

Westview Middle School
A Science, Technology, Engineering
and Math Middle School

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Longmont, CO 80501

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Office Hours 7:30 a.m. – 4:00 p.m.

School Hours 8:20 a.m. – 3:25 p.m.

Home of the Wildcats

School Website: <http://wms.svvsd.org>

Mission Statement

The mission of Westview Middle School is to foster a community where we teach the whole child to think critically and creatively to ensure high academic growth and achievement in order to be successful in an ever-changing future.

We believe:

- Student Teacher Progression (STP) enhances student achievement and fosters healthy interpersonal relationships.
- A middle school model focused on teaching the whole child which includes teaming, affective programming, and a wide range of learning opportunities and co-curricular activities best meets the needs of young adolescent learners.
- A comprehensive elective program is essential.
- Teachers, students, staff, and parents must be committed to high expectations.
- A safe and nurturing environment is essential for learning and is founded on respect.
- Learning is the ability to explore interests, to solve problems, to access information, to critically analyze, to develop and support beliefs, and to communicate effectively.
- A strong work ethic and sense of personal responsibility are essential to meet the challenges of the future.
- A rigorous learning environment creates high academic achievement and growth.
- Project-Based Learning allows students to learn, create, innovate, think, and apply Twenty-First Century skills.

- The design process is embedded across the school curriculum.
- Critical thinking is fundamental for student success.
- A STEM focus is significant to prepare students for future success in an ever changing world.
- Community and family involvement is essential.
- Parents, students and staff use technology to connect learning beyond the school day and school walls.

We envision a high-achieving STEM middle school that enhances learning for our community by connecting learning beyond the walls of the classroom through the use of technology. Our students will problem solve, collaborate, communicate, innovate, and construct meaning through Project-Based Learning to be prepared to be successful in a digital and global society.

To help support our mission and school focus, Westview Middle School will be a high achieving school that enhances the learning environment for all stakeholders by extending the walls of the classroom beyond the school, through the use of technology. This will enable our community to problem solve, collaborate, communicate, innovate and construct meaning through project-based learning in a digital and global society.

Welcome to Westview! This handbook is designed to give information needed to have a successful school year. School rules are designed to create a school where all students can learn in a safe place. Take advantage of all the opportunities that will be coming your way to be successful and well educated. Remember Westview's motto, **“Expect the Best”**.

Standards-Based Education

Our school is a standards-based school. Standards-based education is a system for teaching and learning that focuses on students becoming proficient in clear, measurable standards. For students and teachers in the day to day teaching and learning process, standards-based education means teaching and learning with the “end in mind.” We focus on four primary questions in our standards-based learning cycle:

1. What should our students know and be able to do?
2. How will we, and they, know when they are successful?
3. What learning experiences will facilitate their success?
4. Based on data, how do we refine the learning experience to meet the needs of each learner?

We provide two additional opportunities beyond core classes and electives in the daily schedule through STEM Block and Core-X classes for re-teaching and extended learning for students. The Core-X time allows for students who require longer term instruction in a specific skill to

have extra time with a teacher to become proficient in that skill. The STEM Block time is used for students that need immediate instruction based on data collected from assessments to provide extra instruction before a student will re-assess. Students who are not requiring additional instruction on a specific skill will receive extended STEM project-based learning opportunities connected to their core classes.

Standards-Based Grading

The reported grade represents a picture of where the student is currently performing based on a weighted format of Assessments and Learning Activities. A grade is a measure of progress towards the standard(s) and a measure of what a student knows and is able to do. We use Infinite Campus to post grades. Be sure to contact our registrar to set up an Infinite Campus account if you do not already have one. This will allow you to see missing assignments, grades, and attendance.

Interpreting and Communicating the Grades

The reported grade represents a picture of where the student is currently performing based on a weighted format. A grade is a measure of progress towards the standard(s) and a measure of what a student knows and is able to do.

Assessments = 70% of the grade

Learning Activities = 30% of the grade

Advanced = A (recorded as 100% in Infinite Campus)

Student work is at the advanced level more often than it is at the proficient level on particular standard(s). This level represents that a student is advanced in what they know and are able to do in regards to the standard(s).

Proficient = B (recorded as 85% in Infinite Campus)

Student work represents a proficient, basic level of understanding on particular standard(s). This level represents that the student has developed the understanding and skills that is appropriate for the particular standard(s) at their grade level.

Partially Proficient = C (recorded as 70% in Infinite Campus)

Student work is not proficient and may represent movement towards proficient on particular standard(s). This level represents that a student needs to be spending extra time and effort working towards developing their skills and understanding for this particular standard(s).

Unsatisfactory = D (recorded as 55% in Infinite Campus)

Student work is incomplete, or represents a lack of skill(s) or knowledge on particular

standard(s). Many factors can contribute to an “I”, which may include, but are not limited to missing work, missing significant amounts of instructional time, and lack of effort. Extra time and effort need to be put into place immediately or a student may fail the course.

Failing = F

The student work is incomplete and is at an unsatisfactory level of understanding particular standard(s). An accumulation of two or more F’s in a class may result in summer school or the possibility of retention.

Zero’s represent work that is missing or a student has shown academic dishonesty on an activity or assessment. We will communicate in a variety of ways and provide as many opportunities as possible to give students a chance to turn in their work.

Passing for purposes of possible Summer School assignment requires a C or above.

SVVSD Grading Scale

(+ & - do not weight towards G.P.A. calculation)

A+ 98-100	B+ 88-89	C+ 78-79	D+ 68-69	F 59-0
A 93-97	B 83-87	C 73-77	D 63-67	
A- 90-92	B- 80-82	C- 70-72	D- 60-62	

Reassessment

Standards-based education’s primary focus is to ensure students demonstrate proficiency. On some occasions students will need to reassess. Students will be allowed the opportunity to reassess within the following guidelines:

- The student may earn up to a B (85%). This is a replacement score, not an average of multiple reassessments.
- There are a finite number of opportunities to reassess. Depending on the time of year, a student may have limited or no opportunities for reassessment. Teachers may use their judgment to determine if a specific assignment may not be available for reassessment.
- 8th grade students may not be provided the opportunity to reassess in the 2nd semester to prepare them for high school.
- When deciding on “deadlines” for reassessments, teachers use their own professional judgment on a case-by-case basis. This is an attempt to keep students current in their work and to help safeguard against procrastination.

Academic Interventions

At Westview, learning is a partnership. In order to be successful, students must do their best with both classwork and homework. Students are expected to complete and turn in all assignments.

Middle school students are expected to assume a greater responsibility for their academic success. We have designed a set of academic intervention opportunities that are put in place when students are not meeting expectations and are falling behind in their studies.

Free Math Help

We offer FREE math help before and after school in the library.

7:30 - 8:20 Tuesday - Friday

3:25 - 4:25 Monday - Thursday.

After School Study Hall

Our library is open after school from 3:25 – 4:25 every day. We provide a positive supportive atmosphere for students to do homework and/or receive additional help. Teachers may recommend that certain students go to After School Study Hall to help them complete assignments and get caught up on their work.

Working Lunch

Students who are not turning in homework will be invited to work on their assignments during lunch. This lunch time study hall will be supervised by a staff member.

Saturday School

Students who continue to fall behind in their studies will be invited to Saturday School. Students are invited to Saturday School as a result of multiple missing assignments or a pattern of not completing their work. This intervention is scheduled on the Saturday before the end of each quarter from 9:00 – 12:00. These dates are on our school calendar that is posted on the website. On the week of Saturday School, teachers check grades and send a letter home on Tuesday with all students who are invited to come on Saturday. Parents will receive a call and email from the school. In addition, any student who needs some time to work and get caught up is welcome to come. Students will be expected to stay the entire time from 9:00 - 12:00 unless prior arrangements have been made with the principal.

Quarterly Celebrations

After each quarter all students who passed all of their classes will be invited to a celebration. Students who did not pass their classes will be provided with additional time to complete assignments during the celebration. It is our goal to have all students earn the right to come enjoy the celebration.

Summer School

We use a standards based grading system. (This is explained in detail in this handbook) A passing grade is an A, B or C. Any student who does not pass (C or better) any core class 2 out

of the 4 quarters will be required to attend our fresh start program. Students who do not attend Fresh Start will be assigned to a mandatory study hall class the following school year.

We review grades for the first two quarters in January. Administrators and counselors then meet with all students who did not pass (C or better) in any core class both of the first two quarters.

We notify students that they will be required to attend Fresh Start, **but can earn their way out by earning a grade of C- or better in that class or classes in the 3rd and 4th quarters.** We also send an accompanying letter home to parents.

In March, we review all grades for the first three quarters. We meet with all students who did not pass (C or better) any core class for 2 of the first 3 quarters. We remind and notify students that they are required to attend Fresh Start, **but can earn their way out by passing ALL of their classes (C- or better) in the 4th quarter.** We also send a letter home to parents notifying them of these options.

After grades are turned in at the end of the year, the principal will review grades for the school year and make final decisions. Students who have “earned their way out” as describe above will not be required to attend Fresh Start and will receive a letter congratulating them for their efforts. Parents of students required to attend Fresh Start will be reminded and notified by phone and e-mail. The FreshStart program runs for one week just prior to the start of the new school year.

Attendance

One criteria of a student’s success in school is regular and punctual attendance. Frequent absences may lead to poor academic work, lack of social development and possible academic failure. Students are expected to enroll at the beginning of the school year, to attend regularly and to be prompt in arriving at school and at each class during the day.

The following circumstances are considered to be excused absences.

1. Temporary illness or injury.
2. An absence which is pre-approved by the administrator of the school.
3. Extended absences due to physical, mental or emotional disabilities documented by a physician.
4. An absence which occurs when the student is in the custody of the court or law enforcement activities.
5. Family emergencies, serious illness, or death in the family.
6. Family vacations. (While discouraged, such excuses should be prearranged with school administration. If a student has poor attendance or poor academic performance, a principal may deny an excused absence for vacation purposes.)
7. Religious observances when requested by parent or guardian.
8. Extreme inclement weather.

The minimum number of unexcused absences a student may incur before judicial proceedings

are initiated to enforce compulsory attendance is four (4) days in one month or ten (10) days during any school year.

Students who accumulate three (3) unexcused tardies shall be issued one-half day unexcused absence. Parents/guardians shall be notified of all penalties regard tardiness.

Counseling Services

We have two full time counselors to help students work through academic or personal issues. Mr. Smith supports students on the Silver Teams and Ms. Kanemoto supports students on Blue Teams. In addition Ms. Muniz, our interventionist, is available to provide more intensive and/or more long term support.

Health Services

Limited health services are available through our school. It is **ESSENTIAL** that we have the following information on file in case of emergency:

- Telephone numbers where parents/guardians may be reached.
- Names and telephone numbers of relatives or friends who should be contacted when parents are not available.
- Name and telephone of family doctor.
- Please give the office updated information when changes are made. *(This could be health conditions, phone numbers, addresses, emergency contacts.)*

Illness

If a student becomes ill in school, the student should report to the office with a signed pass from the teacher. Students who report to the Health Office because of illness or injury will be quickly evaluated and parents will be notified if necessary. In all cases where the nature of an illness or an injury appears serious, the parent or guardian shall be contacted if possible. In extreme emergencies, arrangements may be made for a student's immediate transportation to a hospital whether or not the parent or guardian can be reached.

Immunization

All students must be immunized to attend school in Colorado. No application for admission shall be complete without a certificate of immunization or a completed exemption form.

Dispensing of Medication

St. Vrain Valley District RE-1J employees are not to dispense prescription or non-prescription medication without written consent from the parent and direction from a physician. Before medication is administered, a Permission for Medication form **MUST** be on file in the school. This form should be obtained from, and signed by, your physician when the medication is

prescribed. This form can also be obtained in the Health Office. Students may not keep any medication in their possession or locker.

Closed Campus

Students are not allowed to leave school without parent/guardian permission. Students must check in/out with the attendance office. Leaving campus without permission may result in a disciplinary action. Only parents of an individual student may eat lunch with that student at school, or check out that student for lunch. **Student guests are not allowed.** Lunch periods are 35 minutes long.

Appointments

Prior to the start of the school day we ask that students bring the office staff a note from parent/guardian stating the time of their appointment. The student will be given a pass to be released from class at the time designated on the note. This helps alleviate disrupting learning in the classroom.

Visitors

All visitors must be screened and receive clearance from office staff prior to entering the building. Once in the building all visitors must check in at the main office and receive a visitor pass. At Westview, students are not allowed to bring friends to “shadow” them during the school day. Click here for a copy of the district [Visitor Management Policy](#)

School Closings

In the event of severe inclement weather or mechanical break down, school may be closed or starting time delayed. The same condition may also necessitate early dismissal. School closing, delaying starting time or early dismissal will be announced over local radio and TV stations, and posted on the St Vrain Valley School District’s website. <http://svvvsd.org>

Positive Behavior Support (PBS)

P – Public Voice

A - Appropriate Actions

W - Winning Attitude

S - Safe Spaces

We are a PBS school and have created the P.A.W.S. programs. The P.A.W.S. program is a school-wide student recognition and management program. We believe that by noticing and emphasizing the positive, we create a positive school atmosphere. At Westview your child is held to high expectations in a very consistent and positive way.

Code of Conduct and Discipline

Every year students receive a booklet called “Code of Conduct and Discipline and Board of Education Policies”. This booklet contains district policies, rules of attendance and discipline matters. It also tells you about the State of Colorado’s expulsion laws. Each student should read and become familiar with the rules. You should also keep the booklet for future reference.

Building Rules

This list is not inclusive and other rules (District, Building and Classroom) apply to you.

- All teachers, aides, staff members, and adult volunteers are to be treated courteously by students and vice versa. Insubordination and/or disrespect to any adult will not be tolerated.
- Any behavior that is disruptive to the educational process will not be tolerated. Any action that takes away from learning time from other students is not acceptable.
- Vandalism or damage of school property (facility, equipment, books, etc.) will require restitution or repair.
- During normal hours of operation, students are to be in their assigned class. Students are expected to arrive on time, and are not allowed to leave the premises until the end of the day.
- Students arriving early may wait at the front entrance. Students may stay after school to **participate** in supervised activities. There is no outside supervision after 3:45. Students not participating in after school activities need to leave campus by 3:45.
- Dangerous items such as: matches, lighters, knives, weapons, fireworks, explosives, are prohibited at school, and their possession could lead to expulsion.
- Tobacco products, alcohol, and drugs are prohibited at school, and their possession and use could lead to suspension and expulsion.
- Students are expected to solve their disagreements in ways other than fighting, bullying, or name-calling. Please seek out a teacher, counselor, or administrator for assistance with conflict mediation.

Student Appearance

The following items are deemed disruptive to the classroom environment or to the maintenance of a safe and orderly school and are not acceptable in school buildings, on school grounds, or at school activities:

1. Any clothing or accessory that presents a reasonable threat or hazard to the safety of others in a school environment, e.g., sharp jewelry, some chains, etc.
2. Sunglasses and/or hats worn over the eyes inside the building.
3. Clothing that bares or exposes traditionally private parts of the body including, but not limited to, the stomach, buttocks, back and breasts.

4. Any clothing, paraphernalia, grooming, jewelry, accessories, or body adornments that are or contain any advertisement, symbols, words, slogans, patches, or pictures that:
 - a. Refer to drugs or controlled substances, tobacco, alcohol, or weapons
 - b. Are of sexual nature
 - c. By virtue of color, arrangement, trademark, or other attribute denote affiliation with gangs or which advocate drug use, violence, illegal activity, or disruptive behavior which is detrimental to the safety and welfare of other students
 - d. Are obscene, profane, vulgar, lewd, or legally libelous
 - e. Threaten the safety or welfare of any person
 - f. Otherwise disrupt the teaching-learning processStudents are required to wear appropriate footwear to ensure the safety and health of the student and others while on district property.

Westview also has the following restrictions:

1. Shoes need to be worn at all times. (no slippers or roller shoes)
2. Hats or bandanas are not to be worn in the building.
3. All shirts must have sleeves.
4. Skirts and shorts must be long enough that private parts of the body are not exposed in the course of normal daily activities.
5. Students must keep their pants secured and underclothing not visible.
6. Students wearing tights, leggings, or yoga pants are encouraged to wear a long shirt, shorts, or skirt.

Electronic Device Policy

In addition to the district issued iPad, we understand that many students have phones and or other electronic devices. It is essential that these devices must not disrupt the learning environment. Therefore, cell phones are not allowed IN CLASSROOMS. Students will be expected to leave their phone in a locker, or place it in a bin in the classroom. If a teacher or administrator observes a cell phone in a classroom, the phone will be taken and delivered to the office. Students will be allowed to retrieve the phone the first time it is taken. After that a parent will be required to come and retrieve the phone. **The school is not responsible for lost, damaged or stolen devices.**

Please review the [SVVSD Learning Technology Plan](#) for more information.

Lockers

Lockers are provided by the school for the storage of outer clothing, books, and learning

materials while students are in school. If you choose to decorate your locker, items that advertise drugs, alcohol, or obscene pictures may not be displayed. Students are expected to sign and abide by a Locker Use Contract prior to being issued a locker. Lockers remain the property of St. Vrain Valley Schools and are subject to an administrative search when deemed appropriate.

Homework

Homework is an academic extension. Assignments are intended to increase learning and help self-discipline and responsibility. Parents/students should schedule a study time and place for students where materials are available, and it's quiet and free from all distractions. Students and parents may check **Schoology** for homework assignments and other helpful information. Infinite Campus <https://ic.svvsd.org/campus/portal/stvrain.jsp> will be the tool to check grades or look for missing assignments.

In an effort to maximize student achievement and to raise academic standards, Westview Middle School provides additional learning opportunities for students. The library is open every day from 7:30 - 8:20 and again from 3:25 - 4:25 for students to study and complete homework. Math help is available in the library at these times as well.

Fees, Fines and Charges – Board Policy JQ-E

Students are responsible for a number of items that are borrowed from the school. If school property is damaged, lost, or stolen, the student is responsible for the item's value.

Library

The Library has a lot of great books for students to read for information and enjoyment. In addition to our print collection, students have access to a huge collection digitally through Overdrive. Reading is very important at Westview, and we love to have students read and enjoy books. The student photo ID card serves as a student's library card. If a replacement card is needed the cost will be \$5.00 for an ID card or \$1.00 for replacement library card. It is expected that students will respect fellow schoolmates by acting appropriately in the Library. It is also important to respect the school's property by treating all materials and furnishings with care. For this reason, it is asked that students keep any noise at a reasonable level and to not bring gum, candy, food or drinks to the Library.

Cafeteria

Each grade level has a 35 minute lunch period. At the middle school level, the charging of lunches is not allowed. A regular student lunch is \$3.00 per day, \$15.00 per week. Parents may now use the easy and secure way to deposit money into a student's lunch account by going to the Nutrition Services website:

<http://www.schoolnutritionandfitness.com/index.php?page=menus&sid=1907111832370459>

It is expected that each student will conduct themselves in a calm and appropriate manner in the lunch room.

Lunch room rules are:

1. Each student is to clean up their area after eating by throwing away trash and taking tray and utensils to the appropriate location.
2. No food or drink is allowed outside or in the hallways.
3. Students are to talk in a normal voice.
4. Students may go outside after eating. If they choose to go outside, you are to remain outside.

Families whose income qualifies their students will have free/reduced lunches made available. Applications may be picked up in the main school office.

Snacks

Students are allowed to bring healthy snacks to school. Each grade level will designate a time of day for snacks. Snacks may not be permitted in science classes if a lab activity is scheduled. All snacks must not compromise learning or the cleanliness/sanitation of the classroom. For example, bags of chips in noisy packages can be very distracting. Snacks are not permitted to be eaten in hallways or elective classes. Snacks containing nuts or other allergy inducing ingredients may not be permitted if circumstances dictate. Each team will provide further clarification to students.

Drinks

Students are permitted to bring water bottles to school. Water bottles are permitted in classrooms but may not be permitted on desks in order to safeguard iPads and Chromebooks. ONLY WATER should be brought into the building with the exception of sealed drinks that are brought as part of a student's lunch. Open drinks such as 'Starbucks' drinks may not be brought into the building.

Buses

Riding the school bus or the RTD bus is a privilege. Students that do not follow all bus safety rules will lose the privilege of riding the bus.

Bikes, Skateboards, and In-line Skates

Westview has bike racks at each of the grade level entrances and also at the main entrance. Bikes cannot be locked to anything but the bike racks. Students riding bikes or skateboards need to dismount when arriving on school grounds. This is for the safety of all staff and students. Skateboards and in-line skates need to be kept in lockers during the school day.

Intramural Programs

After school sports are offered to students in all grades. A traveling team made up of 8th grade students will compete against other middle schools in the district. We also offer an outstanding intramural program where students in grades 6, 7 and 8 play on school teams to learn new skills, teamwork, leadership skills, and sportsmanship. A fee of \$55 is charged to participate in the intramural program. If a student qualifies for free and reduced lunches, this fee may be reduced.

Sport Seasons

Fall: Girls Volleyball
Late Fall: Boys Basketball
Early Winter: Girls Basketball
Late Winter: Wrestling
Spring: Boys and Girls Track

