

WEM Student Handbook

2014-2015

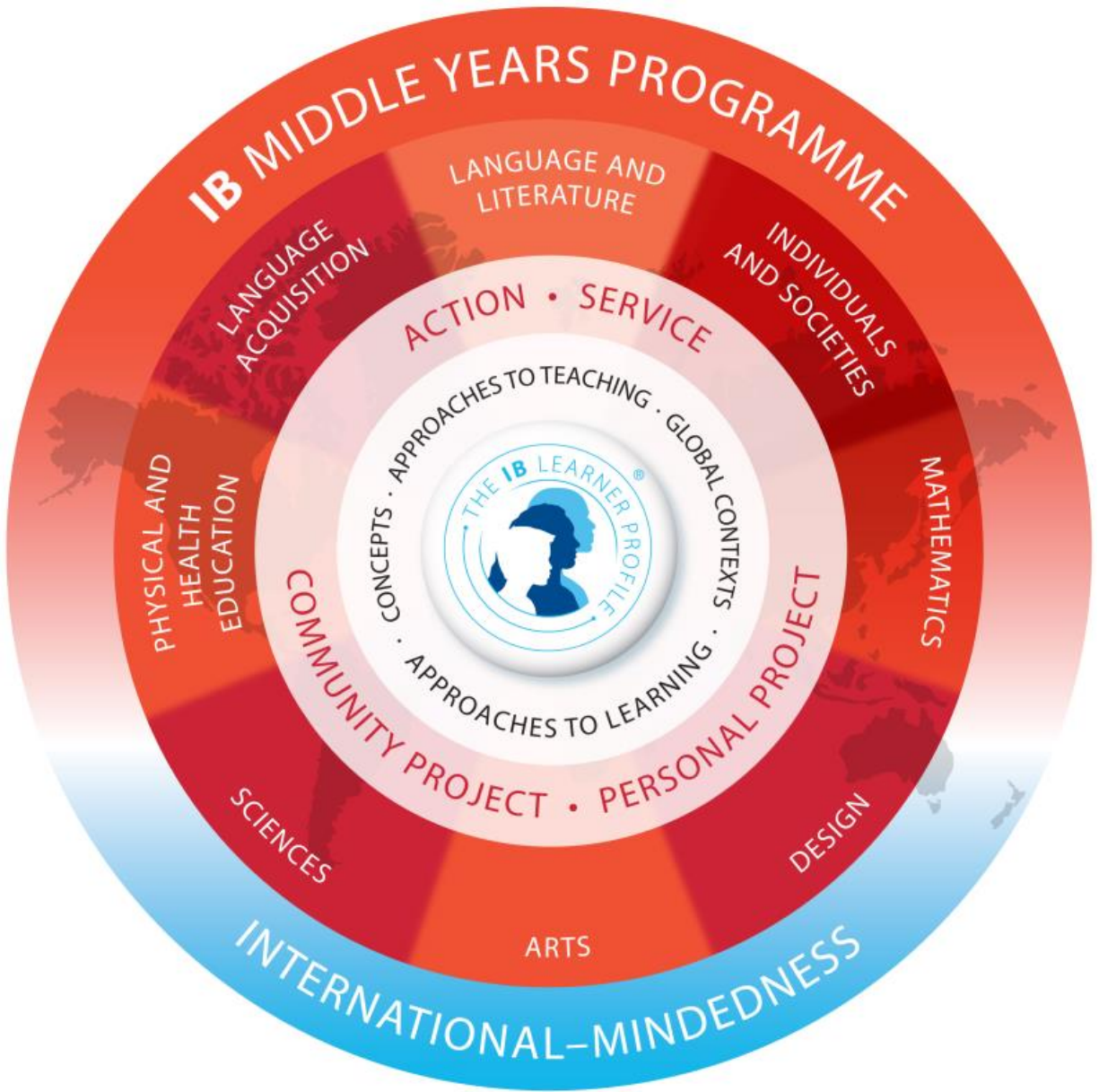


Name _____

Grade Level _____

Homeroom _____

3529 West End Avenue | Nashville, TN, USA 37205 | 1.615.298.8425





The International Baccalaureate Middle Years Programme

The International Baccalaureate (IB) aims to develop inquiring, knowledgeable, and caring young people who help to create a better and more peaceful world through intercultural understanding and respect. These programmes encourage students across the world to become active, compassionate, and lifelong learners who understand that other people, with their differences, can also be right.

The IB Middle Years Programme (MYP) provides a framework of academic challenge that encourages students to embrace and understand the connections between traditional subjects and the real world, and become critical and reflective thinkers.

Fundamental Concepts

Holistic Learning
Intercultural Awareness
Communication

The IB Learner Profile

Inquirers
Knowledgeable
Thinkers
Caring
Risk-takers
Communicators
Principled
Open-minded
Balanced
Reflective

Subject Areas

Language and Literature
Mathematics
Sciences
Individuals and Societies (Social Studies)
Language Acquisition (Spanish and Chinese)
Physical and Health Education
Arts (Visual and Performing)
Design

Principal's Message

Dear Students of West End,

I hope you are excited to begin this year at West End. To those of you returning, welcome back. You will notice some changes this year to the building, to several of our practices and procedures, and to your teachers' teaching. This handbook includes some of these changes from previous years. To you who are entering West's historic halls for the first time, we are so glad you and your parents have chosen us. You will have a wonderful experience here at West End. After you leave us to move on to greater things in high school and beyond, my hope is that you will look back at your time at West End fondly. I hope you look back at the tremendous individual growth which happened here and the significant lasting relationships you had with your teachers.

We at West are dedicated to educating you in an exemplary, holistic manner. This means we are not only deeply concerned about your academic preparation, we are also concerned about your social, emotional, and physical development. We are committed to the idea that each one of you, by the time you leave us, embody the ten IB characteristics of a learner: Inquirers, Knowledgeable, Thinkers, Caring, Risk – takers, Communicators, Principled, Open- minded, Balanced, Reflective. The faculty and staff are committed to teaching and modeling what each of these characteristics mean. These characteristics are applicable regardless of your stage in life. They apply to your parents and grandparents, to your teachers and to me.

An IB Middle Years Program is a fantastic education. When coupled with a professional, caring, and motivated faculty and staff, I am convinced it is the best middle grades education one can receive.

You help us provide you with a great education by doing your absolute best every day. Work hard and to the specifications of your teachers and coaches. Follow the rules of your individual teachers, your grade level teams, and the school in general. When you experience difficulties, make sure you speak with someone on staff so that you can receive the help you need. Finally, keep your parents in the loop by showing them what you're learning on a daily basis. Believe me; they like to hear this from you and they like to hear about how your day went in general. These actions are how you show the world that "West is Best!"

I wish you a happy and successful new school year. Go Blue Jays!

Sincerely,

Dr. Hammond

The WEM 2014-2015 Student Handbook

Welcome to West End Middle! West End offers an abundance of opportunities in learning and enrichment for every child. Enclosed is information regarding the beliefs, mission statement, history, academic curriculum, regulations, and other vital information about the school. Enjoy your time as a WEST END BLUE JAY!

This agenda is your child's official document for recording his or her participation in this school. This agenda contains useful information and documentation of homework. It is a means of communication in which parents or teachers may send notes of concern or comments.

[A](#) | [B](#) | [C](#) | [D](#) | [E](#) | [F](#) | [G](#) | [H](#) | [I](#) | [J](#) | [K](#) | [L](#) | [M](#) | [N](#) | [O](#) | [P](#) | [Q](#) | [R](#) | [S](#) | [T](#) | [U](#) | [V](#) | [W](#) | [X](#) | [Y](#) | [Z](#)

Absences

Per Board Policy, to be considered an "excused absence," the absence must be one of the following: 1) Illness of self; 2) Illness in the family; 3) Death in the family; 4) Religious holiday. A doctor's excuse should accompany any student returning from an illness of self/family member of three (3) successive days or longer. Any student accumulating five (5) or more days of unexcused absences during the school year will be referred to an Attendance Officer for excessive absences.

Parents may write notes themselves for their child's absence(s) due to illness, in which the child remained home and did not visit a physician. However, parental notes are limited to ten (10) days cumulative for the school year. Once a student has received parental notes for illnesses totaling ten (10) days, all subsequent absences, in order to be excused, must be accompanied with a doctor's excuse for the remainder of the school year.

Address, Phone Number, Website

3529 West End Avenue
Nashville, Tennessee 37205
Phone: (615) 298-8425
Website: www.westendms.mnps.org

Administration

Dr. Craig Hammond, Principal
Ms. Erma Laymon, Assistant Principal
Mr. Ricky Hayes, Dean of Students
Ms. Jennifer Jones, Literacy Coach

Arrival

Breakfast is served from 8:40 to 8:50 a.m. daily. Students are not permitted entry into the main building until 8:40 a.m., and should not arrive on campus before 8:40 a.m. unless the student is registered for WEXP or is participating in before-school band practice or a before-school club.

Students are not permitted to wait outside until 8:40 a.m. (NOTE: Parent/Guardian is responsible for issues/incidents/actions that occur outside of the school building prior to 8:40 a.m. and after 4:10 p.m.).

Athletics

MNPS allows students to begin participating in team sports in 6th grade. Satisfactory health, verified by a physician and health insurance is required for students to participate in athletics. Any West End athlete who does not maintain a minimum grade of 70 in his/her academic subject areas will not be eligible to play in games/matches so long as one or more grades are below 70. Therefore, 6th, 7th, and 8th grade students are invited to participate in the following sports contingent upon sustained appropriate academic progress, good citizenship, and satisfactory health and verified insurance:

Fall Sports:
Boys Football
Girls Soccer
Girls- Volleyball

Winter Sports:
Boys/Girls Basketball
Girls/Boys Cheerleading (Fall/Winter)

Spring Sports:
Boys Soccer
Boys/Girls Track

Beliefs of the Faculty & Staff

- Relationships are critical to the development of learners.
- Trust is a key element of learning.
- Learning and teaching are dynamic, therefore innovative instruction is desired.
- Obstacles to learning must be minimized through appropriate accommodations.
- Teachers and students should be held to the highest standards of academic achievement, character, and civic responsibility.
- IB Middle Years Programme encourages students to be active in their own learning and is the best program for our school and community.
- Best instructional practices are research-based and should be utilized at every opportunity.
- All stakeholders must be involved in collaborative decision-making in order to develop a caring, positive, and effective learning environment.
- School administration should take an active leadership role in monitoring teaching and learning.

Bookstore

The bookstore is open from 8:40 to 8:50 a.m. General supplies such as folders, notebook paper, pencils, pens, erasers, and binders are available at prices ranging from 25 cents to two dollars. West Wear is also available for sale.

Buses

Students riding school buses and their parents are responsible for knowing the rules of the school bus. The Board of Education supports the fact that transportation is a privilege

dependent upon good behavior. Continuous and/or serious misbehavior may and/or will result in suspension of a student's right to ride.

Cafeteria

Breakfast and lunch are served daily. Students are assigned areas within the cafeteria and are expected to follow cafeteria rules and respect the cafeteria staff, as well as the campus supervisor and/or other personnel assisting in the cafeteria. Students are expected to clean up after themselves. Students are assigned as table washers on a weekly basis. Because we are working to encourage and provide students with healthy, nutritious food choices in the cafeteria, carbonated, caffeinated, and/or energy drinks will not be sold, nor will students be permitted to bring to school themselves for lunch or snack during the school day.

Child Care

WEXP: A fee-based program, West End eXtended Program provides before- and after-school care at West End. The program offers activities in four target areas: arts, practical skills, physical fitness, and academic support. For an application or to get more information, visit the school website at www.westendms.mnps.org.

Colors

Blue and Gray

Counseling

Brian Strahine, our School Counselor, performs the following services.

- Individual and group counseling
- Career exploration/planning
- Annual Career Fair/Day
- Peer counseling
- Student Awareness Program
- Social and Emotional Learning
- Bullying intervention strategies
- Assist parents with student registration and withdrawal
- Testing Coordinator
- Campus Tours
- 504 meetings
- S Team Liaison

Determination (this entry excerpted from the 1957–1958 student handbook)

We've heard the term *determination* used in many connections, but how many of us actually stop to think of its true meaning? The dictionary defines *determination* as "the quality of being earnest and decided." What exactly does this mean to the students of West?

It takes determination to win that game, not to give up until the bell has sounded! Determination to complete the responsibility that you undertook and not to shirk your duty. Yes, it even takes determination to face life, and sometime in the future you will be thankful that you did have the determination to meet its problems.

Discipline

Progressive strategies which are used by teachers and/or administrators include

1. Verbal correction and counsel
2. A demerit in the student's agenda
3. Student-teacher conference
4. Teacher-assigned detention with teacher
5. "I own it" written analysis
6. Parent phone or in-person conference
7. Team conference with student, parent, teachers, and counselor and/or admin.
8. Community service with parent permission
9. Lunch detention
10. 7:45 AM Wednesday Detention
11. 7:45 AM Saturday Detention
12. Out of School Suspension

Students who significantly disrupt student learning, violate more serious school rules, or are unresponsive to faculty correction will be referred to the Dean of Students. Administrators prescribe consequences based on consequence standards revised each school year. These standards keep discipline consistent and promote fairness and equality.

Dismissal

At the discretion of administration, unattended students before or after school may be subject to referrals to Department of Children Services. Parents are expected to drop off students no earlier than 8:40 a.m. and pick students up no later than 4:10 p.m. Adult supervision is only provided between 8:40 a.m. and 4:10 p.m. Students repeatedly not picked up by 4:10 will be assigned to WEXP at parent expense. Buses will arrive and depart on the Bowling Avenue side of campus. Cars will drop off and pick up all students on the Elmington Avenue side of campus. Due to student safety, vehicles dropping off or picking up students in the right lane must turn right and left lane vehicles should turn left when exiting the Elmington Avenue side of campus. Teachers and staff will assist your child to their vehicle. Parents must remain in vehicles at all times.

Dress Code

1. Garments may not contain holes or tears.
2. Head coverings are not permitted in the building (except for religious exemptions).
3. Tops must have a collar, fully cover the shoulders, be of solid color, and be worn adequately buttoned up the front. West Wear tops may be worn instead of collared shirts. Students may layer with additional solid color tops which contain no writing.

- Large coats should be kept in lockers, but hoodies may be worn during the day (the hood must remain off the head).
4. Bottoms must be business casual style in the colors of black, navy blue, or any shade of khaki. Blue Jean denim material is prohibited. Bottoms must be worn at the waist, and shorts and skirts must extend to the fingertip when the arm is straight at the side. Tights, leggings, and the like worn as the sole bottom garment are not allowed.
 5. Shoes must be properly laced or fastened at all times. Flip-flops, athletic sandals, or house slippers are not permitted.
 6. Student ID Badges are required daily and are considered part of SSA.

Steps to correct, correctable:

1. Teacher directs student to correct the dress code issue.
2. Student receives a demerit in his or her agenda.

Steps to correct, not correctable:

1. Teacher refers student to the Dean of Students.
2. Parent will be called and student and parent are given the option for parent to bring a change of clothes or student to choose an acceptable garment from our clothes closet.
3. Student receives a demerit in his or her agenda.
4. Repeat offenders will be assigned to before-school or Saturday detentions.

Electronic Device Use

SP 6. 107 visit <http://policy.mnps.org> for a complete listing of MNPS policies and procedures.

WEM students will not be permitted to use personal technology devices during the school day. During that time all personal technology devices must be off and away, preferably secured in their lockers. Personal technology includes, but is not limited to, cellular phones, wireless earpieces, iPods, iPads, other mp3 players, calculators, and portable gaming devices. Possession of personal technology by a student is a privilege. This privilege will be forfeited by any student who fails to abide by the terms of this policy. A device used outside of these parameters will result in confiscation of the technology and the parent will be required to pick up the device from school. Students who repeatedly violate this policy will be assigned to School Detention.

Students bring the electronic devices to school at their own risk. No searches or investigations will be conducted for lost or stolen devices.

Personal technology may not be used for purposes which are found to be disruptive to the school environment. Disruption of the school environment shall be determined by school administration and faculty.

Possession of personal technology by a student is a privilege. This privilege will be forfeited by any student who fails to abide by the terms of this policy. A device used outside of these parameters will result in confiscation of the technology until such time as it may be returned at the discretion of the building administrator. While the classroom teacher may confiscate personal technology devices found in violation of this policy, those devices which are

confiscated are to be sent to the office/school administration. Therefore, personal technology devices may only be retrieved from office administration during designated office hours. See WEM Consequence Standards for electronic device violations.

Grading for Learning

Grading for Learning is our system of grading, which ensures that grades reflect a student's true knowledge of the material taught in the classroom. Students are allotted multiple opportunities to show mastery of standards. Overall grades are based on work products that address grade level standards. Categories in Gradespeed will mirror the standards. Within each category, grades shall be determined and recorded using multiple forms of assessment that demonstrate proficiency in a standard, including but not limited to:

- Projects/presentations
- Performance tasks
- Formative and Summative Assessments
- Portfolio Assessments
- Written performance

Homework is considered practice, providing the student with the opportunity to make/learn from mistakes, as he/she strives for proficiency in the standard(s) addressed with that assignment. Homework or practice is not for a grade but necessary for evidence of individual student proficiency and is a formative assessment that allows the teacher to determine comprehension and adjust his or her teaching. Students are responsible for evidence of accountability prior to any reassessment at the discretion of the teacher. Students will be solely responsible for logging subject reassessment dates and times, communicated by their teachers, into their Student Agenda and it will be the decision and choice of each individual student to participate in any reassessment. Zeros will not be used in grade determination when evidence is missing; use of an "I" for Incomplete or Insufficient Evidence may be used until the requested assessment evidence is provided.

For grades 5–8, students' scores on the Tennessee Comprehensive Assessment, (TCAP), will comprise 10% of the student's yearly (final) average in the subject areas of mathematics, reading/language arts, science, and social studies. Seventy (70) percent mastery of the subject matter shall be considered passing.

In Grade 8, the semester grade for a course with no state end-of-course exam shall be determined by each nine-week grade counting equally, with the examination counting as a regular test grade. Also, in Grade 8, the semester grade for a course with a state end-of-course exam (Algebra I) shall be determined by each nine-week grade counting 37.5% and the examination grade counting 25% during the semester in which the end-of-course exam is given. The exam given at mid-year will be included as a regular test grade. Seventy (70) percent mastery of the subject matter shall be considered passing.

Grading Scale

Score	Grade	Achievement	Effort & Citizenship Rubric	
93-100	A	Excellent	Score	Description
85-92	B	Very Good	4	Above Standard
75-84	C	Satisfactory	3	Meets Standard
70-74	D	Needs Improvement	2	Nearing Standard
50-69	F	Unacceptable	1	Below Standard
	I	Incomplete		

GradeSpeed

Students' grades are accessible at any time at gradespeed.mnps.org. Follow the link to sign up on our website. If you experience problems with your account, you may follow the prompts or contact Trish Ketchum in the main office.

Hall Pass

In order for a student to be in the hallways during class time, students must use their student agenda. If a student does not have his or her agenda, the student will not be allowed in the halls during class time.

History of West End

Seventy-six years ago, the city of Nashville obtained money from the federal government to construct several buildings, including the post office on Broadway (now the Frist Museum) and West End High School. The school's impressive three-story Georgian facade was topped with a clock tower and a cupola and capped by a copper dome containing a bell cast in Cincinnati in 1886.

Opening its doors to students on Sept. 7, 1937, West End quickly established an excellent reputation under the leadership of its first principal, Dr. William Henry Yarbrough. It remained a preeminent high school until 1968, when the school started serving grades 7–9. At that time, the school's name was changed to West End Junior High. In 1971, the school's name changed again to West End Middle School. In 2001, West End Middle School became a part of the Hillsboro Cluster, adding grades 5 and 6 and serving students primarily from Sylvan Park and Eakin Elementary schools.

History is now repeating itself as the school again embraces the West End community. West End Middle proudly holds a prestigious position on the National Historic Register. Supportive faculty, parents, and alumni are dedicated to the WEST IS BEST tradition and will continue to work toward that end. Now *you* are making West End history. Your growth toward social, emotional, and academic maturity will be recorded for times to come as you become a valuable addition to the WEST IS BEST tradition.

Library

The West End Middle Library, with over 8500 volumes, is administered by Ms. Lucy Dixon. Students have the opportunity to visit the library throughout the day with a signed teacher agenda or by reservation of the teacher.

Lockers

Lockers are assigned to every student by their homeroom teacher. Students should not share lockers or one another's combinations. Students, not the school, are responsible for lost electronics, books, or other items lost from lockers. Students may have access to lockers before or after classes, not during class, unless a specific pass has been issued. Students may only access lockers at grade-level designated times.

Mascot

Blue Jay

Motto

"West Is Best"

Newspaper

The *West Wind* is a student-produced newspaper printed each nine weeks and available for purchase.

Office Staff

Ms. Patricia Ketchum, Senior Secretary & Bookkeeper
Ms. Melaina McGregor, Main Office Secretary

Phones in Classrooms, Offices

Every classroom has a telephone. In an emergency, students may use the telephone with permission from a teacher. Students may also use an office phone with permission from the classroom teacher.

PE Uniform

All students are encouraged to wear WEM "West Wear" from the bookstore: shorts, tees, sweatpants, or sweatshirts.

School Resource Officer

Officer Monica Blake, 2nd Floor

School Song

"I'm Looking Over a Four Leaf Clover"

Student Council

The Student Council is a service organization that represents the entire student body. It acts as a communication link between students and the faculty and administration. Each homeroom has a Student Council representative who is responsible for keeping his/her homeroom abreast of current happenings in the school.

Within the student council are the elected offices of president, vice president, treasurer, and secretary. Only eighth grade representatives may hold the office of president; students from any grade level may hold all other offices. Members are selected by homeroom vote and by appointment by their teachers. The requirements for students on the student council are acceptable grades and behavior, as well as a strong desire to serve. Student Council members are also required to attend a designated number of PTSO meetings.

Tardies

Students arriving to school and/or their 1st period classroom after 8:55 a.m. are considered to be tardy to school. Late students must sign in at the front office with a parent. The student will be given a tardy slip to be admitted to class. The attendance officer will contact parents of students with excessive tardies and/or absences. Upon the 4th tardy to school of the quarter, and upon every tardy to school thereafter during the quarter, students will be assigned before-school or Saturday detention.

Vision statement

The faculty, staff, and students of West End IB World School will provide a safe, caring, and inclusive environment that will advance knowledge and promote integrity.

Visiting Campus

Parents and family members are encouraged to visit West End. All visitors must adhere to the following guidelines to ensure a safe environment.

- Parent and guest parking is designated by sign in the Bowling Ave parking lot. Please additionally use the spaces adjacent to the football field.
- Sign in at the main office.
- Wear a "Visitor" badge in the building at all times.
- Schedule parent-teacher conferences ahead of time.

Ways to Stay Informed

Grade level weekly communications

GradeSpeed

School automated call-outs

PTSO meetings

PTSO Facebook page/Twitter feed

Website

Listserv/PTSO newsletter

West Wear

Each summer the PTSO develops the new clothing line for the school year. The tops promote school spirit and can be worn in the place of collared shirts to meet our dress code. Show your school pride and represent your school in a very positive way by wearing West Wear!

Yearbook

The *Zephyr* is our school yearbook. It is a colorful, hardbound book with memorable events and