



# WEST MIDDLE SCHOOL

## STUDENT HANDBOOK 2023-2024

**STUDENT:** \_\_\_\_\_

**GRADE:** \_\_\_\_\_



**WEST MIDDLE SCHOOL**  
**123 Orchard Ave**  
**Grand Junction, CO 81505**  
<https://west.d51schools.org/>

**Main Office: (970) 254-5090**

#### **Mesa County Valley School District 51 Standard Based Grading Policy**

We believe that in order for students to demonstrate progress in their learning, frequent feedback on how the student is progressing on his/her content standards and grade level expectations are critical. As a Performance Based Learning (PBL) system, you can expect to receive feedback both academically and on behaviors key to your success on a weekly basis. Students should use this feedback, and self-assessment, to grow in their understanding of what they know and are able to do. This ongoing cycle of learning will help students develop proficiency for their current learning, effectively helping them demonstrate mastery of the standards they are working on.

D51 Academic Achievement Grades are based on a body of evidence measured against the Standards

- Grade Level Expectations - knowledge and skills of a standard at each grade level that are articulated progress toward high school graduation
- Proficiency level is derived from a body of evidence that focuses on the most recent evidence and trends
- Honors the professional judgment of teachers
- Student revision of work leads to higher learning and improved accountability and engagement

#### **Content Knowledge Descriptors for Grading:**

- 4 = **Refining**-The student consistently meets and at times exceeds the standard as described by the grade level expectations.
- 3 = **Mastering**-The student regularly meets the standard as it is described by the grade level expectations.
- 2 = **Progressing**-The student is beginning to, and occasionally does, meet the standards as described by grade level expectations.
- 1 = **Emerging**-The student is not meeting the standard as is described by grade level expectations for this grade level.

### **AFTER-SCHOOL HOURS/ STUDY HALL**

As a matter of student safety, we expect students to be off campus no later than 3:15 pm, unless they are attending a teacher-hosted Study Hall or a school-sponsored activity.

### **ARRIVAL AND DISMISSAL**

Students are not permitted on campus before **7:35 A.M.**, unless you have made special arrangements with a staff member i.e., extra help, music practice, study-time, or early arrival due to special circumstances, (e.g. athletic practice). Students who eat breakfast can enter the cafeteria at 7:30 A.M. each morning. If you have made special arrangements to be in the building, enter through the main entrance door. Students with band instruments will enter through the music room in the mornings.

**Students may enter the building at 7:45 A.M. at their designated grade-level outside entrance door.** You will have three minutes to report to class. At the end of the day, unless you are involved in an after-school sponsored activity, **you will be expected to leave campus by 3:15 P.M.** for your personal safety and as a result of no adult supervision being available. At the end of the school day, you should wait outside the building, near the flagpole for transportation home. During inclement weather, you may wait in the main hall. Parents, please arrange to have your student picked up by **3:15 P.M.** Students are to be dropped off or picked up at the north side parking loop.

### **ATHLETIC EVENTS/ACTIVITIES**

You must remain seated in the bleachers except for trips to the bathroom at school events. You will be asked to leave the building/grounds area if you are involved in horseplay or other disruptive behavior during any school sponsored event. When attending an event in the gym, the school's hallways and outside ground areas are off limits.

### **ATHLETIC PARTICIPATION**

Participation fees of \$70.00, a parent signed insurance form, signed participation forms for each sport, and a minimum of practices are required before a student may participate in any contest. Interscholastic sports programs, those with other middle schools competing, are offered to grades 7<sup>th</sup> and 8<sup>th</sup> after school throughout the year. Girls: volleyball, basketball, and track. Boys: basketball, wrestling, and track. The goal of each program is to promote good sportsmanship, attitudes, coordination, and enjoyment of the sport. Eligibility criteria may be established by WMS Administration and will meet the minimum criteria as outlined by the District policy. These criteria will be published and shared by the coaching staff with their participating athletes. Eligibility criteria will include attendance, academic performance, and behavioral considerations.

### **ATTENDANCE**

In order for optimal student learning to occur, all students are wanted, and expected to attend school: on time, all day, every day. A school focus is for students to be on time to all their classes. This will minimize classroom and learning disruptions. Each day that you are absent, your parents should notify the Attendance Secretary between 7:25 and 8:30 A.M. **Parents will be contacted if we do not receive a phone call.**

West Middle School follows District and State guidelines in attendance matters.

Excused (EXE) Reason for absence is excused because communication from the parent is in alignment with policy JH and JH-R, which state; Excused absences shall include:

- A student who is ill or injured and may be expected to return to school within a reasonable length of time.
- The student is absent for an extended period due to physical, mental or emotional disability.
- A student receives approval from the principal or designee in advance of the absence for "Good Cause"\*\*, or later in the case of unforeseen emergencies such as a sudden illness or death within the family. Pre-arranged absences shall be approved for appointments or circumstances of a serious nature only, which cannot be taken care of outside of school hours. In determining whether to approve pre-arranged absences, the principal or designee should consider a student's attendance record, academic performance and disciplinary history.
- The student is participating in a recognized religious observance.
- A student who is pursuing a work-study program under the supervision of the school.
- A student who is attending any school-sponsored activity or activities of an educational nature with advance approval by the principal or designee.
- If a student is in out-of-home placement (as that term is defined by C.R.S. 22-32-138 (1)(e)), absences due to

court appearances and participation in court-ordered activities shall be excused. The student's assigned social worker shall verify the student's absence was for a court appearance or court-ordered activity.

\*\* Directed by the Secretary of Education, Washington DC, children impacted by parents' service in military operations.

\*\* Includes pre arranged absences for "big game" hunting season.

### **SCHEDULE AND SCHEDULE CHANGES:**

Every effort is made to provide for a student's needs. However, not all students will get their choice of exploratory due to scheduling logistics and class sizes. In addition, some exploratory classes may be mandatory to assist student academic achievement in core areas. The principal must approve all schedule changes and no schedule changes will occur after the first five days of each grading period.

### **BACKPACKS / CINCH SACKS / SATCHELS**

Students will have access to lockers to store their backpacks and materials. The expectation is that student backpacks remain in lockers during the school day.

### **CAFETERIA – Breakfast/Lunch**

All students have the option to eat breakfast and lunch. During breakfast, enter and exit the cafeteria through the building's front entrance door. Students who eat breakfast in the cafeteria may enter the cafeteria at **7:30 AM**. After finishing breakfast, students should report to their grade-level outside entrance door. One (1) milk is *included* with the meal price. Additional milk is considered ala carte. Students may purchase additional milk or any other ala carte item if funds are available.

Please walk, stand in a single file line (without cutting) while going through the food line. You should always dispose of trash in a proper manner. When you finish with your lunch and a staff member checks your area, you will be excused to the activity grounds for recess. **No food/beverage is to be taken out of the cafeteria unless teacher permission is given. Code of conduct rules are enforced in the Cafeteria.**

### **CODE OF CONDUCT**

The provisions set forth in the policy statements of the Board of Education and the District 51 Student and Parent Handbook govern students. All local, state, and national laws apply to all students and staff. **Parents, students, and staff are responsible for all the information contained in the school handbooks including announced/posted changes.** Students are also expected to follow both school wide and classroom rules and regulations as defined.

**To improve the behavioral culture within WMS, we have implemented a system to help students who struggle following classroom and school expectations. This system is referred to as the 5Rs. This system helps to establish more consistency for both students and teachers when it comes to discipline, and will result in a more positive behavioral culture that is conducive to learning.**

#### **5Rs Protocol:**

- **Redirect:** The student will first be given a *redirection* to encourage him/her to correct the problem or behavior.
- **Remind:** If the student's behavior continues, the student will then be given a *reminder* to correct the problem behavior.
- **Reflect:** After the student is given a reminder and his/her behavior does not improve, the student is then given a *reflection* form which allows them the opportunity to take a short break to regroup and reflect on his/her behavior. This occurs in a neighboring teacher's room.
- **Reset:** If, after the student has reflected, the behavior still does not improve, the student will then be sent to the office for a *reset*.
- **Restore:** Any student needing a *reset* may take part in a *restorative or reflective* conversation.

**At West Middle School, there are five categories of non-negotiable student conduct as noted in our D51 Levels of Response Matrix. These categories could lead to suspension or expulsion consequences for your student.**

- 1. Disruption of a safe and orderly environment**
- 2. Behavior that endangers oneself or others**
- 3. Use, possession of, or distribution of substances**
- 4. Any form of harassment**
- 5. Weapons**

***Violations that fall under the above categories may lead to suspension and/or expulsion processes.***

**Restorative Practices**-As part of fostering a positive and nurturing environment, WMS will continue to use disciplinary processes as a learning experience for students who break the student code of conduct. To that extent, and when it is appropriate, disciplinary consequences may include elements in which the student will be asked to 'give back' to the school community or engage in some other activity to right whatever wrong has been committed. Examples may include useful public service, letters of apology, presentations to victims and/or others affected by the behavior, etc. Parental involvement in the disciplinary process is welcomed. Strong parent partnerships help promote a positive environment for all students attending WMS.

### **DRESS FOR SUCCESS**

It is expected that all students maintain good grooming and dress in a way that creates a safe and focused learning environment. Student dress will be suitable to a school setting in reflecting decency and appropriateness for school activities. Any clothing or accessories that are deemed to interfere with the school learning environment will be considered disruptive and will not be allowed.

### **DRESS CODE EXPECTATIONS:**

- Undergarments, such as boxer shorts, bra straps, etc. must not be visible and/or exposed.
- Sagging clothing or pajamas are not allowed.
- Shoes must be worn at all times. (OSHA Guideline)
- Nothing that covers the students' face is allowed to be worn inside the building. This includes hats, visors, beanies, hoods, sunglasses, masks, or face paint.
- Clothing should cover stomach, chest, and buttocks from front, back and side view, from mid-thigh to mid-chest,
- Clothing that is degrading or offensive to any individual or group, or refers to gangs, illegal substances, alcohol/tobacco/drugs, obscenities, weapons, sexual themes or violence may not be worn to school/school activities. Bandanas are prohibited.
- Chains or spikes are not permitted.

**The administration reserves the right to determine the appropriateness of a student's attire / apparel.**

### **ELECTRONIC DEVICES - [Board Policy JICJ (3/2010)]**

**ANY** electronic devices brought to school must remain turned off during the instructional day (7:45 a.m. to 3:09 p.m.). Students are expected to keep such devices turned off and in their locker during the instructional day. If students are concerned about leaving their electronic device(s) in their locker, they may turn their device(s) into the main office at the beginning of the instructional day and pick them up when the instruction day ends. If electronic devices are out and visible during the school day they will be confiscated. Any such confiscated items will be turned into the main office for safe keeping. The following will apply in returning the confiscated item to the student: 1<sup>st</sup> incident= returned to student at day's end, student will call home to report to their parent the incident; 2<sup>nd</sup> incident= returned to student at the end of the day and will participate in campus clean up, 3<sup>rd</sup> and future incidents administrator and student will work on a plan. The administration reserves the right to modify the consequences for habitual offenders. This may include requiring students to turn their phone into the main office at the beginning of each school day, to be returned at the end of the day. **Using any electronic device to record either audio, pictures, or video, is a direct violation of this policy. As stated in school board policy, under no circumstances will the school or district be held responsible for any lost, damaged, or stolen electronic devices that a student chooses to bring to school.**

### **FEES**

In order to sustain the programs that WMS offers to our students, it is essential that the established Mandatory Instructional Student Fee (\$30.00) which covers equipment maintenance/repairs/replacements, classroom supplies and materials, lab fees, and the student planner be paid. WMS requests that these mandatory student fees be paid in full prior to any additional purchase (Yearbook) or fees (Athletic participation) being accepted.

### **GANG-RELATED BEHAVIOR (Board Policy JICF)**

West Middle School is committed to a strict "no tolerance" policy toward gang-related behaviors. Gang-related apparel is prohibited at all times. This includes articles of clothing or accessories that identify with gangs or gang colors. These decisions will be made at the administrator's discretion. Students may not display gang-related graffiti or display gang-related hand gestures.

### **HALLWAYS / PASSES**

Please be respectful in our hallways. Safe behavior includes walking on the right side and keeping hands to self. Always have teacher permission **and an appropriate hall pass** if you need to leave a classroom. Please use appropriate grade-level restrooms.

## INTERNET AND ELECTRONIC MEDIA USE

Use of the Internet and electronic media resources of the school/district is a privilege. You and your parents must sign a **Responsible Use Agreement (RUA)** form. When you use these resources, you must accept personal responsibility and demonstrate an understanding of the acceptable and unacceptable uses of the Internet and electronic media. Improper usage will be considered a serious violation of the **Code of Student Conduct and may lead to loss of internet use.**

## LOCKERS

You may be assigned a locker within a grade-level for your use. You will also be assigned a locker partner. **No one else may use your locker, and you may not use any other locker.** Maintain locker neatness at all times. Do not mark in your locker or apply items to your locker with any substance that cannot easily be removed; i.e., posters, decals, or pictures. Report needed repair of your locker immediately to your Advisory teacher. Always keep your locker door securely closed and locked. **Do not give out your locker combination to other students, trade lockers, rig, or modify the lock. The school is not responsible for lost or stolen items.** You shall assume full responsibility for the security of your locker contents. You shall also be responsible for whatever is contained in your locker and any damages to your locker. School lockers belong to the school and are not considered private property. As such, they are subject to search as deemed appropriate by the administration.

All locker locks in physical education must be school issued, and if you lose your lock, you will be charged a \$5.00 replacement fee. Unauthorized locks will be removed and destroyed. When a student is withdrawn from WMS during the school year, they have two weeks from the time of withdrawal to pick up all personal items. After that, unclaimed items will be donated to a local charity and WMS will not be responsible for any items that were not picked up.

## What is the Definition of Bullying?

Bullying is a serious behavior with three key features. In order for behavior to meet the definition of bullying, ALL THREE of these "PIT" factors must be present:

- P** - Pattern of Behavior
- I** - Imbalance of Power
- T** - Targeting

**Pattern of behavior** means the behavior happens repeatedly over time, not just once.

**Imbalance of power** means one person has power over the other, whether it's because the bully is larger, older, more popular, or has some other control over the other person.

**Targeting** means one person intends to hurt the other, and doesn't stop when they're told that they are physically or mentally hurting the other person. Their behavior is intentional, not accidental.

Types of bullying may include actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.

Adults can help respond to bullying by reporting the bullying to school authorities and, in severe cases, law enforcement. The person who is being bullied and his or her bully should not be placed in the same room for remediation, but parents can talk to each other about their children's behavior, as long as the conversation is civil. Parents should talk to school personnel about the behavior: while child privacy laws do not allow the school to reveal how another child is being punished, they can talk about next steps for helping your child and enact plans for improving the situation at school.

[Click here to view board policy on bullying with legal definition of bullying.](#)

### When is it not Bullying?

There are other types of behavior that don't make people feel good, but are not bullying.

#### Peer Conflict

Peer Conflict happens when two or more people involved in the situation are mutually upset, both interested in the outcome, have equal power (age, size, social status, etc.), and will be able to work things out with an adult's help after calming down. Peer Conflict can include saying mean things or physical contact intended to hurt the other person. Adults can help by assisting with conflict resolution and listening to both sides of the story.

#### Mean Behavior

Mean behavior is usually aimed at any person nearby when a person is upset, is not planned, and typically the person being mean feels bad when an adult points out the harm they've caused. Adults can help by responding quickly and firmly when they witness mean behavior and let the child know his or her actions were hurtful.

*West Middle School will not tolerate bullying of any kind. Students, parents and staff are strongly encouraged to report bullying in any form. The school district has provided a means to report bullying using a link from their home page.*

**Safe2Tell - 1-877-542-7233 or [safe2tell.org](http://safe2tell.org)**

**Make a report - report anything that concerns or threatens you, your friends, your family, or your community.**

### **Parent-Teacher Communications**

Parents are encouraged to discuss their child's progress with his/her teacher. If parents have a concern or issue, they should follow these guidelines:

- Call the teacher first to discuss the child's circumstances. A simple phone call gives the teacher a "heads-up" on issues related to the child and may clarify questions or misunderstandings.
- Set up an appointment with the teacher. Parents and all visitors must check in at the office when coming on school grounds before the meeting. At any time, if either the parent or the teacher feels that a meeting is unproductive, it can be concluded and rescheduled for a future time with other parties, including counselors and administrators. For the benefit of the student and his or her education, it is essential that parents make every attempt to work through issues. No one knows a child better than the parents, and like them, teachers and principals also have the best interest of the child in mind. Together, parents and schools can reach the most appropriate solutions to issues involving a child's education.

### **PETS/ANIMALS**

Due to health and safety concerns, **pets are not permitted at school**. WMS will follow district policy regarding animals on school premises (IMC).

### **SKATEBOARDS, SCOOTERS, ROLLER BLADES, BICYCLES, ETC.**

Skateboards, roller blades, hoverboards, shoes with wheels, and bicycles may not be ridden on campus at any time. Please dismount and walk these on school grounds. Transportation policies prohibit these items on District buses. Students are responsible for providing their own lock to secure these items to the bicycle rack. The school is not responsible for damages to any personal property, or to secure anyone's property in the building, or for lost or stolen property. Students will be expected to store and lock scooters outside at the bike racks

### **VALUABLES**

Bringing valuables to school increases the potential for distraction to the learning environment. In these cases, the items can be taken from the student, and parents will be asked to come and pick up the items. This includes sunglasses, electronic devices, excessive cash, or expensive jewelry that must be removed before participation is allowed in an activity. When a student is withdrawn from WMS during the school year, they have two weeks from the time of withdrawal to pick up all personal items. After that, unclaimed items will be donated to a local charity and WMS will not be responsible for any items that were not picked up. **The school is not responsible for lost or stolen items.**

### **Advisory**

All WMS students are enrolled in a daily Advisory. Advisory is a period where students participate in SEL and school wide community building.

### **End of Quarter Celebrations**

**1st: Wednesday Oct 11, 2023**

**2nd: Thursday Dec 21, 2022**

**3rd: Wednesday Mar 13, 2023**

**4th: Thursday May 23, 2023**

## Parent - Student - Teacher Conferences

## Fall:

September 5, 2023 – 7:15am - 3:15pm  
 October 10, 2023 – 3:15pm - 7:15 pm  
 October 11, 2023 – 3:15 pm - 7:15 pm

## Spring:

May 1, 2024 – 3:15 pm - 7:15 pm  
 May 2, 2024 – 3:15 pm - 7:15 pm

**2023-2024 WMS Daily Schedule**

7:15 AM – 3:15 PM (Teacher Day)

Morning Bell 7:45

Tardy Bell 7:50

Ending Bell 3:09

## WMS Bell Schedule 23/24

Grade 8		Grade 7		Grade 6	
Advisory	7:50-8:20	Advisory	7:50-8:20	Advisory	7:50-8:20
Period 2	8:23-9:13	Period 2	8:23-9:13	Period 2	8:23-9:13
Period 3	9:16-10:06	Period 3	9:16-10:06	Period 3	9:16-10:06
Period 4	10:09-10:59	Period 4	10:09-10:59	Period 4	10:09-10:59
(Lunch)	11:02-11:37	Period 5	11:02-11:52	Period 5	11:02-11:52
Period 5	11:40-12:30	(lunch)	11:55-12:30	Period 6	11:55-12:45
Period 6	12:33-1:23	Period 6	12:33-1:23	(Lunch)	12:48-1:23
Period 7	1:26-2:16	Period 7	1:26-2:16	Period 7	1:26-2:16
Period 8	2:19-3:09	Period 8	2:19-3:09	Period 8	2:19-3:09

July 2023						
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					

August 2023						
S	M	T	W	T	F	S
		1	2	W	T	5
6	T	W	9	10	11	12
13	14	15*	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September 2023						
S	M	T	W	T	F	S
					1	2
3	4	E/MC	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	EE	26	27	28	29	30

October 2023						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	W	IE/EC	14
15	CD	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 2023						
S	M	T	W	T	F	S
			1	2	EM	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 2023						
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 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	W	T	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February 2024						
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		

March 2024						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	IE	W	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	EM	CD	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2024						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	EC	11
12	13	14	15	16	17	18
19	20	21	22	23	W	25
26	27	28	29	30	31	

June 2024						
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						



Adopted: December 13, 2022

Classes Begin August 9 Middle Schools & High Schools

Classes Begin August 11 Elementary Schools (\*August 15 - Kinder)

All Schools Classes Not in Session

W	Teacher Workdays	T	Teacher In-Service
August 3,8		August 4,7	
October 12		January 9	
January 8			
March 15		EE	Teacher Ed Effectiveness
May 24		September 25	

E/MC Elementary Planning/MS Conference (HS in Session)  
September 5

IE/EC Elem Conference/MS/HS In-Service (No School)  
October 13

CD Teacher Compensation Day (No School)  
October 16  
April 12

EM Elementary Planning/MS Inservice (HS in Session)  
November 3  
April 11

IE Elementary Planning, MS/HS In-Service (No School)  
March 14

EC Elem Conferences Only (MS/HS in session)  
May 10

Check with your school for Parent Teacher conference dates

Schools Not in Session (Holidays and/or Vacation Breaks)

September 4	Labor Day
November 20-24	Thanksgiving Break
December 22-Jan 5	Winter Break
January 15	Martin Luther King Jr Day
February 19	President's Day
March 18-22	Spring Break

Statistical Record Data

Total number of contact days elementary - 170

Total number of contact days middle - 171

Total number of contact days high - 174

Classes Begin	August 10
1st Quarter Ends	October 11 (43 ES/MS - 44 HS)
2nd Quarter Ends	December 21 (42 ES/MS - 43 HS)
3rd Quarter Ends	March 13 (44 ES/MS/HS)
4th Quarter Ends	May 23 (41 ES - 42 MS - 43 HS)