



Parkway West Middle School

Survival Guide

Where Everyone Stands Together

School Website: www.parkwayschools.net/wms

District Website: www.parkwayschools.net

Main Office: 314-415-7410

Attendance Line: 314-415-7426

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Dear West Middle Families,

Welcome to West Middle! As your student joins the school community, you also join the families and teachers who make up the PTO. You are automatically a member, so please join us at meetings and events throughout the year.

Just as in elementary school, we have many volunteer opportunities for you to support the school and meet other families. Building a parent network now will help enormously as your student grows, so please take advantage of all the opportunities the school and the PTO offer. We hope you will share some of your time and talents with us, because we need all of you to make West Middle the best it can be.

Cordially,

Mary Ellen Franciscus

mefranciscus@att.net

Parkway West Middle PTO President

Parkway West Middle School Profile

Mission Statement

The mission of Parkway West Middle School is to create capable, curious, caring and confident learners in a community where everyone stands together with a purpose, place, and voice.

7 Habits of Happy Kids

Habit 1 - Be Proactive

I am a responsible person. I take initiative. I chose my actions, attitudes and moods. I do not blame others for my wrong actions. I do the right thing without being asked, even when no one is looking.

Habit 2 - Begin With the End in Mind

I plan ahead and set goals. I do things that have meaning and make a difference. I am an important part of my classroom and contribute to my school's mission and vision. I look for ways to be a good citizen.

Habit 3 - Put First Things First

I spend my time on things that are most important. This means I say no to things I know I should not do. I set priorities, make a schedule, and follow my plan. I am disciplined and well organized.

Habit 4 - Think Win-Win

I balance courage for getting what I want with consideration for what others want. When conflicts arise, I look for a win-win solution.

Habit 5 - Seek First to Understand, Then to Be Understood

I listen to other people's ideas and feelings. I try to see things from their viewpoint. I listen to others without interrupting. I listen with my ears, my eyes and my heart. I am confident in voicing my ideas.

Habit 6 - Synergize

I value other people's strengths and learn from them. I get along well with others, even people who are different than me. I work well in groups. I seek out other people's ideas because I know that by teaming with others, we can create better solutions than what any one of us could alone. I look for Third Alternatives.

Habit 7 - Sharpen the Saw

I eat right, exercise, and get enough sleep (body). I learn in lots of ways and lots of places, not just at school (brain). I spend time with family and friends (heart). I take time to find meaningful ways to help people (soul). I balance all four parts of myself.

Vision Statement

- We succeed when all our students and graduates are:
- able to transfer their prior learning to new demands, in and out of school;
- fully prepared for their next educational challenges;
- creative, thoughtful and effective problem solvers;
- increasingly self-directed, skilled and persistent as learners;
- literate and critical consumers of information and ideas;
- articulate speakers and effective listeners;
- acting out of a strong sense of personal, social and civic responsibility
- always seeking to understand the views, values and cultures of others
- working skillfully with others to achieve common goals

- pursuing a personal direction based on an understanding of their talents and interests

PARKWAY WEST MIDDLE SCHOOL

Beliefs

LEARNING COMMUNITY

STUDENTS: We believe in nurturing and developing the uniqueness of each individual student. We believe students should be challenged to reach their greatest potential and become self-motivated life-long learners.

SCHOOL STAFF: We believe our school staff should actively demonstrate a commitment to the philosophy of middle level education. We believe as teachers continually learn and grow, students will have greater opportunities to learn from them.

PARENT/GUARDIAN: We believe the parent/guardian is the primary educator whose role is a vital component in the child's total development.

EXTENDED COMMUNITY: We believe the community should be an active and positive contributor to the child's total development.

SCHOOL CLIMATE

EMOTIONAL: We believe a positive climate fosters mutual respect based on honesty, fairness, and accountability with open communication.

PHYSICAL: We believe in a safe, structured, orderly, and cooperative environment which ensures the right to teach and learn.

EXPECTATION

ACADEMIC: We believe each student should be provided with a creative, rigorous, and challenging education with a variety of approaches based on district curriculum. We believe middle level curriculum should be exploratory, encouraging students to discover and develop new interests and talents.

PERSONAL: We believe the middle level program should encourage and foster student independence and responsibility for individual academic, physical, social, and emotional growth. We believe the common focus of West Middle relies upon the daily practice of the Parkway Character Traits by students and staff.

About Parkway West Middle School

School Mascot: Junior Longhorns

School Motto: Where Everyone Stands Together

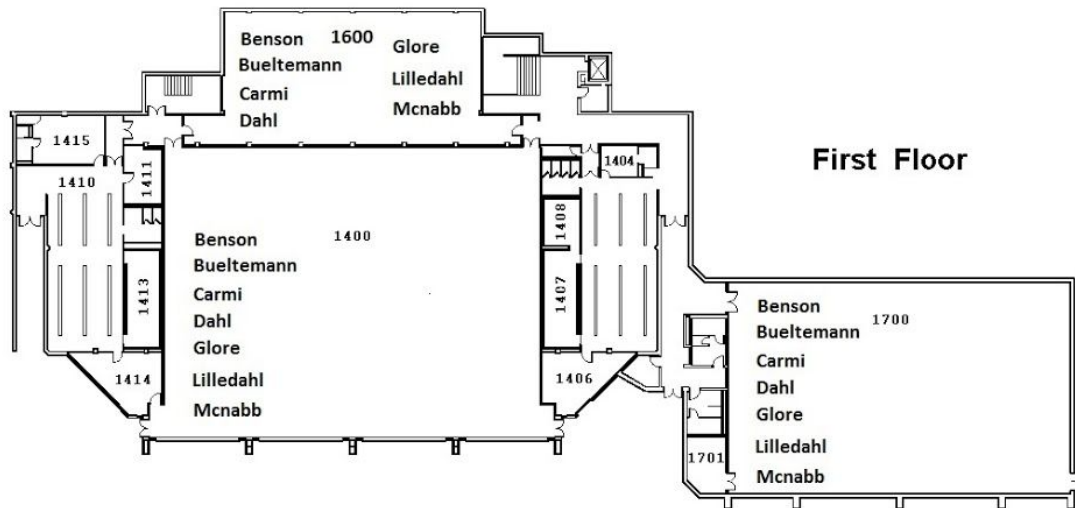
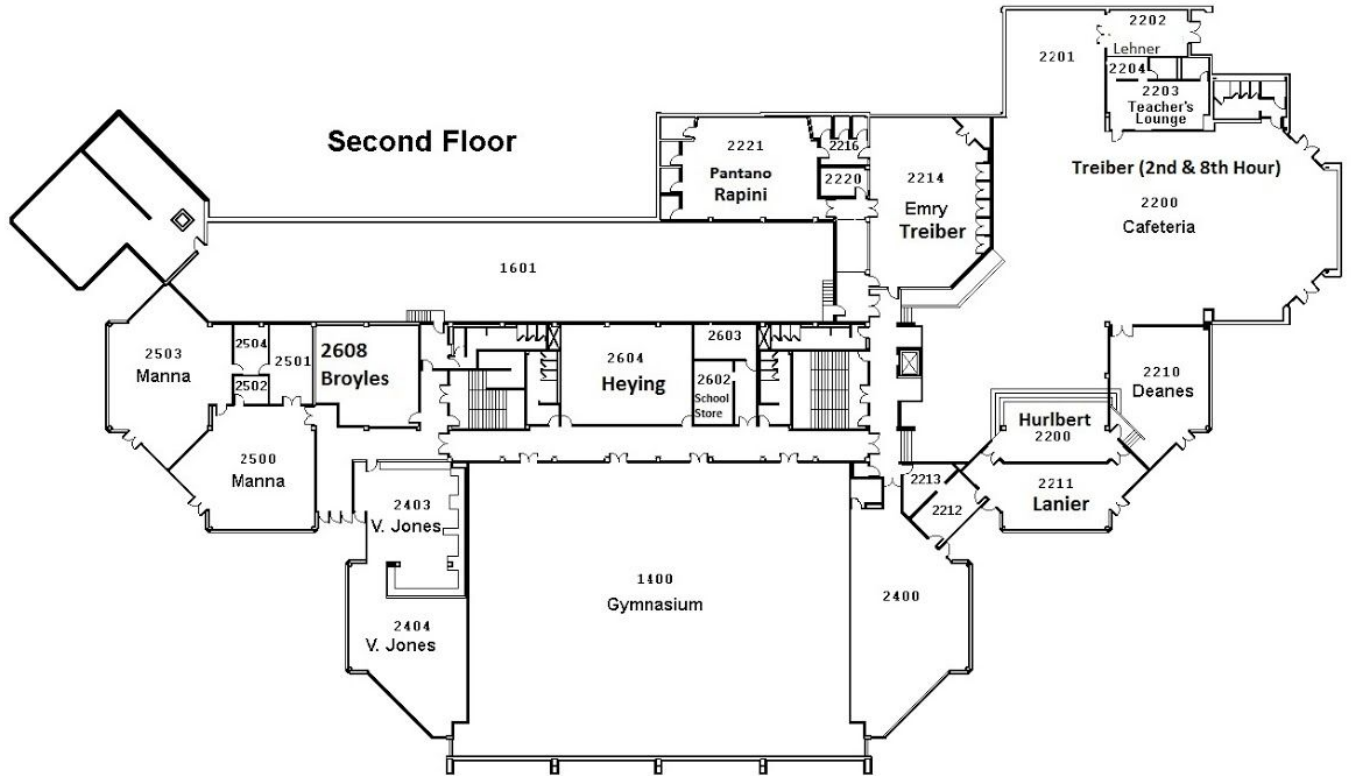
When West Junior (original name) opened its doors for the first time in 1971, students entered the doors and WOW! It was a whole new thing! There was carpeting, multi-colored walls and locker bays, open classrooms, and sunken wells called conversation pits. The school housed seventh, eighth, and ninth grade students, and is located on what was once an almost country road, one lane wide in places, and bordered by farms. There were no streets for school bus stops from Isleview Drive to Baxter Lane.

In 1983, West Junior High became the home for sixth, seventh and eighth grade students as the ninth graders were moved to the high school. In 1995, The sixth grade wing was added on to house this new population and West Junior was renamed to West Middle school. Walls and doors have since been added to enclose classrooms and conversation pits have been raised to floor level. The West Middle building floor plan currently resembles a baseball diamond with sixth grade in left field.

West Middle has a rich history of serving the diverse needs of its students. We offer an outstanding academic program that boasts a record of student achievement that is well known within the District and throughout the area. The Deaf and Hard of Hearing Center for all Parkway middle school students is located at West Middle along with the M.O.S.A.I.C.S. (Maximizing Outstanding Student Achievement, through Instruction, Curriculum and Support) Academy program for Parkway middle school scholars. The majority of West Middle students participate in after-school programs. Academic Support, activity clubs and intramural sports are offered three days a week after school to accommodate them.

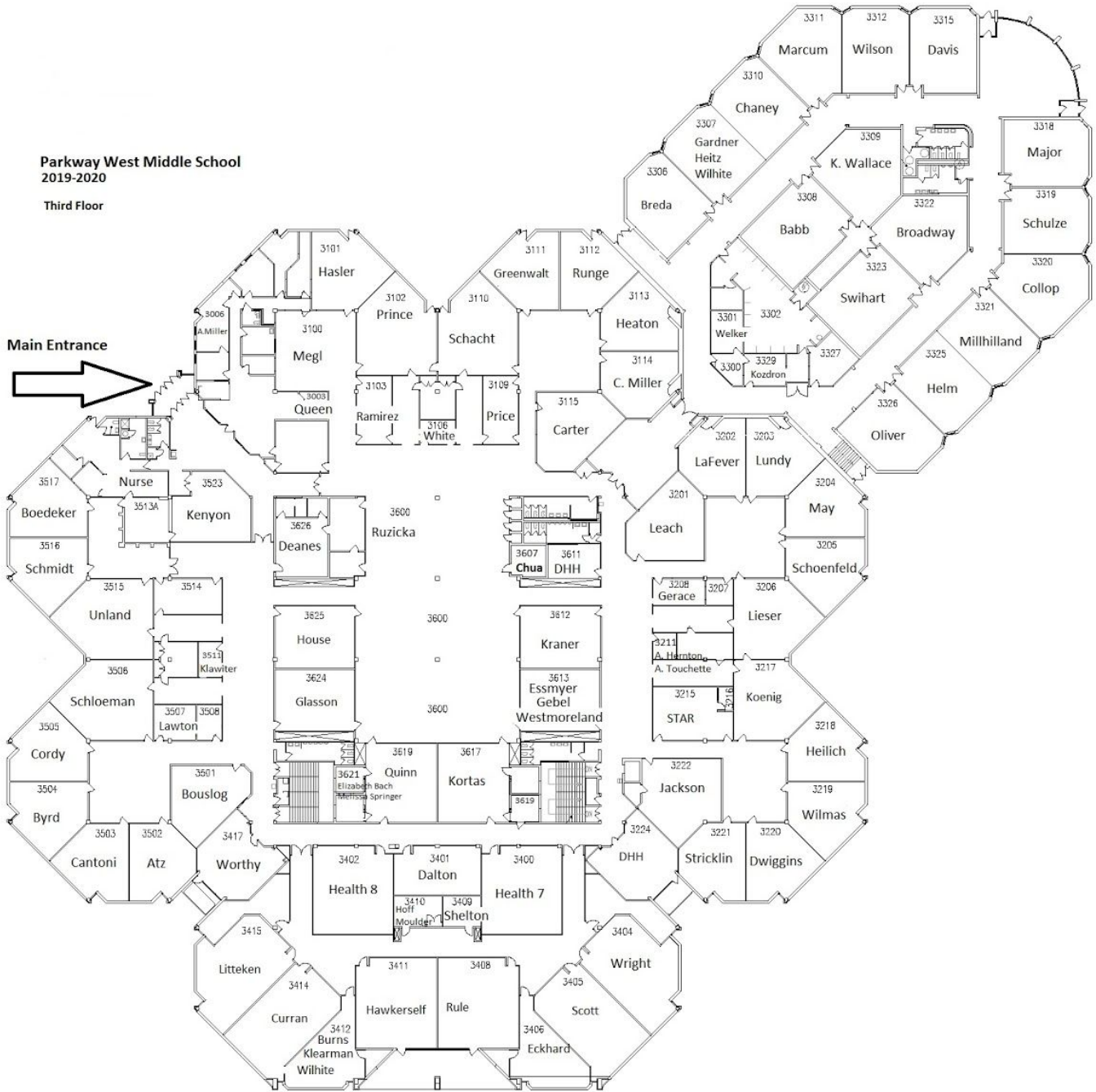
The West Middle community believes that the education of children is the shared responsibility of teachers, students and the home. With that in mind, the West Middle staff continually works to communicate effectively with its students' families.

Parkway West Middle School
 2019-2020
 First and Second Floor



**Parkway West Middle School
2019-2020**

Third Floor



1 THIRD FLOOR PLAN

SCALE: 1" = 20'-0"





School Day Scheduling



Bell Schedule

The West Middle school day is 8 periods long with the first bell of the day at 8:05 a.m. Students can wait for the start of school in the cafeteria at 7:45 a.m. Students that ride the buses go to the cafeteria and are permitted to leave to go to their locker and first class at 8:05 a.m. At 8:15 a.m., the class bell rings and first period begins when the bell rings again at 8:20 a.m.

The final bell for dismissal from the school day rings at 3:15 pm.

How to read my schedule?

We have 8 class periods a day. See this for details on [How to read my schedule?](#)

Lunch Schedule

Each grade has its own lunch period. Typically, sixth graders eat first, followed by eighth grade and then seventh grade. The school lunch menu is available on the district website: [West Middle Lunch Menu Calendar](#)

School Calendar/A & B Calendar Days

The school calendar is on our homepage of our website: [West Middle Home Page](#) Here you'll find school day and after school activities listed by month.

A and B calendar days are most significant to those students attending the MOSAICS program or a Language or Learning Strategies class. The letter of the day determines what class students attend. A & B calendar days are found on the West Middle calendar on our website.

2 Hour Late Start or Professional Learning Community (PLC) Days

Eight times a school year, on the last Wednesday of the month, the Parkway School District postpones school start times two hours to conduct Professional Learning Communities. These days are on the school calendar online. During PLC time, groups of educators with similar staff positions (team teachers, librarians, counselors, etc.) meet and work together to assist each other to be more successful in teaching students. Data is monitored and reviewed and action is taken to continually adjust teaching methods to meet student's needs. Once at school on PLC Days, students will attend classes on a shortened time schedule. Class periods flow in the hour's order of 1, 4, 5, 2, 3, 6, 7, and 8.

West Middle School Information Sources

Infinite Campus Parent Portal

Infinite Campus is a secure web-based system that includes a student specific calendar; schedule listing with email links to teachers; attendance data; grades on or missing assignments, grades on homework, tests, etc.; health records; fees due (if any); grade reports and transcripts; student demographics; family contact information; district messages; household information; family members with access to the account information, and links to schools specific for the students in the family. This wealth of information allows parents to stay informed on their student at school in all aspects. To set up an account on Infinite Campus visit the District website under parents at: [Infinite Campus Support](#).

We are excited to inform you Infinite Campus has two new and improved mobile apps: Campus Student (for students) and Campus Parent (for parents). Download your free app for real-time access to grades, assignments,

attendance, schedules, announcements and more. *If you are using the old Infinite Campus app, please download the new app.* Search for Infinite Campus Parent or Student in your mobile device App Store to download the new app. The old app will be removed from the app store on June 30, 2019.

Campus Student ([Android](#) | [Apple iOS](#))

Campus Parent ([Android](#) | [Apple iOS](#))

Homework Team Webpage

Homework is updated daily for students and parents on the school webpage under “Teacher Pages” curriculum and under Teachers/Encore/Department/Teacher for electives. Here teachers and teams upload links to calendars, projects, notes, homework, and class expectations.

Frequently Asked Questions by Topic

After School Activities

West Middle believes extracurricular activities are an important part of the middle school years. Participation in intramural, co-ed sports, and clubs can help enhance academics as well as social skills in our students. The activities teach students school spirit, sportsmanship, and encourage time management.

After school activities are Monday, Wednesday, and Thursday afternoons beginning September 4, 2019 from 3:20 p.m. - 4:20 p.m. There are after school activity buses to take students home at 4:20 p.m. Some examples of the activities and interests available are:

- Grade Level Homework Help
- Fall Sports: Basketball (begins in November), Cross Country, Wrestling
- Spring Sports: Volleyball Winter Road Warriors, and Field, Fleetball
- Clubs Year Round (subject to change): Archery, American Sign Language, Board Game Club, Book Club, Chess, Coding, Dungeon & Dragons, Math, Science Olympiad, Vex Robotics and Yearbook

The activity booklet will be posted on the school website late August. To participate in an after school activity, students must sign up on the school website under “Student Life” then “After School Activity Sign Up” [Student After School Activity Sign Up](#). Check online daily announcements or listen to the morning announcements for activity updates.

Tournament schedules and bus stop information can be found in the activity guide.

After School Activity bus passes are given to students from their activity sponsor. The students will give it to the bus driver upon boarding the bus. Note that it is likely a different stop than where the student’s daily bus stop is located. Activity buses run on a combined line of many bus routes. These lines are posted in the activity booklet. It will likely take longer than usual to get home due to the or your child to get home on an activity bus.

THERE ARE NO ACTIVITY BUSES ON TUESDAYS OR FRIDAYS

Non-School Sponsored Activities

Several additional sports for West Middle students are offered outside of Parkway through various independent sponsors for fall and winter sports. These programs are independently run. Please refer to the following links for more information:

- Junior Longhorn Girls Cheerleading :, jrlonghorncheer@hotmail.com and on Facebook <https://www.facebook.com/pwjr.longhornfootballandcheer/>
- Junior Longhorn Boys Football Facebook: <https://www.facebook.com/pwjr.longhornfootballandcheer/>

- Boys Lacrosse (Spring), Lee Manna, Coordinator, 314-415-7459
- Parkway Swim Club, 314-415-4900

Attendance

Attendance is recorded daily by class period at West Middle. See the following link for the Parkway District attendance policy [Board of Education Attendance Policy](#). A 90% attendance policy for the school year is the minimum expected attendance rate from the state of Missouri.

To report a student absence, dial the school attendance line at 314-415-7426. Leave a recorded message with the date of absence, reason for absence, and child's first and last name (spelling the last name). Those absences turned in by teaching staff that have not been reported to the attendance line will be verified by office staff later via a phone call or email.

Excused reasons for absence on late arrival only need a parent note or phone call to the Main Office for the student to sign in for the day; parents do not need to escort the student upon late arrival. Parents are required to sign students out for early dismissal.

Student attendance by course, period, day, and term can be tracked on Infinite Campus under the student's attendance tab.

School Store

314-415-7427 - Hours Open: 10:30 a.m. - 2:30 p.m.

The School Store sells basic school supplies to students, and collects fees and permission slips for teams, field trips and activities, as well as tickets for mixers and school plays. In addition, money for items such as team or grade level t-shirts, replacement workbooks for foreign language, music workbooks, and any other items for which a fee is charged are to be paid in the store.

PTO spirit wear, intramural t shirts, and Buzz books are also sold in the store. Fees for lost or damaged books or equipment or returned checks are paid in the Store. Camp payments are also accepted. *Sixth graders will want to buy their locker shelves here as they carry the only brand that fits sixth grade lockers.* Before the school year starts, the store is open for limited hours. Check with the office for dates and times. Students may visit the store during their lunch period or during the day with a hall pass until 2:15 p.m. Parents may visit the store anytime during store hours after signing in with the front office.

Buzz Books

Buzz Books are a great resource for its West Middle Student and Parent Handbook and the Student Family Information directory. Buzz books are sold by the PTO with pre-orders taken from the beginning of the school year through the end of September. Buzz book order forms can be found online on the PTO page, on our website, at the main office, in the school store, and at any school event at the Spirit wear tables in the fall. Completed orders can be turned in to the main office or in the school store. Buzz books typically are distributed in mid-October and will come home via your student's backpack. They may be purchased, while available, from the school store, if not preordered.

“I Forgot It Table”

To drop off an item for a student that was left at home (lunch, books, shoes, etc.), please take the item to the main office marked with your student’s name and what hour they need the item by. It will be delivered by runner throughout the day. Please do not visit student lockers.

Election Days

West Middle School Library or Small Gym are polling places for all local, state, and federal elections. On Election Days, the parking lot can be tricky. Try to navigate the parking lot as you would on a typical day but be wary of voters looking for parking spots and walking between cars. The library is closed to students that day and building visitors are limited to the main office hallway and library areas. To simulate the voting experience, students participate in the PTO sponsored online Kids Voting Program for Presidential Elections. These voting days are held before the National Election day for student safety.

Going Home with a Friend

Parent permission from **BOTH** students is needed for a student to go home with a friend. A dated and signed parent note is required for a dismissal pass to be written in the front office.

Important Phone Numbers and School Hours

The front office is open 7:30 a.m. to 4:00 p.m. These numbers can be viewed on the school website or below:

- School Office/Front Desk – 314-415-7410
- Student Absentee Line – 314-415-7426
- School Store – 314-415-7427
- Principal's Secretary - Kathy Dodge – 314-415-7402
- School Nurse -- 314-415-7430 - Fax 314-415-7432
- Librarian - Kristin Ruzicka – 314-415-7433
- Resource Officer – Steve Queen– 314-415-7408
- Computer Resource Specialist - Paul Chua – 314-415-7428



Lost and Found

The Lost and Found area is located in the hall to the left of the front office and in the cafeteria on tables next to the Drama classroom. There you can find any items left around the building including, clothing, lunch boxes, books, folders, backpacks, etc. Any reusable items not claimed by the end of the school year are donated to charity.

Lunch

Lunch at West Middle includes a well balanced meal or salad bar to be purchased in the cafeteria or students may bring their lunch. Lunches are made at the West High Central Kitchen and delivered to the school for final prep and serving. Lunch times are grade specific and include time for students to go outside (weather permitting) after their meal. The lunch tables seat 10 at round tables with attached

benches. Students are welcome to eat where they choose to sit. A snack bar has food and drink items that are available for purchase, also.

Lunches are bought through a pre-paid point of sale account system. Each student is assigned a Personal Identification Number (PIN) at registration. The PIN number is used to access your child's account. Those students receiving financial aid also use a PIN number, which keeps student's meal status confidential. Students should memorize their PIN number and they will need to enter it on a number pad at the cashier's station when making a purchase. When your child uses the system, meals or ala-carte items purchased will be deducted from the account balance. Lunches can be paid for by parents with check or cash dropped in the lunch payment box in the cafeteria or through the online MySchoolbucks system. Students may donate any food they don't wish to eat from their lunch (fruit or packaged items) to other students at the "free food" table by the condiments bar.

School Website links related to lunch:

- [Click here for Point of Sale System Information.](#)
- Online Deposit System is <https://www.myschoolbucks.com/>

MOSAICS

West Middle's gifted program and Academy is for those students who have been formally identified in need of specialized services designed to maximize their intellectual talents. The MOSAICS gifted program at the middle school level is of a general academic nature including grades six, seven and eight. Comprehensive, differentiated, and multi-disciplinary curriculum programming incorporates thematic, useful and timely content, process learning, creative production, assessment, consideration of affective and leadership issues, and models of reflective practice. Middle school students receive services as part of the curricular day (every other day, alternating with physical education), or by revolving out of a compacted class.

Links to the MOSAICS page for West Middle can be found at <https://www.parkwayschools.net/domain/1877>

Music Performance Opportunities

Students in all grades at West Middle have opportunities to perform at assemblies, concerts, and area contests through the music electives of choir, orchestra, and band. West Middle has an active and exciting drama department for students of ALL theatre abilities and has performances at fall and spring one-act plays, a fall play, and a spring musical. See the individual ENCORE teachers websites on the school webpage for further information.

Open House

Open House is an exciting evening in the Fall that gives the opportunity for parents to walk through their student's schedule, meet their teachers, and briefly review the teachers expectations, curriculum, and grading system for the year. Open House takes place on Thursday, August 15, 2019 from 5:30 p.m. - 7:30 p.m. Available parking at West Middle can fill quickly, so arrive early or park at West High on the North lot and use the Parkway shuttle to get to West Middle.

Parent Teacher Conferences

Parent Teacher Conferences take place twice a year in early October and early March. Parents are invited to conference privately with their student's teachers for 20 minutes per team or 5 minutes per teacher. Student grades and conduct are reviewed. Students are invited to attend their conferences.

For discussions requiring more than 5 minutes, teachers welcome scheduling a longer conference time during their planning time or before/after school or through conversation(s) via email or phone.

Conferences are scheduled through an online scheduling system. An email and phone message blast will be released several days before the scheduling portal will open to give parents ample notice to register. A school secretary is also available by calling the main office to register parents for conference times over the phone that cannot access the online scheduling portal.

When choosing a conference time, it is recommended that you consider travel time needed move to each classroom and not schedule conferences in back to back time slots. When meeting for a team conference, it usually takes place in one grade level location or classroom and the teachers/parents rotate so that all team members are seen in the allotted time. All teachers are available for meetings on conference night. Be sure to scan down past the team registration choices to find the Encore teachers that can be seen too.

Picking Up a Student During the School Day

Students can be picked up during the day for appointments and signed out by a parent or guardian. Students may bring notes to the Main Office in the morning of the appointment with dismissal time for the student and they will get a pass to leave class early. Students can also be dismissed from class when the parent or guardian arrives in the Main Office while the parent waits. Students may return to school after appointments are finished (Dr.'s notes are optional) and only the student's signature is required when they sign back in at the office. It is suggested that students needing to leave around the end of the school day be picked up by 3:00pm to avoid the parking lot closure for dismissal.

Court Order or Parenting Plans

In order to fully comply with any Court orders or parenting plans related to agreements for school pick-up, the District requests a copy of the current order or plan to be shared with the school. If parents have agreed to deviate from a Court order, the District may be able to accommodate the agreed-upon request, so long as a copy of the agreement is provided to the District in writing. However, if a Court order specifically bars an individual from picking up a child, the District cannot deviate from such an order. If you have any questions related to the procedures for picking up your child from school, please contact the principal directly.

Longhorn Way

The Longhorn Way is published once a week and emailed to all parents and staff on Fridays. It can also be found on the school website, Principal Office page. It contains information from the principal, PTO news, upcoming events and other pertinent information.

PTO

West Middle has an active PTO and welcomes all parents to participate. There is not a membership fee. The PTO link on the school webpage is a wealth of information on how to get involved.

The PTO goals are simple:

- To provide Parkway West Middle School (PWMS) with support in achieving educational goals.
- To engage in activities that foster communication and bring a closer relationship between the home and school so that both may cooperate in the mental, physical and social development of the student.

- To promote public and school recognition and support of PWMS activities and programs.

PTO Meetings are held monthly in the school library. They rotate between 9:00 a.m. morning and 7:00 p.m. evening meeting times. The principal gives a Principal's Report, New business, and/or speakers present topics and board officers and committee chairs give updates. The meetings typically last about 60 minutes. All parents are welcome!

Parents are invited and encouraged to become involved as volunteers at West Middle School. Our volunteer program has been exceptional over the years. Faculty and students truly value the time, involvement, and interest of parents. In turn, parents find their volunteer experiences to be worthwhile, rewarding, and enjoyable. West Middle School is a special place, and our volunteers are an asset to our endeavors. We ask you to volunteer as often as your schedule permits and thank you in advance for your efforts in supporting Parkway West Middle School. Look for committee descriptions and sign up forms online on the PTO link under minutes/forms or at open houses in the Fall.

PTO Fundraising

Through funds raised by our four fundraisers, the PTO is able to give back to our students through activities, projects, equipment, and classroom teacher grants. You can support the PTO financially by purchasing [Spirit Wear](#) (available in the School Store). Complete program descriptions are on the PTO website. Thanks for supporting West Middle PTO!

Student Registration for Upcoming Year

Student registration for the upcoming year for sixth and seventh graders takes place in January. A registration handbook is distributed to the students with course descriptions for core classes and electives. Students are to review their class choices with parents and sign and return their registration form to their teacher. The Registration booklet can also be found online on the school webpage under Student Life, Counseling : [Registration Information](#)

Student registration for the upcoming year for eighth graders (Incoming West High Freshmen) takes place in January. High school counselors will visit West Middle to review their registration catalog and freshman class requirements. The high school hosts a curriculum night for all 8th graders in January 14, 2020 at 6:30 p.m. At curriculum night, not only academics are featured but clubs and sports team tables can be visited for consideration of joining next year at PWH. Registration is done online through the student's Infinite Campus account based on the high school's deadlines.

Resource Officer

Each Parkway Middle and High school is fortunate to have a resident School Resource Officer. Our officer, Steve Queen, is from the Chesterfield Police Department. He is onsite the entire school day and can be contacted at 314-415-7408. Officer Queen helps with greeting students arriving from buses at the beginning of the day in the cafeteria, assists the school administration in maintaining a safe and secure environment, works in collaboration with the school and the community as a resource for safety and security issues, and directs traffic at the end of the school day so that the buses can get on their way in a safe and timely manner.

Safety Drills

Safety drills at West Middle take place throughout the school year. They are mandatory through the Parkway District and the State of Missouri for the safety of all staff and students. The drills include fire, tornado, intruder alert, and earthquake.

School Announcements

Announcements can be heard daily by students at the beginning of their first class and also posted on the school website. Announcements are also streaming at lunch time for all students in the cafeteria. Parents can keep up with announcements on the school website under the Daily Announcements link. Daily announcements include after school activities information for students, news on building activities, and upcoming, important calendar dates.

West Middle communicates with parents and guardians through Longhorn Way or Blackboard with phone, email or text messages to deliver grade level specific or all - school important information. The current contact information in Infinite Campus is used to do this. It is important that parents keep this information updated to receive messages in a timely manner.

School Nurse

The health program administered by the school nurse is one of prevention and emergency care. It is requested that parents advise the nurse if their child develops a communicable disease or serious illness or injury, for the benefit of all the students, and so that she may best serve your child on his/her return to school.. Vision, hearing, and scoliosis screenings are performed annually for certain grades. Screening results are recorded for all students. Parents are notified of any concerns.

Annual Screenings take place on the following schedule:

- Hearing and Vision Screening: All Sixth grade students and new seventh and eighth graders
- Scoliosis Screening: All sixth and eighth grade girls; all eighth grade boys

Students **MUST BE IMMUNIZED** against diphtheria, tetanus, pertussis, varicella hepatitis B, measles, mumps, polio, and rubella to attend school. Also, Tdap is required for all 8th graders.

If a student needs to take medication at school, certain orders/forms are required:

- If a prescription or over the counter drug will be administered, a doctor's order is required, as well as a Parent Authorization to Administer Meds form. The current prescription label can serve as the doctor's order.
- All medications must be in the original container.

If your child is sick, he/she should stay home. Your child may attend school with a temperature less than 100 degrees F. Your child should stay home 24 hours after a fever has returned to normal. A child with vomiting and/or diarrhea should be kept at home until symptoms have resolved for approximately 12 hours and the child is able to keep down food and liquid. Please feel free to call the nurse with any questions: School Nurse: 314-415-7430 & Nurse Assistant: 314-415-7429; Nurse Fax: 314-415-7432.

School Pictures

School photos are taken once a year in the early Fall. Photos are available for purchase and are used for school records online. West Middle has a special tradition of an all-school pictorial that can be viewed at the front of the building.

School Spirit Wear

To keep your Longhorn looking their best in school spirit, the PTO offers spirit wear including clothing, hats, and accessories. It can be purchased at all major school events (typically in the main hall by the

Library) or daily in the school store. Payment by cash or check (at school events only) is accepted. Feel free to stop by the school store to check sizing on clothing items.

School Supplies

School supply lists are posted on the main school webpage. It includes a list of SOME of the items needed. Team teachers may also have additional school supply lists once school has started.

LOCKER SHELVES for sixth grade lockers must be purchased at the school store (open a few days before school starts). A special size is in stock there to fit these short, narrow lockers.

Social Worker

School social workers are a vital part of the educational team working together with administrators, teachers, counselors, school psychologists, nurses, and other staff. They provide services to students, parents, schools, and the community through the use of assessment, counseling, consultation, and coordination of services and community resources to address a range of social, emotional, behavioral, health and economic factors affecting a student's academic and social success. The West Area school social worker serves several schools including West Middle School and is available as needed. Our School Social Workers are Marla Gilliam and Sara Moulder. They can be reached at 314-415-7447.

Social Media at West Middle

There is a non-school sponsored Facebook page for parents under the group: Parkway West Middle Parents. Current West Middle parents are members of the page. Questions and feedback are posted by members.

The Parkway District sponsors a Facebook page under Parkway School District and a Twitter account under: @ParkwaySchools.

Socials/Mixers

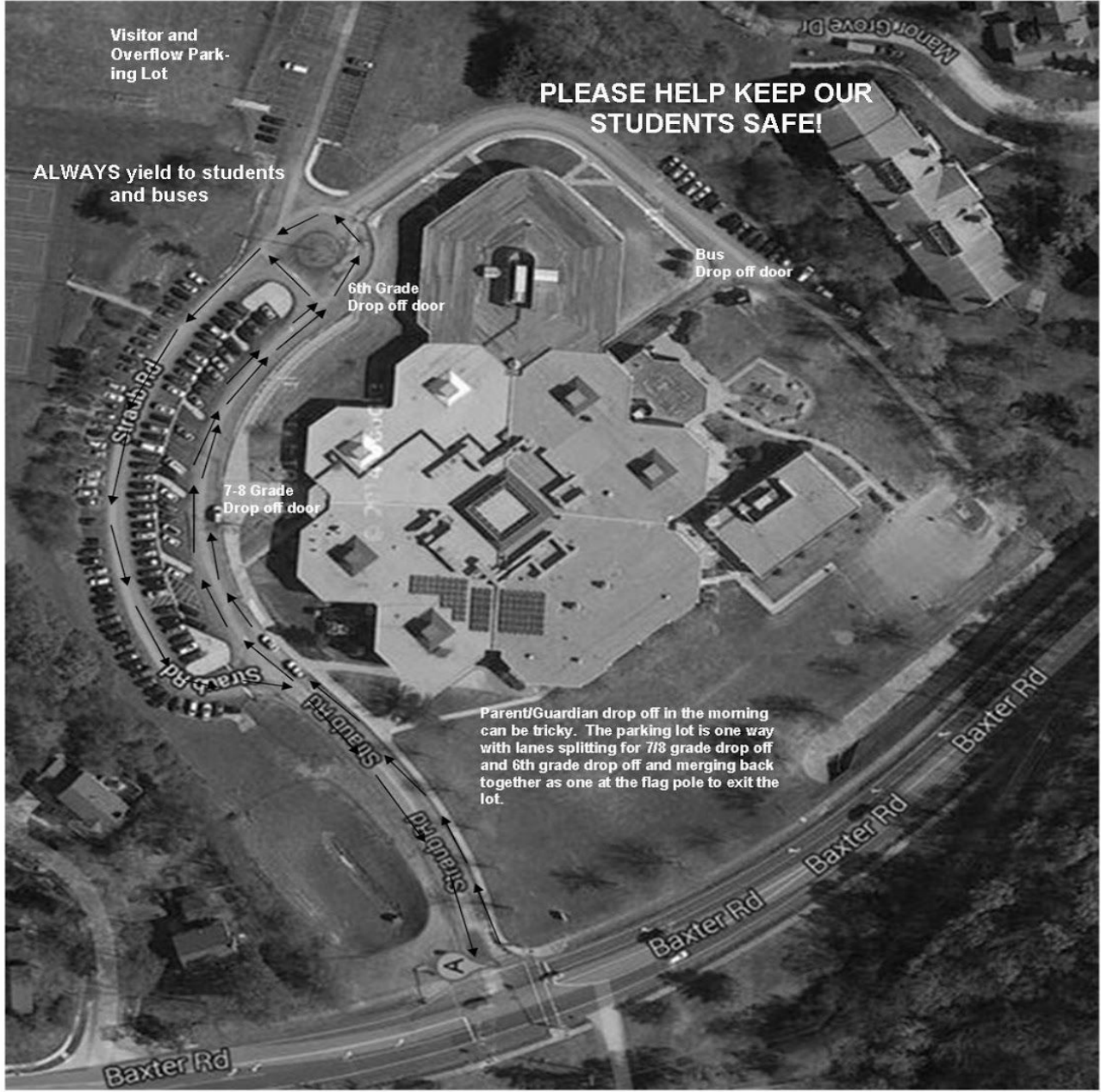
Socials and mixers for each individual grade level take place separately typically once a year in the Fall. Tickets are sold through the school store. Students should see posters in the hallways with theme and ticket cost information. Email blasts also will go out to all parents/guardians several days before the mixer. Mixers typically begin immediately after school and run through the end of the after school activity time. Activity buses run all students home that need a ride so that all students can participate. They include a variety of activities such as a themed dance and games in the gym, cafeteria, or sometimes offsite. They are administrator, teacher, and parent chaperoned and offer a fun environment for students to spend time together.

Before School

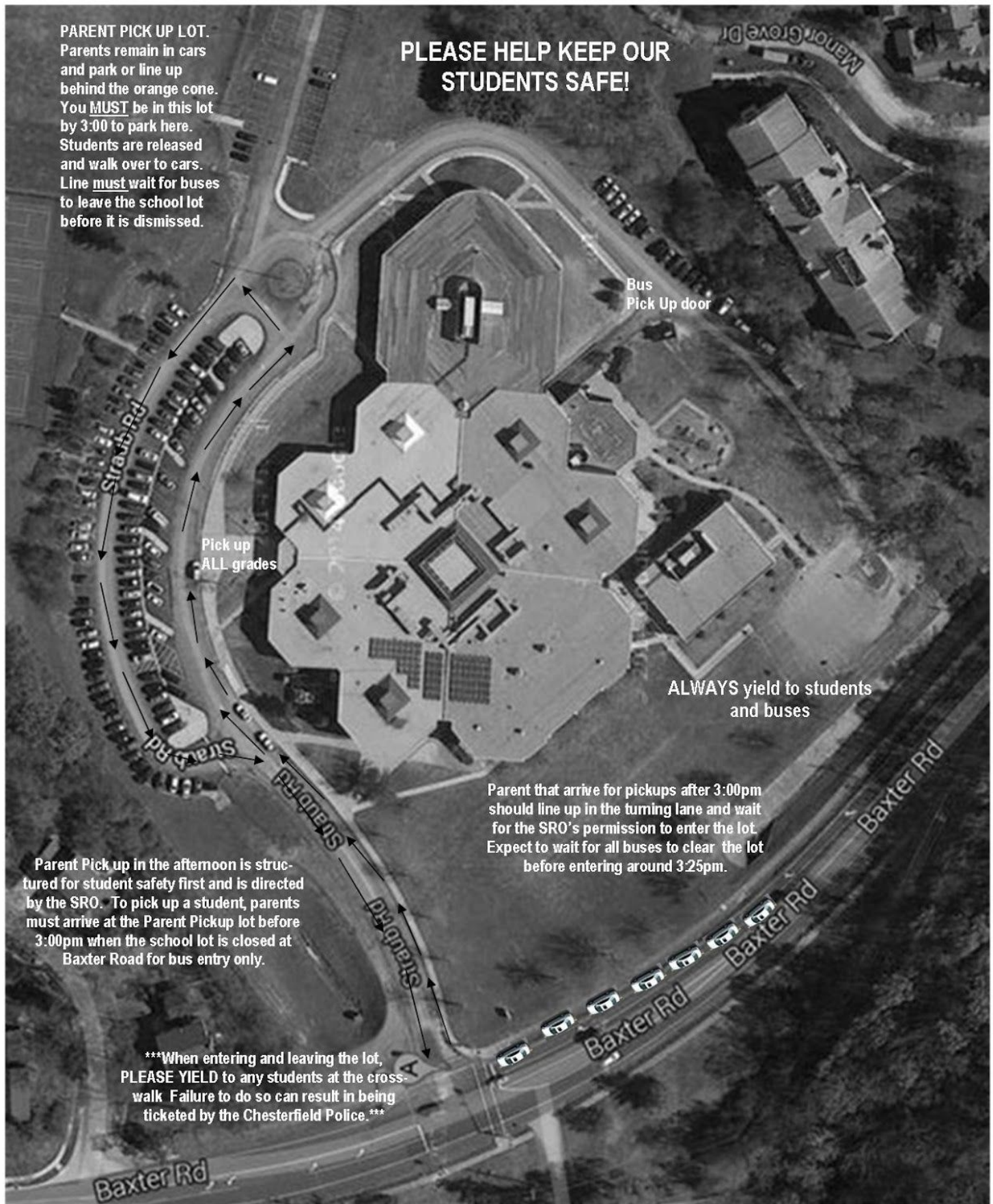
All students being transported by a parent are asked to be dropped in the back of school and enter the building through the cafeteria doors between **7:45 a.m. and 8:05 a.m.** Only buses are allowed to drop off in front of school. If you are driving your student(s) to school in the morning, please drop them off after 7:50 a.m. in the back of the school. Students will be supervised in the cafeteria until the 8:05 a.m. bell rings. Students will then be released to go to their lockers and their first period class.

Please do not drop off students directly in the front of school. Staff will be there to direct the flow of traffic.

Student Drop Off Information



Student Pick Up Information



PARENT PICK UP LOT.
Parents remain in cars and park or line up behind the orange cone. You **MUST** be in this lot by 3:00 to park here. Students are released and walk over to cars. Line must wait for buses to leave the school lot before it is dismissed.

PLEASE HELP KEEP OUR STUDENTS SAFE!

Bus Pick Up door

Pick up ALL grades

ALWAYS yield to students and buses

Parent that arrive for pickups after 3:00pm should line up in the turning lane and wait for the SRO's permission to enter the lot. Expect to wait for all buses to clear the lot before entering around 3:25pm.

Parent Pick up in the afternoon is structured for student safety first and is directed by the SRO. To pick up a student, parents must arrive at the Parent Pickup lot before 3:00pm when the school lot is closed at Baxter Road for bus entry only.

*****When entering and leaving the lot, PLEASE YIELD to any students at the crosswalk. Failure to do so can result in being ticketed by the Chesterfield Police.*****

Student Schedule

Student schedules for the upcoming school year become available on Infinite Campus a few days before school starts and, in the past, they have been mailed to each student. A copy of the schedule is needed if you wish to come up to the building during school hours a day or two before school starts to walk your schedule. This is recommended for seventh and eighth graders as they do not have a formal orientation session. For questions about your schedule, please see your grade level counselor.

Tardies

Tardy policies can be teacher specific but generally are issued when a student is late to class and arrives after the class starting bell. Tardies are not counted the first few weeks of school while students get to know the building however, students are highly encouraged to get to class on time. Consistent tardies can result in lunch detention.

Team and Planning Periods

Teachers have two class periods during the day without students. One is for their individual planning time in which parents may conference with them; the other is for Team Planning time. Teachers work together during this time to plan their curriculum and schedules, and conference as a group with parents. Planning period schedules can be found in the Buzz Book and from classroom information given out at orientation.

Visiting or Volunteering at West Middle During School Hours

When visiting the school during school hours, buzz in at the front door for the office to admit you. Go into the office, sign in, and fill out a name badge. Parents are welcome to visit the school store during its operating hours. Teacher conferences should be pre-arranged. Joining a student at lunch is welcomed. Before leaving the building, stop in the office to sign out. Volunteers are welcomed on a regular basis in the library (per schedule) and by team teachers and staff. Opportunities to volunteer at West Middle through PTO can be explored at the school website under PTO/Committees or Board/Chairs.

Visiting West Middle Before or After School Hours

Building hours are 6:30am to 7:00pm. Students may access the school building before school to get into lockers or visit teacher classrooms (by appointment only). Students that are planning to stay for the school day should not arrive at the building before 7:45am. Once home in the afternoon, students may realize they have forgotten items at school that are needed to complete their homework. The building is open after hours school hours until 7:00pm to access lockers.

Yearbooks

Yearbook orders are paid online only to the yearbook vendor in the fall. Order forms can be found on the website or the school store. The yearbooks are full color, hard covered books with a pictorial directory of staff, students, and some school events. They are delivered at the end of the school year. It is strongly recommended to order a yearbook in the fall. Students have an opportunity to sign yearbooks at the end of the school year.

Grade Specific Advice

Sixth Grade

Back to School WEB (Where Everyone Belongs) Orientation will take place before the first day of school. This day is an opportunity for sixth graders to come in and meet the teachers, walk through the building with their schedule, and set up their lockers. This is a good time to bring in their school supplies and practice with their lock on their locker.

Lockers – Sixth grade lockers are pre-assigned and labeled with the student’s name on it. Students will need a lock for their locker. Their team teacher will request a copy of their combo to keep on file. Locker shelves can be purchased and are sold in the school store. Our lockers are narrow and it is recommended to buy the shelves in our school store to fit properly. The locker is intended to hold all of the students belongings (backpack, coat, shoes, lunch, books, folders, etc.) while they take their binder and book to class. Lockers are for use during class periods and students should try to decide when it is best to visit their locker, but get to the next class on time. A student should consider going several classes without visiting their locker if they are off-team or do not have time to get back to their locker. If they do so, they should have all of the books, folders, and supplies needed for classes until they can return.

Students may not bring backpacks to class. They must carry all supplies in their 3 ring binder.

Field Trips – Teams will contact parents via email or at Open House to assist with chaperoning field trips, providing snacks and drinks for celebrations, or helping with projects for Outdoor School. Field trips are taken relating to Science and English Language Arts curriculum throughout the year.

Outdoor School/”Sixth Grade Camp” – As a part of the sixth grade curriculum, the Board of Education has designated an outdoor education experience as a part of the regular curriculum in Parkway. Under the direction of the staff and high school student cabin leaders, students go by bus to the YMCA of the Ozarks near Potosi, Missouri for 4 days and 3 nights of camp. This is an opportunity for learning outdoors and all students are encouraged to participate in this program. The cost to parents is approximately \$275, and payment plans are available. Complete information for camp will be distributed at a Parent Meeting held before camp dates. A comprehensive slide show of Outdoor School can be found on 6 White Science Teacher, Erika Babb’s website under Contents/Outdoor School SlideShow. Camp is definitely a highlight of their school career at West Middle.

PE – Sixth graders DO NOT dress out for PE but should wear tennis shoes and follow the PE guidelines for appropriate class dress.

Longhorn Day – Sixth graders get to celebrate completing their first year of middle school at the year end Longhorn Day. This School and PTO sponsored event requires the help of many parents to make it a success. A lunch followed by games, prizes, and fun make this an afternoon to remember for all West Sixth graders.

Seventh Grade

Locker set up and walking schedule – Seventh graders are welcome to come up to the school during a couple of the days before school starts to set up/decorate their lockers and to walk their schedule. This is a good time to find their way around and plan when they will visit their locker during the day.

Field Trips – Teams will contact parents via email or at Open House to assist with chaperoning field trips relating to curriculum.

PE – Seventh graders dress out for PE. They will need an additional lock for their PE locker and need to follow the PE guidelines for appropriate class dress. Showers are not taken.

Cotillion – Cotillion is a non-school sponsored opportunity for all seventh graders to participate in from West Middle. This parent sponsored program includes 5 weeks of coed etiquette and dance instruction and culminates in a finale dinner and dance at a local country club. This fee based program appeals to girls and boys. Spaces are limited and early sign ups are suggested. Look for dates and information about Cotillion through signs posted at school, email blasts and a registration letter by postal mail.

Longhorn Day – Seventh graders look forward to their end of the year celebration field trip. This event is at the end of the school year.

Eighth Grade

Locker set up and walking schedule – 8th graders are welcome to come up to the school during a couple of days before school starts to set up/decorate their lockers and to walk their schedule. This is a good time to find their way around and plan when they will visit their locker during the day.

Field Trips – Teams will contact parents via email or at Open House to assist with chaperoning field trips relating to curriculum.

PE – Eighth graders dress out for PE. They will need an additional lock for their PE locker and need to follow the PE guidelines for appropriate class dress. Showers are not taken

Career Awareness Day – A day for eighth graders to explore future career interests, typically held in late winter.

High School Curriculum Night – Takes place at West High in January. Parents and students are invited to explore curriculum and school activities at West High before their online West High Freshman registration is completed.

Eighth Grade Celebration Ceremony and Party – Eighth graders celebrate their years at West Middle with the Eighth Grade Celebration Ceremony at the end of May. The ceremony takes place in the West High gym where certificates are awarded and students are acknowledged. Following the ceremony, a party with dance, games and refreshments takes place in the high school cafeteria.

Longhorn Day - Eighth graders spend an end of middle school celebration day at Six Flags. This fee based trip shuttles students to and from Six Flags in buses. It is a highlight for most eighth graders.