	End First 9-weeks Grading Period (44 days)
November 3 (Tuesday)	In-service Day (PreK-12 System-wide) (Student Holiday)
November 20 (Friday)	End 4 1/2 weeks Grading Period
November 25-27 (Wed.-Friday)	Thanksgiving Holidays
December 18 (Friday)	1/2 day for students; End Second 9-weeks Grading Period (41 days); End First Semester (85 days)
December 21-January 1 (10 Days)	Winter Holidays
January 5 (Tuesday)	First Day for Students after Winter Holidays
January 18 (Monday)	Martin Luther King, Jr. Day – Holiday
February 5 (Friday)	End 4 1/2 weeks Grading Period
February 15 (Monday)	In-service Day (Building); (Student Holiday)
March 12 (Friday)	End First 9-weeks Grading Period (Third 9-weeks Grading Period) (47 days)
March 15-19 (Monday-Friday)	Spring Break
April 2 (Friday)	Holiday
April 5 (Monday)	In-service Day (PreK-12 System-wide); (Student Holiday)
April 23 (Friday)	End 4 1/2 weeks Grading Period
May 25 (Tuesday)	Last Day for Students (1/2 day for students); End Second 9-weeks Grading Period (Fourth 9-weeks Grading Period);(45 days) End Second Semester (92 days)

Mission Statement

The mission of the West Valley Middle School community is to inspire the students to be resourceful, respectful, and responsible citizens by providing a challenging and safe learning environment.

Vision Statement

Our vision is that West Valley Middle School students will be prepared for responsible citizenship and leadership roles in society.

WVMS Core Values

PRIDE

Positive: To stay optimistic and positive even when facing adversity.

Respect: Accepting others and showing kindness even when there are differences.

Integrity: Doing what is right even when no one is looking.

Dedication: Long-term commitment with heart and soul.

Excellence: Consistently exceeding expectations.

Office Procedures

Attendance

- All parent/medical excuses should be submitted to the homeroom teacher within 5 days of returning to school.
- Any notes turned in after the 5 days, will be unexcused per Knox County Policy.

Early Check-out/Dismissal

- A note must be sent to the homeroom teacher the morning of early check-out. **Please write the check-out time for 10 minutes prior to pick-up time.**
- Parents must sign their child out in the office, and a photo ID is required.
- Only persons listed on the student emergency contact sheet may sign-out a student.
- We will not be able to accept faxes and/or phone calls for student check-out.
- To protect instructional time, please avoid checking your child out after 3:00 pm.

Late Check-in/Tardy

- Students must sign in at the office.
- Parents are always welcome to assist with check-ins, but it is not required.

Office Phone Policy

- Students may use the office phone if they have forgotten something..
- Students are permitted to use the classroom phone for emergency situations.
- Students may not use the office phone to ask permission to go home with a friend.
- Parents who need to contact their children should do so by contacting the office.

Guidelines for Items Left in the Front Office for Students

- In an effort to avoid classroom interruptions, students will be called to the main office at 10:00 am & 2:00 pm to retrieve items and messages.

Bus Notes

- If a student plans to ride a different bus, he/she must have a signed parent note indicating the bus number.
- Students should submit bus notes to the front office no later than 8:45 am for office approval.
- Students will not be permitted to ride an alternative bus without submitting the signed note and receiving approval from the office

Holidays/Birthdays

- Regretfully, we do not accept deliveries for students, such as flowers, balloons, etc. for holidays or birthdays.
- Knox County prohibits parents/guardians from bringing any food/drinks (including “group” lunches, treats, etc...). This policy is meant to avoid possible problems for students with certain food allergies.

Medications

- Knox County policy states that the school nurse may not administer medication of any kind until a physician has completed the appropriate form.
- Medication request forms can be found on our website @westvalleymy.knoxschools.org
- Students are not allowed to carry medication with the following exceptions:
 - Cough drops
 - Certain asthmatic inhalers(if the proper medication forms are completed and on file).
 - Epi-Pens

Copies

- Due to rising paper costs, the office staff will not be able to make copies for non-staff members.

Visitation Policy

- All visitors will be greeted after buzzing the main office.
- All visitors/volunteers must sign in at the office.

Parent/Guardians

- Email is the best form of communication with your child's teacher(s). You may also leave a message in the office if necessary.
- Please allow our staff 48 hours to respond to your concerns, questions, and/or suggestions via Aspen, Canvas, email, or phone.
- In order to avoid disruption in the learning environment, parents and other visitors may not "drop in" unannounced.
- Administrators have blocks of instructional time when they will not be available as well. Parents/Guardians may leave a message or send an email.
- If parents/guardians would like to pick up makeup work for absent students, please make arrangements through the student's homeroom teacher, or contact the school office.
- Every attempt will be made to gather the work and to have it available within 48 hours.
- Feel free to call the office to confirm that your child's work is ready for pick-up at 539-5145.
- Parents may schedule times to observe a teacher's class.

Cell Phones

- Please refrain from using cell phones/devices, except in emergency situations.
- Students' cell phones/devices are to be put away during instructional time (8:30 am-3:30 pm).
- If a student is caught with a cell phone/device during instructional time, the following procedure will be followed:
 - 1st offense: Student takes phone/device to office, enters info into log, and STUDENT can pick up at the end of the day.
 - 2nd offense: Student takes phone/device to office, enters info into log, and PARENT can pick up at the end of the day.
 - 3rd offense: Student takes phone/device to office, enters info into log, and PARENT can pick up at the end of the day. Student has forfeited the privilege of having a cell phone/device at school. Knox County School Board policy will be followed to determine next disciplinary steps.
- Please reference Knox County's Electronic Device Policy regarding student cell phone/device use.
- KCS Policy J-240- Use of Personal Communication Devices at School
 - Use by Students in Grades 6-8
Use by Students in Grades 6-8 Students may possess PCDs while on school property. The devices may be used before and after school. At all other times the PCD must be in the off mode. The principal or the principal's designee may grant a student permission to use a PCD during class time for a specific academic purpose or at other times for other purposes that the principal deems appropriate.

Student Procedures

Early Arrivals

- Students will wait at the front of the school until 7:30 am.
- Upon entering the building, students will either go to the gym or the cafeteria for breakfast until dismissal to homeroom at 8:00 am.
- Students may enter the library if it is open AND they have a pass to enter.
- Library passes are available on a cart at the entrance of the library throughout the day and at the end of each school day. There are a limited number of passes available.
- NOTE: In order to prevent unnecessary hallway traffic before 8:00 am and to ensure appropriate supervision,, students may not leave the bus hall or the cafeteria to go to the library.

Late Arrivals

- Students arriving after 8:30 am must report to the main office and sign in prior to going to homeroom.
- Students will receive an Admit to Class pass, which will list the student's name, ID number, and the time of arrival.
- This pass will admit the student in class.
- If the student has an excuse, he/she needs to give it to their homeroom/advisory teacher, who will submit it to the office.

Early Dismissals

- If it is necessary for a student to leave school early, the student should bring a note to his/her homeroom teacher by 8:30 am. The note should include the time (10 minutes prior to parent/guardian arrival time), student name, student ID, reason for departure, the name of the person who will be picking the student up, and a telephone number where the parent/guardian can be contacted for confirmation.
- The person picking up the student must come into the main office to sign the student out.
- This person must be listed on the student's emergency card and must present photo identification to check the student out of school.

Dismissal

- Dismissal begins at 3:30 pm.
- Walkers and car riders exit through the front doors and wait in front of the building.
- 1st load bus riders will exit at the back of the building 2nd load bus riders will report immediately to the bus hall in the cafeteria and may not leave the bus hall without permission from the supervising staff member. Bus hall/2nd load students are not allowed to wait in the car rider area.

Bus Hall

- Students riding 2nd load busses should report immediately to the cafeteria and sit in designated areas.
- Once in the cafeteria, students are required to have permission from a bus hall monitor to leave the cafeteria.
- Students are expected to remain seated in bus hall and should not change seats unless given permission by a bus hall monitor.

Grading Scale

- Students earn grades each week and have access to them through the parent portal system (Aspen).
- Progress reports can be viewed online every 4 ½ weeks throughout the year.
- WVMS utilizes the Knox County approved grading scale:
A = 93-100 B = 85-92 C=75-84 D=70-74 F = below 70
- Teachers will provide parents and students with a syllabus at the beginning of the year. The syllabus will include class expectations, grading/assignment policies, and materials needed.

Honor Code

- A West Valley Middle School (WVMS) student will not lie, cheat, steal, or tolerate this behavior from their peers..

- The WVMS Honor Code is administered by the WVMS Administrative team. Administrators are responsible for ensuring student adherence to the requirements of the Honor Code, its system, and procedures.
- *The WVMS Honor Code” was adopted from the United States Military Academy.

Absence/Make-up Work Policy

- Knox County School Board policy states, "If a student must be absent from school for any reason, excused or unexcused, up to ten (10) days upon returning to school, he/she shall be given the opportunity to make up any and all assignments that were missed during the student's absence. Teachers shall set a reasonable time for the completion of the work."

Lockers

- Lockers will be assigned within the first few weeks of school.
- Lockers are assigned by homeroom teachers, and students are not allowed to change or share lockers without permission.
- Students may purchase a lock for their locker and the combination or a duplicate key must be provided to the homeroom teacher.
- Lockers are property of KCS, so students are not allowed to make any permanent alterations to the locker.
- If there is a problem with the locker, the student should report the problem to their homeroom teacher so that it can be repaired as soon as possible.

Book Bags/Backpacks

- Students must place book bags in their assigned locker upon entering the building.
- If a student brings a bag into the classroom, it must fit completely under the chair area of the desk.
- Laptop bags are permitted in classrooms.
- Violations will be documented with a minor.

Tardy To Class

- Schedules include time for students to have a short locker break between classes.
- Students are expected to arrive to class on time.
- A student is tardy if he/she arrives after the late bell rings.
- Tardies will be recorded in the Minors Log.

Cafeteria

- Payment
 - Payment and additional information such as menus can be found on the KCS website under the “For Families”, “School Nutrition” tables.

MEAL PRICES

Students:		Faculty:	
Breakfast, Reduced	\$0.30	Breakfast	\$2.00
Breakfast, Paid	\$1.75	Lunch	\$3.25
Lunch, Reduced	\$0.40	Visitor:	
Lunch, Paid ES	\$2.50	Breakfast	\$2.25
Lunch, Paid MS/HS	\$2.75	Lunch	\$3.75

- o
- o Please utilize the online payment center to put money into your student's lunch account. This link can be found under "For Families," Online Lunch Payment Information" tabs.
- o Please complete the application for free or reduced lunch at the beginning of each school year. A link to the application can be found on the KCS website under the "For Families – School Nutrition" tabs.
- Breakfast
 - o Breakfast is served from 7:30 am-8:20 am.
- Lunch:
 - o Lunch is served from approximately 10:30 am – 1:00 pm.
 - o Schedules will be provided at a later date.
- Tables:
 - o Students are assigned to table groups according to their lunch period teacher.
 - o Students are allowed to sit at these tables only and should not change seats without permission.
- Cafeteria Expectations:
 - o Move quickly through the line and pay for lunch with cash or punch in personal ID number.
 - o Upon exiting the line, move to assigned area and remain seated.
 - o When completing meal, await the request of the cafeteria duty teacher to take trays and trash to the trash cans..
 - o Clean up all spills and dropped food and trash in the eating area.
 - o One student from each table is expected to wipe down the table.
 - o Students are not to leave the cafeteria without permission.
 - o Students are not to take food or drink from the cafeteria.
 - o The cafeteria duty teachers are in charge at all times, and permission must be received for any special requests.
 - o The cafeteria duty teachers may give minors in the Minors Log.
- Due to our student enrollment numbers, we are not able to accommodate guests in the cafeteria for lunch. Please see the office for a designated area.

School Fees

- Students qualifying for free or reduced price meals are eligible to apply for a waiver of school fees.
- This waiver of school fees includes activities occurring during school hours but not optional fees such as school pictures, ballgames, sports, cheerleading expenses, etc.

Illness at School

- If a student becomes ill at school, the teacher will decide if he/she is too ill to continue and will refer the student to the clinic/office.
- If the school staff or clinic volunteer determines it is necessary, parents will be contacted to come and sign the student out of school.

School Procedures

Schedule Changes

- Teachers make recommendations the spring prior based on specific criteria.
- To change a class level in a core class, a student and his/her parent needed to have filled out the academic release form found on the West Valley Middle School website and submit it to his/her administrator for approval in April. No new academic releases will be entertained in the fall of 2020 for the 2020-2021 school year.
- To change 9-week elective course, a student will need to fill out the form that can be obtained from his/her elective teacher or on the West Valley Middle School website and submit it to his/her administrator for approval.
- Year-long Fine Arts change request forms should have been obtained from the current teacher spring of the previous school year.
- Schedule changes will only be made if there is an error or if there is a gap in the schedule.

Interventions

- If a parent/guardian has concerns about the academic performance of his/her student, the following delineates the intervention process:
 - o Referral to Professional Intervention Team (PIT) by parent, teacher, administrator, counselor, etc
 - o Increased supports through the counseling center, student support center, or classroom teachers
 - o Formal referral to S-TEAM and/or Response to Instruction and Intervention (RTI2)

S-Teams

- S-Team stands for Student Support Team. This team creates a formalized plan for students who may be struggling academically, mentally, or emotionally.
- An S-TEAM is a possible intervention.
- An S-TEAM must be opened *before* an IEP or 504 Plan is enacted.
- These intervention steps are not always enacted in order and can occur over a significant time span due to monitoring of specific interventions. A parent/guardian may request an S-TEAM be considered through his/her student's grade level administrator.

Parent Conferences

- Conferences between administrators, teachers, and parents are encouraged.
- Drop-in visits are strongly discouraged. Please schedule conferences in advance with school personnel.
- Due to the master schedule, it is not possible to schedule parent conferences with a student's entire team of teachers; please schedule the conference with the teacher who teaches the course(s) of concern.

- Please email the homeroom teacher, or call the school office to set up an appointment with a teacher. Generally, conferences will be conducted by team members available at the scheduled time. A team of educators and parents can more effectively analyze the needs of a student and develop a plan for success.
- Please call the school office or send an email to schedule an appointment with a counselor, and/or administrator.

Classroom Concern Resolution

- In the unlikely event that you have an issue that occurs within a classroom, the following steps will be taken to resolve the concern:
 - Parent/teacher communication via phone or email.
 - Parent/teacher/student conference.
 - Further steps as deemed appropriate by administration including but not limited to restorative circle, S-Team, specific delineated plan of action , etc.

Care of Property, Building, and Grounds

- Students are expected to respect school property, and are encouraged to help protect our school campus by discouraging, preventing, and reporting vandalism or property damage by others.
- Parents or guardians are financially responsible for damage the student might cause to computers, furniture, lockers, books, and other Knox County Schools' property .If a student willfully destroys or damages school property, suspension and possible expulsion may be necessary in addition to payment for damages. If a student should damage something accidentally, the student is responsible for repair or replacement without additional consequences when the accident is reported to a teacher or administrator immediately.

Lost and Found

- Unclaimed items found in the school should be taken to the main office. Students may reclaim lost items at this location. Unclaimed items will be disposed of or donated periodically throughout the school year.

Chewing Gum

- Chewing gum is not permitted at West Valley Middle School. .
- Violations will be recorded in the Minors Log.

Athletics

Sports Physical Requirement

- All students are required to have a completed Knox County Sports Physical, before trying out for a school sport.
- Teacher sponsored school teams/community-based teams vary year-to-year and may require a sports physical for tryouts and/or participation (ex. volleyball, soccer, swim, tennis, golf, cross country, baseball, softball, football, etc...)

- Some KCS sanctioned sports meet in the fall (basketball, cheerleading, and dance team) and others meet in the spring (track and field - boys and girls).
- Please make a copy of your child's physical form for your files.
- Physical forms can be downloaded from our website or picked up in the office.

Academic Policy for Grades

- Students who participate in KCS sanctioned sports (basketball, track, dance, and cheer) must meet academic qualifications of a "C" average.

Athletic Events

- WVMS has both a boys and girls basketball team that compete at the middle school level. Students are encouraged to participate by attending games hosted at WVMS.
- Please listen to announcements and look for school posters and advertisements for games.
 - Staying after school for games - students are allowed to stay after school for basketball games and are to be picked up immediately following (approximately 6:45-7pm). Students will be supervised.
 - Tickets - Students may purchase tickets at the door. Ticket prices are set by KCS and are communicated to students at the start of basketball season..
 - Pick-up - Students are to be picked up immediately following the game. Students who are not picked up in a timely fashion may lose the privilege of attending future games.
- Track Meets are held in the spring. Meets are held at various high schools across the district. Be sure to listen to announcements for the schedule.
- As new members of the TMSSA, KCS sponsored sports teams may now be able to qualify for a middle school level state tournament in cross country, basketball, and track and field for 2020-2021.

Schedules

- Schedules will be distributed on the first day of school.
- Students may view their schedules using the Aspen parent portal prior to this day.
- Please know that schedules are subject to change within the first weeks of school due to student needs and enrollment numbers.

Library Hours

- Library opens at 7:30 am, and students are welcome to visit. Students must pick up a pass from the cart in front of the doors to enter the library in the morning..
- Library is also open after school on most days until 4:00 pm.
- Check-Out Procedures
 - Students may check out a total of three books for a period of two weeks.
 - Overdue books are fined at a rate of \$.05 per day with a 3 day grace period.
 - Online or in-person renewals are encouraged to avoid fine assessment.
- Opportunities include:
 - Library Helpers
 - Book Club
 - Writer's Community (NaNoWriMo)

- Parent Volunteers
- Makerspace Interest

Special Activities

Field Trips

- Individual grades and clubs may host special trips for students.
- Guidelines and requirements for these trips will be given to students and parents prior to sign ups or requests for initial payments.

Awards Day

- Each grade level will host an awards day at the end of the year.
- Grade level teachers work independently to reward high performance in academics, behavior, and growth in each of their respective subject area classes.
- Additionally, grade level teams work collaboratively to recognize students for grade level awards.
- Please note that our recognitions, monthly and annual, are based on our current students' performance.
- Due to typical enrollments of over 400 students per grade level, teachers do their best to recognize students representing exemplary academic, behavior, leadership, and growth on a monthly basis. Throughout the year, their "Students of the Month" award-winning students are not only given school-wide recognition on the morning announcements, but also given recognition that is shared on grade level announcement media centers that scroll daily during school hours. Therefore, all students will not receive a recognition on awards day in May.

Assemblies

- Entering and leaving an assembly should be done in a quiet and orderly way.
- Students are expected to be courteous and respectful at all times.

After-School Activities

- After-school functions are for the benefit of the students. Students are expected to remain in the area of the building in which the event is occurring. At the conclusion of the event, students must report immediately to the front or the rear entrance of the school for pick-up.
- If late pick-up becomes a problem, the school administration reserves the right to prohibit a child from attending after-school functions. Participation in all after-school functions is contingent on maintaining "good-standing" in regards to discipline and academic performance.

Activities Exclusions

- Many activities are planned each year to enrich the middle school experience for our students. These activities include assemblies, field trips, guest speakers, athletics, field days, conduct parties, dances, clubs, etc.
- These activities are considered privileges and student participation/attendance is based on the demonstrated ability to properly conduct one's self.

- Exclusion from certain or all activities for some period of time may be imposed by staff or administration on students who fail to conduct themselves appropriately in classes or at previous activities.
- Please be advised that students serving out-of-school suspension are automatically excluded from all school activities during the suspension period. Additional requirements for participation will be shared prior to the activity.
- Please contact the sponsor or responsible staff member if you have questions.

Discipline

It is the belief of the Knox County Board of Education and the faculty and staff of West Valley Middle School that only the highest standards of discipline and self-control are acceptable. All students are provided a safe, clean atmosphere in which to work and grow. Therefore, the staff of West Valley Middle, in conjunction with students and parents, will strive to provide the necessary atmosphere that allows students to reach their maximum potential.

School-wide Expectations

Our school-wide expectations are:

- 1) Be Positive
- 2) Be Respectful
- 3) Have Integrity
- 4) Be Dedicated
- 5) Show Excellence

We expect all students to demonstrate Pack PRIDE.

**Teachers at each grade level establish general rules, consequences for breaking rules, and communication protocols to inform parents of inappropriate behavior, as well as rewards for good behavior. Students and parents should be familiar with his/her child's grade level rules.

	Positive	Respectful	Integrity	Dedication	Excellence
Classroom	<p>Actively and appropriately participate</p> <p>Come to class prepared</p> <p>Respectfully support peers</p>	<p>Follow each teacher's classroom expectations</p> <p>Use appropriate language</p> <p>Respect the learning environment</p>	<p>Do what you're supposed to do even when no one is looking</p> <p>Use electronic devices for what your teacher intends</p> <p>Demonstrate academic integrity</p>	<p>Be engaged in learning</p> <p>Attend to the details of all assignments</p> <p>Use feedback to improve work quality</p>	<p>Turn in assignments by the due date</p> <p>Exceed your potential on each assignment</p> <p>Take PRIDE in your work and learning</p>
Cafeteria	<p>Raise your hand if you need to leave your seat</p> <p>Eat your own food</p> <p>Use appropriate language</p>	<p>Use an inside voice</p> <p>Actively listen when teachers request your attention</p> <p>Food is for eating, not throwing or playing</p>	<p>Clean up after yourself</p> <p>Throw any leftovers and/or trash away</p> <p>Sit in your assigned area</p>	<p>Remain in your assigned area</p> <p>Model appropriate table behavior</p> <p>Consistently listen to all staff requests</p>	<p>Consistently follow cafeteria expectations</p> <p>Respect all staff and peers in the cafeteria</p> <p>Leave your table cleaner than you found it</p>
Hallways	<p>Polite interactions with staff and peers</p> <p>Be helpful to others</p> <p>Use appropriate volume and language</p>	<p>Be mindful when transitioning</p> <p>Be considerate of others' learning environments</p> <p>Walk on the right side of the hallway</p>	<p>Be honest when asked about your destination</p> <p>Follow cell phone policy</p> <p>Be aware of others</p>	<p>Consistently make safe choices</p> <p>Be on time to class</p> <p>If you see a mess, clean it up or let someone know</p>	<p>Attend all classes in a timely manner</p> <p>Walk with purpose to your destination</p> <p>Take care of all business before attending class</p>

Minors Log

- West Valley utilizes a school-wide discipline tracking system called the Minors Log.
- The Minors Log is a way for teachers to document minor misbehaviors and communicate with parents/guardians.
- Parents/guardians will receive an automatic email when a misbehavior is entered into the Minors Log.
- If your student receives a minor, no follow up is needed unless you want clarification and/or have further concerns.

Steps of Minors Log:

Minor	Consequence
1	Classroom consequence
2	Classroom consequence
3	Referral to the Student Support Center (SSC) for a restorative conversation
4	One day of silent lunch (assigned through SSC)
5	Period placement or extended silent lunch (assigned through SSC)
6	Conference with admin
7	Referral to the Discipline Dean; one day of in-team <ul style="list-style-type: none"> • For in-team placements, the student attends related arts classes. • Silent lunch in the SSC
8	Referral to the Discipline Dean; one day of off-team <ul style="list-style-type: none"> • For off-team placements, the student does NOT attend related arts classes. • Silent lunch in the SSC
9	Referral to and day placement in the SSC
≥ 10	Teacher enters Aspen referral. <ul style="list-style-type: none"> • All minors past 10 in a nine-week period result in an Aspen/Office referral.

Restorative Learning Center

- The Student Support Center (SSC) interventions, activities, and expectations will be facilitated by the Restorative Interventionist (RI).
- The RI is responsible for supporting the implementation of restorative practices, including providing restorative services to staff, students and families, as well as providing coaching for staff in order to establish a safe and supportive school climate.
- A brief description of interventions most often implemented in the Student Support Center (SSC) are obtainable from the RI.
- Student referral to the SSC will be administered following progression through the Minors Log, which is documented by staff.
- Student assignment to the SSC will be directed by school administration or following progression through the Minors Log.
- The SSC was developed for the utilization of disciplinary responses, as well as supporting the social and emotional needs of the students.
- Students are able to visit the SSC when they need behavioral or emotional support.
- Students **must** request permission to visit the SSC unless during class change before or after school.
- Additionally, if staff members have concerns regarding a student's emotional or behavioral concerns prior to disciplinary action being completed, they can request the Restorative Interventionist set up a meeting with that student(s) or observe in their classroom.

Discipline Dean

- The Discipline Dean works in conjunction with the Restorative Interventionist, Administration, and Behavior Support Team to address minor level behaviors.
- The Discipline Dean will assign consequences (see the Minor's Log above) as well as work on behavior support plans to reteach expectations and prevent further behavior-related incidents.

Office Referrals

- Office referrals will be administered following the progression through the Minors Log with the exception of behavioral violations at level III and IV. See the school board policy J-191 for more details.

Positive Referrals

- Throughout the year, students will receive referrals from teachers and staff in order to recognize positive behaviors.
- Positive referrals will be recognized weekly.
- Positive behaviors may be recognized periodically throughout the year. For example, students who have not received any Minors Log entries and/or office referrals may participate in celebrations that are TBD throughout the year.

Bus Conduct and Expectations

KCS Policy - J250 - Bus Conduct

- The school bus is an extension of school activity; therefore, students shall conduct themselves on the bus in a manner consistent with the established standards for safety and classroom behavior.
- Students are under the supervision and control of the bus driver while on the bus, and all reasonable directions given by the driver shall be followed.
- Bus drivers shall inform a student's principal of any serious discipline problem and the principal may take disciplinary action as appropriate. A student may be denied the privilege of riding the bus if the principal determines that the student's behavior is such as to cause disruption on the bus, or if the student disobeys state or local rules and regulations pertaining to student transportation.
- The suspension of a student from riding the school bus shall follow the same procedures as for any other school suspension.
- Students who transfer from bus to bus while en route to and from school shall be expected to abide by the discipline policies adopted by the Board and rules adopted by the staff of the base school.

Technology

Knox County is a 1:1 district meaning that every student will be issued a device to be used as a learning tool. Students will receive a Chromebook laptop to use for academic purposes during the school year. The device will be issued in the first weeks of school and collected in the last weeks. Students should report any problems they are experiencing with the device as soon as possible to a classroom teacher so that a ticket for tech help can be generated. A technician will look at the device as soon as possible, but we no longer have access to a full-time computer technician.

Expectations

Though the laptop is the property of Knox County Schools, students are charged with the care of the device. Each device is assigned to an individual student, and the responsibility for the device rests solely with the student. Aside from the device's physical care, classroom expectations can be summed up by the reflective question, "*Is this for school?*"

Before receiving a device, students and a parent/guardian *must* sign the KCS Technology Device Agreement that outlines our expectations for using the device. Some of the key points are:

- Students are expected to use the device *solely* for classroom learning at the direction of their teachers.
- Only the student who has been issued the device should use it.
- Students should bring their devices to school fully charged each day.
- Students have no right to privacy on a school-issued technology device. It may be collected and inspected at any time.
- Students should not download any program onto their computer unless directed to by a teacher or administrator as a part of classroom instruction.

Technology Discipline

Students who fail to use the device as intended for learning or to take proper care of it will be subject to consequences. Consequences may include (but are not limited to):

- A minor
- Restrictions on usage during class or alternative, paper-only assignments
- The device may be kept with a teacher until the student is directed to use it during class. Additionally, the student may be required to turn in the device to a particular teacher at the end of the day and pick it up from that teacher in the morning.
- Loss of device usage privileges.
- Re-imaging, which includes the removal of all local files and programs put on the device by the student
- Suspension.
- Any infraction that breaks a law will be subject to local or federal prosecution

PTSA

- PTSA is an acronym for the Parent Teacher Student Association. The West Valley Middle School PTSA is a branch of the Tennessee PTA, which is, in turn, a branch of the National Congress of Parents and Teachers (National PTA). The PTSA/PTA is a non-profit organization which seeks to unite the forces of home, school, and community on behalf of children and youth. Activities vary between chapters, but local PTSAs/PTAs often help schools purchase needed supplies, find classroom and school volunteers, keep school grounds clean, provide seminars or programs for parents and children on practical or interesting subjects, and hold teacher appreciation events. At the national and state level, PTA collaborates with lawmakers to help ensure that every child has the opportunity to receive a quality education and that parents are included in the school decision making process. Many times, when a parent group is needed to give input or to sit on committees, lawmakers will look to National and Tennessee PTA for guidance.

The West Valley Middle School Education Foundation

- The West Valley Middle School Foundation, Inc. (the “WVMS Foundation”) is organized exclusively for education purposes. Specifically, the purpose of the WVMS Foundation is to promote and support academic excellence of West Valley Middle School. The WVMS Foundation will conduct fundraising activities to enhance WVMS programs, students, and faculty.

- **Mission:** To encourage, inspire and promote the excellence of West Valley Middle School by assisting the faculty, staff and students to achieve their academic goals in a positive learning environment and to be positive leaders in the community.
- **Motto:** Serving Every Student, Every Day, With Every Dollar
- **Vision:** WVMS Foundation will use its resources to support the academic excellence of West Valley Middle School through efforts to augment and or underwrite efforts by the school. The WVMS Foundation wants to ensure that a lack of resources does not prevent faculty or students from reaching their full potential.
- **Values:**
 - **Community:** The WVMS Foundation will be a supporter of community activity as it relates to West Valley Middle School.
 - **Integrity:** The WVMS Foundation will uphold the laws and codes associated with the operation of a non-profit educational foundation and will abide by all policies directed at public school foundations via the Knox County, Tennessee and State of Tennessee public school governing bodies.
 - **Accountability:** The WVMS Foundation will hold itself accountable by non-profit standards of transparency to its members and in accordance with local, state and federal law.
 - **Success:** Success will be measured by the impact the WVMS Foundation has on West Valley Middle School programs, students and faculty.
 - **Partnership:** The WVMS Foundation will partner with West Valley Middle School and the West Valley Middle School community to meet its mission as well as the mission of the institution.

Covid-19 Addendums

Note: Please see the complete [KCS Connect Fall 2020 District Guide for Reopening Knox County Schools](#) to see from where these policies were adopted. There are some sections in this addendum that have the same headings as the main body of the handbook. The main body of the handbook will be used on “green days.” The headings under the Covid-10 Addendums will be used on “yellow” and “red” days.

Procedures

Arrival

Car Rider Drop Off

- Car rider volume is expected to increase. Families that choose to be car riders should plan arrival times accordingly.

Temperature Checks

- All students who arrive will have to have their temperature checked before entering the building.

- Students with a temperature of 100.4 or higher will be isolated from other students. Parents will be notified and students will be sent home.
- Any student with a temperature of 100.4 or higher will receive a second reading for clarification.
- Teachers will have their temperatures checked upon arrival. Any teacher with a temperature of 100.4 or higher will be sent home.

Arrivals before 8:00 a.m.

- All students who arrive before 8:00 a.m. will be directed towards one of our large spaces based on grade level:
 - 6th grade: one side of the cafeteria
 - 7th and 8th Grade: both sides of the gymnasium
- Upon arrival to their designated space, they will be directed to take a seat at a pre-measured, predetermined space.

Arrivals after 8:00 a.m.

- After having a temperature check, students will report directly to homeroom/advisory and follow the marked traffic patterns.

Dismissal

Busses

- Students who ride first load busses will be dismissed at 3:30 and will be asked to leave out their designated exits:
 - 6th core: 6th grade back exit
 - 7th core: 7th grade exit by elevators
 - 8th core: main hall back exit
 - Related arts: main hall back exit
- Students who ride second load busses will be dismissed to the outside pavilion at 3:35 and be seated at a pre-measured, pre-determined space by bus.

Car Rider Pick Up and Walkers

- Walkers will be dismissed at 3:30 and asked to leave out a designated exit.
- Walkers should not take their masks off until they are going up the sidewalk along the front drive.
- Car riders will be dismissed at 3:30 and asked to leave out their designated exits:
 - 6th core: 6th grade front exit in art hallway and wait in grassy area in front of art rooms
 - 7th core: 7th grade front exit at the bottom of the stairs and wait in grassy area in front of the library
 - 8th core: 8th graders main hall front exit and wait in front of building
 - Related arts: Related arts exit main front hall and wait in grade level areas
- Car riders will not be able to take their masks off until they are in their cars or social distancing can be enforced

Hallways and Transitions

Before and after school

- Students should follow the designated traffic patterns and travel immediately to their destination.
- These traffic patterns are marked by arrows on the floor in the hallway.

Class changes

- Students should follow the designated traffic patterns and travel immediately to their destination.
- All main hallways will be two-way traffic.
- Grade level hallways will be one way traffic by a round-a-bout as will the related arts.
- Students should follow the marked traffic patterns.

Lockers

- Students will not be assigned lockers this year to minimize hallway congestion.
- Students will either be instructed to place their bags under their desks or in a designated place in the classroom; this is up to the teacher's discretion. (Note: Cell phones should still be off and put away according to Knox County and West Valley policy.)
- Supply lists will be condensed, so that students can carry what they need to class and leave every day with all supplies in case of a transition to "red status."
- Students should carry home their supplies every day.

Bags

- Students will be allowed to carry a bag. This bag must fit under the chair space on the desk, similar to airline protocols.

Restrooms

General

- Students will be allowed to use the restroom between classes. Restrooms will be monitored by staff to ensure that too many students are not in the restroom at the same time.
- Students will be permitted to use the restroom during class following their teachers' in class policies and procedures.

Lunch

General Lunch

- Students will eat in three designated areas: the pavilion, the cafeteria, and the main hallway.
- Students will be permitted to take their masks off while eating and drinking.
- Students will sit in socially-distanced, marked seats in these three areas.

Water Fountains

- Students will not be able to drink out of the water fountains.
- Students may bring a water bottle to fill up at the filling stations.

Favorable Weather Days

On favorable weather days, indoor settings will rotate to outdoor settings.

Inclement Weather Days

On inclement weather days, the pavilion setting will be directed to eat in an alternative, socially distanced space.

Masks

General mask expectations

- As it is virtually impossible to socially distance effectively with our student population, students are expected to wear a mask upon entering the building and will only be allowed to remove it while eating or outside while practicing socially distancing.
- Masks are defined as cloth face coverings and can include n95 masks, homemade masks, etc. neck gaiters?
- Masks should fully cover mouth and nose.
- The design or pattern of the mask should still be in compliance with Knox County Schools dress code.
- Students should never touch other students' masks.
- Students should not share masks.
- If a student arrives without a mask, loses mask, or soils mask, one will be provided.

Classroom Safety

Classrooms

- Students should not share supplies.
- Teachers' classroom policies and procedures will promote individual student health and safety.

Academics

In Person School

- Students and families that opt in to in person school are committed for the semester.
- Students will be scheduled for classes based on recommendations, requests, and availability.
- Students should report any problems they are experiencing with their devices as soon as possible to a classroom teacher so that a ticket for tech help can be generated. A technician will look at the device as soon as possible, but we no longer have access to a full-time computer technician.

Virtual School

- Students and families that opt in to virtual are committed for the semester.
- Students who participate in a virtual learning program offered by KCS are held to the same academic standards as students who choose in person instruction.
- Please refer [Knox County School Virtual Learning page](#) for complete details on virtual school.
- Students will receive the coursework they need to advance to the following grade.
- Students will attend each virtual class at the scheduled time.

- For synchronous lessons, the teacher will take attendance.
- For asynchronous lessons, the teacher will note time stamps on activities to note student attendance for that class period.
- If students are not attending/engaging in class, the interventions delineated in the Secondary Virtual Learning Program Student/Parent Handbook will be followed.
- Students will be held accountable for meeting teacher virtual classroom policies.
- Students/families should report any technical issues through the Technology Help Desk as soon as the issue arises.
 - Tech Help Desk Hours are 8:00 a.m.- 4:30 p.m. Monday through Friday.
 - Help Desk Number: (865-594-1830 and helpdesk@knoxschools.org)
- School-wide Expectations

Our school-wide expectations are:

 - 1) Be Positive
 - 2) Be Respectful
 - 3) Have Integrity
 - 4) Be Dedicated
 - 5) Show Excellence

We expect all students to demonstrate Pack PRIDE even in the virtual setting.

West Valley Middle School's School-Wide Expectations

	Positive	Respectful	Integrity	Dedication	Excellence
Digital Learning	Have a space to do your work Be prepared Log into Canvas everyday ready to learn	Give your teachers 24 hours to respond to all messages. Communicate with kindness and consideration	Check the class agenda to keep up with due dates Use only the resources your teacher allows Use your school computer for school	Make time to complete your assignments Ask for help when you need it	Give your best effort to learn from your work Turn in your assignments by the due date Do your best even when you're not sure if it's right
Virtual Classroom	Participate appropriately Be patient with technology	Keep your video on Stay muted until it's your turn to speak Respond how the teacher asks	Be fully present and engaged Be considerate and respect the privacy of your classroom.	Be in the meeting when class starts Persevere through technical problems	Actively participate in class activities Protect your class's community

Digital Tools

Canvas

- Student classes will be organized in Canvas by dated modules. Students will be able to access all materials here.
- Canvas is where asynchronous and synchronous instruction begins when in a virtual setting.
- Grades posted in Canvas are not the complete picture of student performance; student grades are posted in Aspen.

Aspen

- Student grades and attendance are captured in Aspen.

Teams

- Teams is the platform for online synchronous instruction.
- Students should join Teams meetings through the links teachers post in Canvas.

Other

- Other web 2.0 tools can and likely will be used by teachers. This includes but is not limited to Google Suite, presentation software, and online assessment tools.

Social Emotional Learning

In Person School

Advisory

- Students will be enrolled in advisory and participate in social emotional learning activities.

Other Resources

- School counselors are available for students that have a need beyond the support provided in advisory.
- A referral to Helen Ross McNabb can be completed with the help of an administrator or school counselor for services outside of school.

Virtual School

Advisory

- Similar to in person school, students will be enrolled in advisory and participate in social emotional learning activities.

Other Resources

- School counselors are available for students that have a need beyond the supports provided in advisory. More specific information will be shared during the first few weeks of schools.
- There are also assigned counselors at the virtual school.
- A referral to Helen Ross McNabb can be completed with the help of an administrator or school counselor for services outside of school.