

2023-2024 WVMS Student Handbook

Administration

Principal

Beth Ingram - beth.ingram@knoxschools.org

Grade Level Admin

Matthew Pattillo - 6th grade - matthew.pattillo@knoxschools.org

Shane Chambers - 7th grade - shane.chambers@knoxschools.org

Jessica McDonald - 8th grade – jessica.mcdonald1@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 4 (Friday)	Orientation for 6 th graders
August 8 (Tuesday)	First Day for Students (1/2 day for students)
August 16 (Wednesday)	Early Release Day for Students
August 29 (Tuesday)	In-Service Day (Student Holiday)
September 4 (Monday)	Labor Day – Holiday
September 8 (Friday)	End 4 1/2-weeks Grading Period
September 20 (Wednesday)	Early Release Day for Students
October 6 (Friday)	End First 9-weeks Grading Period
October 9-13 (Monday-Friday)	Fall Break
November 7 (Tuesday)	In-service Day (Student Holiday)
November 15 (Wednesday)	End 4 1/2-weeks Grading Period
November 22-24 (Wed.-Friday)	Thanksgiving Holidays
December 20 (Wednesday)	1/2 day for students, End First Semester
December 21-January 2	Winter Holidays
January 3 (Wednesday)	In-Service Day and Administrative Day (Student Holiday)
January 4 (Thursday)	First Day for Students after Winter Holidays
January 15 (Monday)	Martin Luther King, Jr. Day – Holiday
January 24 (Wednesday)	Early Release Day for Students
February 5 (Wednesday)	End 4 1/2-weeks Grading Period
February 14 (Wednesday)	Early Release Day for Students

February 19 (Monday)	In-service Day (Student Holiday)
March 5 (Tuesday)	Holiday (Presidential Primary Election)
March 8 (Friday)	End First 9-weeks Grading Period
March 11-15 (Monday-Friday)	Spring Break
March 20 (Wednesday)	Early Release Day for Students
March 29 (Friday)	Holiday
April 1 (Monday)	Holiday
April 19 (Friday)	End 4 1/2-weeks Grading Period
May 23 (Thursday)	Last ½ Day for Students, End Second Semester

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 3:00pm.

Late Check-in/Tardy

- Students must sign in at the office.
- Parents are required to walk their student to the front office to check-in.

Office Phone Policy

- Students may use the office phone if he or she has forgotten something.
- Students are permitted to use the phone in the classroom in 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 need to 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 only be called to the main office at 10:00 am & 2:00 pm to pick up their items and messages.

Bus Note

- If a student is riding a different bus, they must have a note signed by the parent/guardian with the bus number.
- The student should submit notes to the front office no later than 8:45 am for office approval.
- Students will not be allowed on an alternative bus without the signed note.

Holidays/Birthdays

- Regretfully, we do not accept deliveries for students, such as flowers, balloons, etc. for holidays or birthdays.
- Knox County prohibits parents/guardians/students 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.
- Forms can be found on our website westvalleymms.knoxschools.org
- Students are not allowed to carry medication except for the following:
 - Certain asthmatic inhalers if the proper medication forms are completed and on file.

Sports Physicals

- All students are required to have a completed Knox County Sports Physical before trying out for a school sponsored sport.
- Some sports occur in the fall and others in the spring.
- Please make a copy of your child’s physical form for your files.
- Physical forms can be found on our website or in the office.

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

- The best form of communication with your child’s teacher(s) is email. You may also leave a message in the office if necessary.
- Please allow our staff 48 business hours to respond to your concerns, questions, and/or suggestions via Aspen, Canvas, Parent Square, 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 where they will not be available as well. You may leave a message or send an email.

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 (8:30-3:30).
- If a student is caught with a cell phone/device during instructional time, the following procedure will be followed:
 - 1st offense: Student walks phone/device to office, enters info in log, and STUDENT can pick up at the end of the day.
 - 2nd offense: Student walks phone/device to office, enters info in log, and PARENT can pick up at the end of the day.
 - 3rd offense: Student walks phone/device to office, enters info in log, and PARENT can pick up at the end of the day. 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 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 in 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, students may not leave bus hall or the cafeteria to go to the library.

Late Arrivals

- Students arriving after 8:30 am must report to the main office **with a parent/guardian** and sign in.

- Students will receive an Admit to Class pass, which will have the student's name, ID number, and the time of arrival listed.
- This pass will admit the student in class.

Early Dismissals

- If it is necessary to have a student leave school early, the student must bring a note to his/her homeroom teacher before 8:45 am. The note should include the time (10 minutes prior to parent/guardian arrival time), 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 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 the front doors and wait in the front of the building.
- 1st load bus riders will exit the back of the building to load buses.
- 2nd load bus riders will report immediately to bus hall in the cafeteria and may not leave bus hall without permission from a staff member supervising bus hall. Bus hall/2nd load students are not allowed to wait in the car rider area before reporting to bus hall.

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 can access them by using 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 = 100-90 B = 89-80 C = 79-70 D = 69-60 F = below 59

- Teachers will provide parents and students with a syllabus at the beginning of the year. This will include class expectations, grading/assignment policies, and materials needed.

Absence/Make-up Work Policy

- Knox County School Board 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.
- If your child is absent and you would like to make arrangements to retrieve make-up work, please email or call his/her homeroom teacher or contact our office.
- Every attempt will be made to gather the work and to have it available within 48 business hours.
- Feel free to call the office to confirm that your child's work is ready for pick-up at 539-5145.

Lockers

- Students are not required to have a locker but may request a locker from their homeroom/advisory teacher.
- In order to receive a locker, students must show that they have a lock and have a signed parent permission slip.
- Students may purchase locks and the combination or a duplicate key must be given to the homeroom teacher.
- Students will be permitted to visit their locker at designated times throughout the school day.
- 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 needs to report this to their homeroom teacher so that it can be repaired as soon as possible.

Book Bags/Backpacks

- Students are permitted to carry a backpack throughout the school day.
- Student bags must fit completely under the chair area of the desk or in a teacher designated area of the classroom.
- Laptop bags are permitted in classrooms.

Tardy To Class

- The daily schedule includes specific times for students to have a short locker break.
- Students are expected to arrive to class on time.
- A student is tardy after the class period begins.
- 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

Breakfast, Reduced	\$0.30
Breakfast, Paid	\$2.00
Lunch, Reduced	\$0.40
Lunch, Paid ES	\$2.75
Lunch, Paid MS/HS	\$3.00

- - 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.
 - 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
 - Breakfast is served from 7:30 am-8:20 am
- Lunch:
 - Lunch is served from approximately 10:45 am – 12:30 pm
 - Schedules will be provided at a later date.
- Cafeteria Expectations:
 - Move quickly through the line and pay for lunch with cash or punch in personal ID number.
 - Upon exiting the line, move to assigned area and remain seated.
 - After completing your meal, await the request of the cafeteria duty teacher to take trays and trash to the dish room.
 - Clean up all spills and dropped food in your eating area.
 - One student from each table is expected to wipe down the table.
 - Students are not to leave the cafeteria without permission.
 - Students are not to take food or drink from the cafeteria.
 - The cafeteria duty teachers are in charge at all times, and permission must be received for any special requests.
- 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.

School Nurse/Illness at School

- If a student becomes ill at school, the teacher will refer the student to the nurse's clinic.
- West Valley Middle School has a full time nurse. The nurse's clinic is located in the main hallway near the guidance suite.

School Procedures

Early Release Wednesdays

In May 2022, the Board of Education approved a proposal to create six early-release days for students in the 2022-23 and 2023-24 school years. This proposal is aimed at improving student learning outcomes by:

- Giving teachers regular, designated times to prepare lessons and evaluate student progress;
- Allowing educators from different subject areas to collaboratively discuss the well-being and academic performance of individual students;
- Allowing educators from common subject areas (i.e., math teachers, ELA teachers, etc.) to share insights about curriculum, teaching methods and assessment practices; and
- Helping principals provide professional development to their staff.

Early release days will be held on the following dates in the 2022-23 school year:

- August 17, 2022
- September 21, 2022
- November 16, 2022
- January 25, 2023
- February 15, 2023
- March 22, 2023

Teachers will work a normal schedule on those days. Students in Grades 6-12 will be dismissed at 1:30 p.m.

Schedule Changes

- Teachers make course recommendations the spring prior that are 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 2022. No new academic releases will be entertained in the fall of 2022 for the 2022-2023 school year.
- To change a 9-week elective course, a student needs 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 2022.
- 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 interventions are available:
 - Referral to PIT (by parent, teacher, administrator, counselor, etc.)
 - Increased supports through the counseling center, student support center, or classroom teachers
 - Formal referral to S-Team and/or Response to Instruction and Intervention (RTI2)

S-Teams

- S-Team stands for Student Support Team. This is a formalized intervention plan for students who may be struggling academically, mentally, socially or emotionally.
- An S-Team must be opened before an IEP or 504 Plan is enacted.
- These 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 and should be set up by appointment by contacting your child's homeroom teacher.
- Drop-in visits are inconvenient and inconsiderate of all personnel involved. School personnel are busy with their responsibilities for classes, planning, and all the other demands of teaching but will be pleased to hold conferences that have been previously scheduled.
- Due to the master schedule, it will be very difficult to schedule parent conferences with a student's entire team of teachers; please schedule with 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 that time. A team of educators and parents can more effectively analyze the needs of a student and develop a plan for success.

- Call the school office or email to set 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 plan of action, etc.

Care of Property, Building, and Grounds

- Students are expected to take care of all school property. We encourage all students to help protect the school by discouraging, preventing, and reporting vandalism or property damage by others.
- Parents or guardians are responsible for any damage the student might do to computers, the furniture, lockers, books, and other property of the school system.
- If students willfully destroy school property, suspension and possible expulsion may be necessary in addition to payment for damages. If a student should happen to damage something by accident, 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 periodically throughout the school year.

Chewing Gum

- Chewing gum at WVMS is not permitted.

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 occur in the fall (basketball, cheerleading, and dance team) and others occur 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 found on our website or 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 competes at the middle school level. We often host games at WVMS and students are encouraged to participate.
- Please listen to announcements and look for school posters and advertisements for games.
 - Staying for games - students are allowed to stay after school for the basketball games and are to be picked up immediately following (approximately 6:45-7pm). Students will be supervised.
 - Tickets - students will purchase tickets at the door. Pricing is set by KCS and is shared with students when the season starts.
 - Pick-up - students are to be picked up immediately following the game. Students that 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.
- KCS sponsored sports may qualify for a middle school level state tournament in cross country, basketball, and track and field for the 2022-2023 school year..

Schedules

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

Library Hours

- Library opens at 7:30 am, but students must be able to pick up a pass from the cart in front of the doors to be able to attend.
- Library is open after school on most days until 4.
- 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.
 - 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 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 academics, behaviors, and growth in each of their respective subject area classes.
- Additionally, grade level teams work collaboratively to recognize students for collective 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, "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 run daily during school hours. Therefore, all students may 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. Immediately at the conclusion of the event, students must report 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 future 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 that time. Additional requirements to participate will be shared prior to the activity.
- If you have any questions, please contact the sponsor or responsible staff member.

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 and 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. Please see the next page for school-wide Pack PRIDE expectations for the classrooms, cafeteria and hallways.

Each grade level of teachers establishes general rules, consequences for breaking rules, communication to inform parents of inappropriate behavior, and rewards for good behavior. Students and parents need to become familiar with his/her child's grade level rules.

Administration follows KCS School Board Policy J-191 for any disciplinary decisions.

West Valley Middle School's School-Wide Expectations

Classroom

Positive	Come to class prepared, and be willing to ask for help.
Respect	Respect the learning environment by following each teacher's classroom expectations.
Integrity	Do what you're supposed to do even when no one is looking.
Dedication	Be engaged, and attend to all the details of your assignments.
Excellence	Take PRIDE in your work and learning.

West Valley Middle School's School-Wide Expectations

Cafeteria

Positive	Stay in your assigned area, and raise your hand if you need to leave.
Respect	Eat your own food.
Integrity	Clean up after yourself.
Dedication	Consistently follow cafeteria expectations and monitors' requests.
Excellence	Look for ways to be helpful to peers and staff.

West Valley Middle School's School-Wide Expectations

Hallway

Positive	Use appropriate volume and language.
Respect	Walk on the right side of the hallway.
Integrity	Be honest and purposeful, going where you need to go.
Dedication	Be on time to class.
Excellence	Be considerate of others' learning environments.

Minors Log

- West Valley utilizes a school-wide discipline tracking system called the Minors Log.
- This is a way for teachers to document minor behaviors and communicate with parents/guardians.
- Parents/guardians will receive an automatic email when a behavior 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 1: Classroom consequence

Minor 2: Classroom consequence

Minor 3: Referral to the Student Support Center (SSC) for a restorative conversation

Minor 4: One day of silent lunch (assigned through SSC)

Minor 5: Period placement or extended silent lunch (assigned through SSC)

Minor 6: Conference with principal

Minor 7: Referral to the discipline dean; one day in-team placement

Minor 8: Referral to the discipline dean; one day off-team placement

Minor 9: Referral to and day placement in the SSC

Minor 10: Referral to principal

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, and 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 should 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 have concerns regarding a student's emotional or behavioral concerns prior to disciplinary action being needed, they can request that 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 both assign consequences (see the Minor's Log) as well as work on behavior support plans to help reteach the expectation and prevent further behavior incidents.

Office Referrals

- Office referrals to administration will be administered following the progression through the Minors Log as well as violations of Level III and IV behaviors. 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 announced on morning announcements and the grade-level televisions.
- 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; 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.

Bus Hall Expectations

- Students riding 2nd load busses should report immediately to the cafeteria and sit in the designated area.
- 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 bus hall monitor.

Technology

WVMS is a 1:1 school meaning that every student will be issued a device as a learning tool. Students may receive a MacBook Pro or a Chromebook laptop to use during the school year. It will be issued in the first weeks of school and collected in the last weeks. Students will receive the same device each year they are at West Valley. However, as our MacBooks age, we are phasing in Chromebooks, so some students may begin the year with a MacBook but end it with a Chromebook. Students should report any problems they are experiencing with the device as soon as possible to our tech help desk, located across from the library, next to guidance.

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, our 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 (<http://bit.ly/WVMSdeviceagreement2018>) 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.
- Students are expected to back up their work to Google Drive using their Knox Co. Google account.

You may reference the full KCS policy on devices at <http://bit.ly/WVMSdeviceexpectations>.

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
- Time restrictions on the device to only allow access during school hours.
- Re-imaging, which includes the removal of all local files and programs put on the device by the student.
- Loss of device usage privileges.
- Suspension
- Any infraction that breaks a law will be subject to local or federal prosecution.

PTSO

- West Valley Middle School 2022-2023 PTSO Officers
 - President: Allison Scott
 - President-Elect: Shea Bane
 - Treasurer: Jeannie Goodman
 - Recording Secretary: Dorren Kravitz
 - Parliamentarian: Nancy Elder

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.