

MISSION STATEMENT

Our mission at WSMS is to love, lead, and inspire students in a safe environment so that they can become a positive influence in our community.

VISION STATEMENT

Our vision at West Side Middle School is to inspire today's leaders for tomorrow's future.

CORE BELIEFS

- We believe that standards-based, student – centered instruction in a safe, positive learning environment provides our students with an opportunity for academic success.
- Clearly communicated goals and transparency, harvest a healthy and productive partnership among the community, families, and staff at WSMS and maximize student achievement.
- Positive staff and student relationships create a culture of trust and mutual respect which leads to increased learning and responsible conduct.

CONTACT INFORMATION

812 Park Avenue, Charleston, West Virginia 25302. (304) 348-6123.

PARENTLINK MESSAGES

We periodically phone your home with a recorded message of reminders of events at school. This message may last up to one minute, and we appreciate your patience in hearing all the news.

EXTRA CURRICULAR ACTIVITIES

We sincerely hope all students will participate in at least one activity this school year. When you participate in activities, you have a chance to learn more about the activity, others, and yourself. Some activities we are planning to have at West Side Middle School include the following: football, cheerleading, basketball, track, tennis, volleyball, wrestling, soccer, golf, writing circle, Albans Art Academy West, retro gaming, baseball, softball, chorus, band, Student Council, Math Field Day, Golden Horseshoe, West Tech Club, anime, NJHS, and security council.

WOLF OF THE WEEK

WOLF OF THE WEEK is a school-based program which celebrates and recognizes positive student behaviors on a weekly basis. Students will be recognized by WSMS staff members for behaviors that go above and beyond the daily expectations. Students will receive an award and school-wide recognition.

ATTENDANCE POLICY

ABSENCES

Students in grade 6-8 shall be permitted 5 days of legitimate absences for each school year. Legitimate absences are defined as illness, professional appointments, and serious personal or family problems. It is to be clearly understood by students and parents that these are authorized days of absences to be used only for illness or emergency. Absences connected with legitimate school activities shall not be counted in the total number. Parents should notify the school by phone before 9:00 am on the day the student is absent. On the day the student returns he/she MUST have a written note signed by the parent indicating why the student was absent. Upon presenting this note to the **MAIN OFFICE**, an “admit to class” slip will be issued. Missed assignments class notes, and tests are the student’s responsibility. When the student is absent, he/she must make arrangements with the teachers to make up work as quickly as possible.

ILLNESS

If a student becomes ill at school, the following procedure is to be followed:

1. Obtain a clinic sheet from your teacher to come to the clinic. DO NOT come between classes.
2. DO NOT call or go home without permission.
3. Before reporting to the clinic, the student must sign in with the secretary or clerk in the front office.
4. Students must be signed out in the office by their parent/guardian unless other arrangements are made with the principal.

MEDICATIONS AT SCHOOL

All medications must be turned in to the office along with a note from the parent stating the times the medicine should be taken. This also pertains to prescription drugs. Some medications require documentation from the doctor. Please see the school nurse if you have any questions. Student should come to the office whenever it is time to take their medication. Failure to follow the procedure is a violation of Kanawha County Drug Policy and will result in the appropriate private action in accordance with that policy.

ACADEMIC HONORS

Honor Rolls

1. Principal’s Honor Roll (4.00 GPA or higher)
2. “A” Honor Roll (3.50 GPA to 3.99)
3. “B” Honor Roll (3.00 to 3.49 GPA)

WSMS NJHS HONOR CLUB

The criteria for induction in to NJHS is as follows.

Students in grades 6–9 who meet the requirements for membership outlined by their school's chapter are eligible to be invited for membership.

Students must be in their second semester of sixth grade for consideration. Ninth grade students are only eligible for inclusion in NJHS if they attend a middle level school. Ninth grade students in a traditional 9-12 high school are not eligible for NJHS membership.

Each chapter is required to publish its qualifications for membership, which is based on the five pillars of NJHS:

- **Scholarship**
Per national guidelines, at a minimum, students must have a cumulative GPA of 85, B, 3.0 on a 4.0 scale, or equivalent standard of excellence. (Each school chapter is allowed to require a higher cumulative GPA.)
- **Service**
This involves voluntary contributions made by a student to the school or community, done without compensation.
- **Leadership**
Student leaders are those who are resourceful, good problem solvers, and idea contributors. Leadership experiences can be drawn from school or community activities while working with or for others.
- **Character**
The student of good character is cooperative; demonstrates high standards of honesty and reliability; shows courtesy, concern, and respect for others; and generally, maintains a clean disciplinary record.
- **Citizenship**
The student who demonstrates citizenship understands the importance of civic engagement; has a high regard for freedom and justice; respects democracy; respects the law for all citizens at the local, state, and federal levels; and demonstrates mature participation and responsibility in activities such as scouting, community organizations, or school clubs.

Students who meet the scholarship requirement will have an opportunity to complete a form detailing their accomplishments in and commitment to service, leadership, character, and citizenship

<https://www.njhs.us/students/membership/how-to-become-a-member/>

KANAWHA COUNTY GRADING/PROMOTION POLICY

Achievement marks for the purpose of reporting the student's progress to parent are distributed every nine weeks and subsequently placed on the permanent report cards by semester. Grading for achievement is based on point values being affixed to assignment and scaled according to percentage as follows:

90 – 100	A	Mastery of subject matter
80 – 89	B	Above Average
70 – 79	C	Average
60 - 69	D	Below Average
0 – 59	F	Failing

If a student experiences academic or disciplinary difficulties, a conference may be scheduled by calling (304) 348-6123. In addition, all teachers can be contacted through Schoology. Please schedule ahead if you wish to talk with teachers, counselors, and/or administrators. Due to the large number of students and situations we deal with each day, “walk-in” conferences cannot always be handled immediately.

LOCKERS

Students are assigned lockers in home base and are required to keep assigned locker for the school year. The lock combination is given only to the assigned student, and it is his/her responsibility to keep the combination private to prevent losing articles. Students are required to keep their assigned lock on their locker. As stated on the Locker Agreement Forms signed by each student upon receipt of the locker, lockers may be searched by the administration and authorities at any time. **SHARING LOCKERS IS PROHIBITED.**

LIBRARY

Students are encouraged to use the library for research or study. Food and drink are not allowed in the library.

TECHNOLOGY GUIDELINES

1. INTERNET – State requirement. Teachers must read Acceptable Use Guidelines to students. Parents, students, and teacher must sign the form.
2. Students must complete an Acceptable Use Form at the beginning of each new school year.

3. The Technology Committee will review any infractions and will assist in the determination of the specific penalty to be imposed. Loss of computer/iPad privileges is possible.
4. If your iPad is lost or damaged, it must be reported IMMEDIATELY! Students may incur costs for damaged/lost iPads.

CELL PHONE POLICY

1. Cell Phones/ear buds/headphones are now **always parent pick up** and to be confiscated and brought to the secretary and if she is not busy, she'll call the parents. Just like it has been.
2. **Parent pickup is now at 2:45-3:15pm. This is an update.**
3. After **three** parent pick-ups the student will be serving lunch detention with Ms. Young. **This is an update.**

SAFE SCHOOL GUIDELINES

1. Every student has the right to attend school daily without the fear of personal harm.
2. No student has the right to disrupt the learning environment.
3. Our students will be respectful, responsible, safe and kind.

CODE OF CONDUCT

To meet this responsibility, they have the right to adopt rules and regulations for purpose of maintaining order and discipline and for creating a positive learning environment. As students, it is your duty to obey these rules and regulations, not only while you are on school property, but also en-route to and from school.

All students are expected to behave in a manner that is acceptable to everyone concerned – other students, teachers, administrators, and society in general. All students are under the authority of the principal and the teachers. In serious disciplinary cases, students may be suspended from school.

1. Students are not to threaten, intimidate, or cause bodily harm to any school employee to any student. Fighting will not be tolerated and will result in disciplinary action.
2. Students are not to throw objects.
3. Students should obtain written teacher permission to leave classrooms.
4. Students will not run in the halls or classrooms and noise will be kept to a minimum.
5. Students will not use, possess, or distribute tobacco, alcohol, or drugs in the building and/or school property to include bus and bus stops. This also includes school activities at home or away.
6. Students are not to have in their possession matches, lighters, knives, nuisance items (homemade sling shots, dart guns, etc.) or weapons. Squirt guns, water containers, water balloons, etc. will not be allowed.

7. Students will not leave the school grounds without written permission.
8. Students are expected to refrain from using foul language and gestures.
9. Students are not to vandalize, damage, or steal school or private property.
10. Students are to refrain from inappropriate displays of affection.
11. Students are expected to attend and be on time for all classes unless officially excused.
12. Students are to do their own work. Cheating may result in disciplinary action.
13. Students are expected to dress appropriate.
14. Any jewelry considered dangerous by the administration is not allowed.
15. Students are not permitted to carry backpacks or heavy coats to class. All items must be stored in their lockers.

16. NO HOODIES ARE ALLOWED TO BE WORN, AT ANYTIME, IN THE BUILDING. THIS INCLUDES:

All students **shall REFFER TO THE KCS STUDENTS HANDOBOK FOR FURTHER INFORMATION ON STUDENT CONDUCT.** Consequences of inappropriate behavior will be determined by Kanawha County and/or West Virginia State Policy and grade level administrators.

BULLYING, HARASSMENT AND INTIMIDATION

Schools, school property, school bus stops and school sponsored activities in Kanawha County are to be free from all forms of bullying and harassment.

Bullying, harassment, and/or intimidation means any intentional gesture, or any intentional electronic, social media, written, verbal or physical act, communication, transmission or threat that:

- 1) A reasonable person under the circumstances should know would have the effect of harming a student, damaging a student's property, place a student in reasonable fear of harm to his or her person, and/or placing a student in reasonable fear of damage to his or her property;
- 2) Is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or emotionally abusive educational environment for a student; or
- 3) Disrupts or interferes with the orderly operation of the school.

Violators of this policy need to be reported immediately. **BULLYING WILL NOT BE TOLERATED!!!**

RIGHT OF NON-DISCRIMINATION/DUE PROCESS

Each student, regardless of race, color, national origin, religion, language, sex or handicap has the right to equal educational opportunity. Due Process of Law means in the due course of legal proceedings according to those rules and forms which have been established for the protection of private rights securing to every person a judicial trial before we can be deprived of life, liberty, or property.

VISITORS

After 8:00 am all outside doors will be locked. Visitors should enter through the front door and report directly to the office to sign in. All visitors will be issued a pass to wear while in the building.

BUS DISCIPLINE POLICY

Board of Education guidelines are set up to secure safe transportation for all students who ride school buses. Please refer to the bus discipline policy for more information.

Breakfast Procedures

- Each grade level will eat in their designated area.

8th Grade

Upon entering the building, the 8th graders will report directly to the **auditorium**. They will eat at the tables. They will not be permitted to leave the auditorium without a written note from the teacher on duty.

7th Grade

Upon entering the building, the 7th graders will report directly upstairs to the 7th grade **hallway**. If students choose to eat breakfast, they will do so in the hallway. Those who are not eating breakfast will go to the inside gym. They will not be permitted to leave the hallway or gym without a written note from the teacher on duty. **NO FOOD OR DRINK WILL BE PROMITTED IN THE GYM.**

6th Grade

Upon entering the building, the 6th graders will report directly to the cafeteria. They will eat at the tables. They will not be permitted to leave the cafeteria without a written note from the teacher on duty. The 6th grade teachers will collect the students from the cafeteria and walk them to their lockers.

*When breakfast is over, students will be released. At this time students will report to their locker to securely store their items and collect their needed materials for the day.

Lunch Procedures

- Students are required to eat in the cafeteria.
- Students desiring to eat in the cafeteria will enter either serving line, pick up their food and give their student number.
- Each student is responsible for cleaning up his/her own eating area and placing trash in the containers provided.
- Students will not be permitted to leave their seats without permission.
- Students are expected to treat our cooks and custodians with respect and kindness.

PARENT INVOLVEMENT OPPORTUNITIES

- Family Nights
- Fundraisers
- Dance Committee
- Outdoor Projects
- Teacher Appreciation
- Reward Events for Students
- Office Help
- PTO Table
- Book Fair
- Athletic Boosters
- In class visits, upon request
- LSIC
- After school activities

TITLE I Information:

Title I is a federal program that provides funds to schools and districts serving high numbers of economically disadvantaged children. As a Title I School, we receive the following benefits:

- Additional staff
 - Curriculum Assistant Principal
 - Curriculum Specialist
 - Math/English Interventionists
- Opportunities for Professional Development for staff

- Opportunities for tutoring for students
- Individualized instruction directed toward student needs
- Small group settings
- Additional teaching materials and funding
- Computer programs to target intensive intervention to meet student needs

STRATEGIC PLAN:

- Available in the office upon request. Please sign upon review.

PARENTS RIGHT TO KNOW:

TITLE 1 – PARENTS’ RIGHT TO KNOW

Federal law allows parents to ask about the professional qualifications of their child’s classroom teachers, and requires school systems to provide the information in a timely manner if they request it. Specifically, parents have the right to ask for information regarding teacher certification, a college major and advanced degrees. Parents also have the right to request information about aides and paraprofessional personnel who provide services to their child. Parents who desire this information may contact the school principal or the Department of Human Resources, Kanawha County Schools at 304-348-7712. This form is also on our website and a hard copy will be sent home with students in September.

KCS Parent and Family Engagement Policy

The mission of Title I is to provide equitable opportunities for all students.

The vision of Title I - "We envision that the KCS Title I program will be all-encompassing and engaging for our students and school communities. Using relationships, collaboration, and data-driven instruction, students will show improvement in academics and social emotional learning. By 2027, all schools will provide equitable opportunities to produce successful scholars."

Kanawha County Schools Parent and Family Engagement Policy 2024 – 2025

Strong family involvement is integral to success in Title I schools. Research demonstrates a clear correlation between the level of involvement of families in a student’s education and academic performance in school.

Current law requires that families be offered opportunities to participate in the education of their children as well as the opportunity for parent consultation in all required planning and development of Title I applications, schoolwide plans, and improvement plans for low-performing schools.

Districts and schools must adopt written parent and family engagement policies developed jointly with the parents of Title I students. Also, schools must adopt parent-school “compacts” and hold annual meetings for Title I parents.

In addition, schools have specific obligations to keep parents apprised of school performance, academic progress, teacher qualifications, and placement of English learners.

PART I: DISTRICT LEVEL ACTIVITIES

In support of strengthening student academic achievement, each school district that receives Title I, Part A funds shall develop and distribute to parents and family members of participating children a written parent and family engagement policy. To foster meaningful parent and family engagement, KCS agrees to implement the following:

- Provide programs, activities and procedures for the involvement of parents and family members in all of its schools with Title I programs with input from parents and family members.
- Work with its schools to ensure that school-level parent and family engagement policies meet the requirements of Title I including parent compacts.
- Include the district wide parent and family engagement policy into its district plan.
- Provide full opportunities for the informed participation of parent and family members by providing information and school reports in a language parents understand.
- Submit parent comments to the WV Department of Education when Title I plan is unsatisfactory.
- Involve the parents and family members of children served in Title I schools in decisions about how parent involvement funds are used.

- Support programs that reach parents and family members at home, in the community, and at school.
- Provide information on best practices focused on parent and family engagement to increase the engagement of economically disadvantaged parents and family members.
- Encourage schools to collaborate with community with the purpose of improving and increasing parent and family engagement.
- Provide coordination, technical assistance, and other support to assist Title I schools in planning and implementing effective parent and family involvement activities to improve student academic achievement and school performance.
- Parents will be invited to participate in the annual Superintendent's Retreat to provide input into the district's strategic plan and to review the district's progress in meeting jointly established goals for all students.
- Provide support to the KCS Parent and Community Resource Center to better enable them to be a joint partner in parent and family engagement at the district and school levels.
- Annually publish a Parent and Student Handbook that contains information that is pertinent to their child's participation in KCS schools.
- Maintain a website (<https://kcs.kana.k12.wv.us/>) that provides a link on the home page for parents and families (https://kcs.kana.k12.wv.us/family_students).
- Conduct surveys of parents of English Learner students to determine the need for translated documents and arrange for special assistance for non-English speaking parents such as translators.
- Engage in activities and strategies that KCS determines are appropriate and consistent with our parent and family engagement policy.
- The KCS Title I office will manage, plan, and collaborate with CSI and ATS schools to effectively use their federal funds for school improvement outcomes. Families of those schools will also have the opportunity to offer input of parent involvement plans.

PART II: SCHOOL LEVEL ACTIVITIES

Parent representatives of students attending Title I schools will participate in the development of the school's parent involvement policy through attendance at school sponsored parent and family engagement events and through

participation on Title I schools' parent groups such as Local School Improvement Councils.

- Each Local School Improvement Council will maintain parent representation to address school review and school improvement needs. The LSIC will participate in on-going school review and school improvement. Each school will also involve parents as part of their strategic plan committee.
- Parents in all Title I schools will be invited to offer input into parent involvement activities through the school's annual strategic planning process and review through participation on the school's LSIC, PTO/PTA organization, parent committees, or other means.
- Title I schools will conduct an annual fall meeting with parents and families to review parent and family school and district policies, parent compacts, required academic standards, school assessments and curriculums, and the performance status of the school based on the results of the State's testing, discuss the requirements of Title I and the meaning of being a Title I schoolwide school, and review the opportunities for parent and family involvement at the school.
- Schools will conduct a variety of parent and family engagement and involvement activities where parents are invited to observe, monitor and discuss their child's academic progress and progress along other indicators.
- Title I schools will provide materials and training to help parents work with their children to improve their children's academic achievement, and to foster parental involvement including providing materials and supplies for use at home.
- Schools will communicate with parents and families through school handbooks, newsletters, and school websites. Parents also have access to Schoology to track their child's progress and maintain contact with their child's teacher(s).
- CSI and ATS schools will effectively use their federal funds for school improvement outcomes and will share plans to use the provided funds with families. Families of those schools will also have the opportunity to offer input of parent involvement plans.

PART III: ADOPTION

- This KCS district wide Parent and Family Engagement Policy has been developed jointly with, and agreed on with, parents and family members of children participating in Title I schools as evidenced by attendance of parents and family members at the March 2022

Superintendent's Retreat. A list of attendees is available upon request from the KCS Title I Office 304-348-6165.

- This policy was adopted by the Kanawha County School District on July 9, 2019 and will be in effect for the period of school year 2024-2025. The school district will distribute this policy to all parents and family members of participating Title I children on or before October 1, 2024.

SCHOOL-PARENT COMPACT

West Side Middle and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA) (participating children), agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards.

This school-parent compact is in effect during school year 2024-2025.

REQUIRED SCHOOL-PARENT COMPACT PROVISIONS

School Responsibilities

West Side Middle will:

- 1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards as follows:**

We will follow the standards established by the State to provide a comprehensive curriculum. Parents and teachers will be partners in supporting student success.

- 2. Hold parent-teacher conferences (at least annually in elementary schools) during which this compact will be discussed as it relates to the individual child's achievement. Specifically, those conferences will be held:**

Held October 14, 2024 and upon parent request.

3. **Provide parents with frequent reports on their children's progress.** Specifically, the school will provide reports as follows:

We will provide and send progress reports every nine weeks. Parents will have unrestricted access to grades through Schoology at all times.

4. **Provide parents reasonable access to staff.** Specifically, staff will be available for consultation with parents as follows:

Any time upon request during teacher planning times and we will make every effort to address needs outside of the school hours as well.

5. **Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities,** as follows:

Open door policy for visitation. Parents should make their requests known in the office.

Parent Responsibilities

We, as parents, will support our children's learning in the following ways:

- *Monitoring attendance and ensuring that students arrive promptly to school.*
- *Making sure that homework is completed.*
- *Volunteering in my child's classroom.*
- *Participating, as appropriate, in decisions relating to my children's education.*
- *Promoting positive use of my child's extracurricular time.*
- *Staying informed about my child's education and communicating with the school by promptly reading all notices from the school or the school district either received by my child or by mail and responding, as appropriate.*
- *Serving, to the extent possible, on policy advisory groups, such as being the Title I, Part A parent representative on the school's School Improvement Team, the Title I Policy Advisory Committee, the District wide Policy Advisory Council, the State's Committee of Practitioners, the School Support Team or other school advisory or policy groups.*
- *Utilize Schoology to monitor grades and communicate with teachers electronically.*

Student Responsibilities

We, as students, will share the responsibility to improve our academic achievement and achieve the State's high standards. Specifically, we will:

- *Do my homework every day and ask for help when I need to.*
- *Read at least 30 minutes every day outside of school time.*
- *Give to my parents or the adult who is responsible for my welfare all notices and information received by me from my school.*
- *Maintain appropriate care of my iPad and display good digital citizenship.*
- *Participate and work hard in class every day.*
- *Respect adults and my peers.*
- *Have a positive impact on my school by attending school events and becoming a member of a group or club.*

School Representative: Christina Young: Principal

Date: August 14, 2024

Parent: _____

Date: _____

Student: _____

Date: _____

