

Student Handbook 2015-2016

Website: www.west.school.boiseschools.org

Janet Cherry – Principal

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WEST JUNIOR HIGH SCHOOL

Telephone:..... (208) 854-6450

Fax:.....(208) 854-6451

Attendance Line:.....(208) 854-6454

This Agenda belongs to: _____

WEST JUNIOR HIGH 2015-2016 BELL SCHEDULE

7:50 - 8:34	1st Period	44
8:37 - 9:21	2nd Period	44
9:21 - 9:36	BREAK	15
9:36 - 10:20	3rd Period	44
10:23 - 11:07	4th Period	44
11:07 - 11:39	5th Period - 7th/8th LUNCH	32
11:10 - 11:54	5th Period - 9th Grade Class	44
11:54 - 12:26	6th Period - 9th Grade LUNCH	32
11:39 - 12:23	6th Period - 7th/8th Class	44
12:26 - 1:10	7th Period	44
1:13 - 1:57	8th Period	44
2:00 - 2:30	9th Period	30

AGENDA

Your agenda provides you with the information you need to be a successful student at West Junior High School. Write your name in it and carry it to every class that you attend. It will serve as your **HALL PASS**, and if you do not have the agenda, you will not be given a pass. It is also a place to keep track of your assignments and activities. Your agenda should be with you at all times. It is advisable to take it home with you every night. If you lose your agenda, you will need to purchase another one.

ABSENCE POLICY (INCLUDING HOMEWORK AND LATE WORK POLICY)

It is the responsibility of the student to secure his/her own homework. Teachers will make certain that assignments are clearly stated in both oral and written forms. Provision is also made for obtaining some assignments in advance by using a "Prearranged Absence" form available in the main office if the student is going to be gone for three days or longer.

Students at West Junior High each carry an assignment agenda in which they record daily assignments. This agenda will cover the majority of situations. However, in most cases, students too ill to attend school are too ill to effectively complete homework. Homework information can be found on our School Fusion website.

In the case of extended absences parents may request homework from the main office only after three full days of absence, (provided the student is not returning the next day). Teachers will need twenty-four hours to respond to requests for homework.

At West Junior High, our priority is student learning and content mastery. Students maximize their potential by turning in quality work on time. However, in order to ensure content is learned, late assignments will be accepted. Time frame and credit for late work may vary. Students should always communicate directly with teachers to make arrangements for late work.

ACTIVITY CARDS

ASB Cards cost \$10.00. This cost helps to support student government, athletics, cheerleaders, music, drama, and other school activities. If you lose your ASB Card, you must purchase a replacement card.

The ASB Card admits students to activities either for free or at a discount for a school year. Students can also use their activity card at high school activities. The ASB Card is used as a library card as well.

ADDRESS CHANGES

Any change of address or telephone number should be reported to the main office immediately, even if the student is still in the Boise School District or the West Junior High attendance area. This is the only way that we can keep our records current to ensure important notices and phone calls are received.

APPOINTMENT REQUESTS

Students who wish to meet with the office staff (principal, assistant principal, counselor, resource officer, nurse, etc.) may fill out an appointment request form available from the main office and counseling office.

ASSEMBLIES

Good student conduct is to be observed during assemblies. Assembly programs are for the enjoyment of students. In order that everyone may hear and enjoy them, the following rules are to be observed:

1. Applause is the best way to show approval.
2. Booning is unacceptable.
3. All talking should stop when any entertainment activity begins. The privilege of attending assemblies and dances may be revoked at any time due to misbehavior.

ATHLETICS

Athletic academic standards; all students will need to pass 5 out of 7 classes during a semester to remain eligible for the next semester. Athletes will be expected to have acceptable personal behavior in order to play during the week and coaches will be conducting behavior checks. Physicals are required for athletic participation; one to cover 7th & 8th grades and one to cover 9th grade.

ATTENDANCE

When a student is absent, the parent or guardian should telephone the school at 854-6454 to report their absence. Although this number may be called 24 hours a day, it is very helpful if parents call on the morning of the student's absence. If it is impossible for a parent to call, then a written excuse showing the exact dates and reason for the absence, signed by the parent, must be delivered to the attendance office upon the student's return to school.

All written medical/dental excuses should also be sent to the attendance office. An absence not cleared within 48 hours will be considered a truancy, a major disciplinary violation (MDV).

AUTOMOBILES

If it is necessary to drive to school, please park in the furthest N.E. corner of the parking lot. During school hours, students are not allowed to return to their vehicles without permission, nor are they allowed to leave campus during the school day as West is a closed campus.

BICYCLES

Bicycles are to be parked and locked in the racks provided on the side of the building. REMINDER: Bicycles should be provided with locks and licenses. The school cannot be held responsible for damage or theft while bicycles are parked in the racks. Students riding bicycles are encouraged to ride safely and may not enter or travel through the bus loading area.

BREAK

During break, students may go the cafeteria for food or drink. The cafeteria is the **ONLY** place food or drink will be allowed. Food and drink will be confiscated if brought inside the main school areas. The building principal may approve exceptions to this. Break is a privilege and as such an individual student may lose break at the discretion of the teacher, or all students may have break taken away by the administration.

BULLETIN BOARDS

Bulletin boards are located around the building. Any students wanting to post a notice must have the approval of the building administration.

CAFETERIA RULES

Students will go to the cafeteria for food or drink. The cafeteria will be the **ONLY** place food or drink will be allowed. Food and drink will be confiscated if brought inside the main school areas. The building principal may approve exceptions to this. Individual students may lose time in the cafeteria at the discretion of a teacher or administrator.

1. Maintain orderly lines – no cutting or saving places.
2. Students will pick up and deposit all trash into trash receptacle nearest to seat. Notify an adult on duty if there is a spill.
3. Respect and proper manners are expected. No loud voices, running, horseplay, throwing food, etc.
4. Sit at tables while eating. When finished eating, clean up after yourself, and exit the cafeteria.
5. Students leaving the cafeteria may not re-enter without permission of the supervisor.
6. For safety reasons, the rear entry door areas are off limits except for passing to and from the cafeteria.
7. Students will remain in the building during bad weather.
8. Students in the gym are to remain seated unless actively involved in an activity on the gym floor.
9. Hallways are to remain clear. No one is to go to his or her locker before the bell. A pass is required from staff for any exception.
10. Students who have a library pass may go to the library but must remain there until the bell rings.

CHEATING (See also PLAGIARISM)

First offense: Re-do assignment for: 7th grade – 75% of grade; 8th – 50% of grade; 9th – no credit

Second offense (cumulative through the years): student may lose credit for the class.

DANCES

During the school year, there are various dances scheduled. Dances are for West students only and require a school identification card to enter. Typically dances are held on Thursday evenings 6-8pm, unless otherwise communicated by West administration. Students are to be dropped off and picked up at the front of the school. Students who are not picked up at the designated time may lose the privilege to attend the next dance. Dress expectation may involve themes; however, students are expected to adhere to attire standards as stated in Dress Code section.

DIGITAL CITIZENSHIP

Students should use all forms of technology in a respectful and responsible manner and at the teacher's discretion.

Respectful and Responsible means:

- Never video or photograph without consent of all parties involved and content obtained at school should not be posted to social media without consent.
- Use of any device with photo/video capabilities is banned in areas of assumed privacy (locker room/restroom).
- Never use another student's device without consent.
- Devices may be used for academic purposes with teacher permission in class.
- Individuals should immediately report any form of cyberbullying or inappropriate technology use.
- Headphones should not be in use during class without teacher permission.
- Technology use should reflect the Mustang Traditions of: Honesty, Respect, Compassion, Courage, Teamwork, and Integrity.
- Personal electronic devices include cell phones/headphones will not be allowed in the In-House Detention rooms.

Technology and phone privileges may be revoked at any time.

DISCIPLINE (In General)

Two principles govern all the rules in the Boise School District:

- Conduct that is disruptive of the educational process is prohibited.
- Conduct which infringes upon the rights, property and safety of others, is prohibited.

From these two basic principles, each teacher constructs a classroom discipline plan that best serves to produce an educational classroom environment that is conducive to learning and safety. Unless the misbehavior is severely disruptive or dangerous, the teacher deals with the student first. If misbehavior continues or escalates, the teacher will contact the parents, then counselors, and as necessary, other members of the West Problem Solving Intervention Team to get involved. Students may be assigned noon detention, in-house detention, Thursday School and/or out-of-school suspension. Discipline issues are covered by district policy.

DISMISSAL RULES

Upon dismissal of the school day, students are to leave the school buildings and the school grounds by 2:45 unless they are under staff supervision. Except when there is a scheduled school activity, halls will be cleared by 2:45.

DRESS CODE: WJH School Uniform Dress Code:

Students' clothing and grooming shall be appropriate at all times. "Appropriate" is defined as clothing which is non-disruptive and does not interfere with the educational process. "At all times" is defined as during school hours. The School Board is permitted to adopt dress codes mandating the use of school uniforms. The purpose of the School Uniform Dress Code shall be to provide additional opportunities for increased school safety, to encourage students to experience a greater sense of school identity and belonging, to encourage an improvement in student behavior, and to encourage a high level of program participation.

Appearance Guidelines: Students are expected to be neat, clean, and avoid extremes. Uniforms are to be kept in good condition. ****Uniforms (including West Sweatshirts) should be free of all types of graffiti and/or any writing and worn during regular school hours.****

The following are student uniform dress code guidelines:

Shirt: Polo: collared - solid white/dark green short or long sleeve - **no cap sleeves**. Undershirt: solid color - white, black, green or gray. Designs, emblems, insignias, monograms and logos are prohibited.

Skirts/Shorts/Slacks/Skortts: (no dresses). Solid color: Khaki or Black. Style must be cotton twill or cotton blend (no **jean** style or **jean** material). **No stretch pants. No exercise/yoga pants.** Must be worn at waistline. **Finger tip length or longer** (length can be cuffed or not cuffed). Can be pleated, flat, or A-line. No elastic or gathered at ankles. No cuts, tears, shred, or frayed in pant legs. Parachute, wind, stretch/warm-up, sweats, athletic, and jean style pants are prohibited. Designs, emblems, insignias, monograms and logos are prohibited.

Belts: (optional as long as pants are at waistline): Solid color and solid material: Black, khaki, or brown. Belt buckles must be plain; standard buckle **no letters or symbols**. Appropriate length for waist size. No dangling belts. Design emblems, insignias, monograms, logos, studs, etc. are prohibited.

Shoes: Shoes may be tie, buckle, Velcro, or Slip-on (tennis shoes are acceptable). Shoes shall be properly tied, if applicable (No dragging shoe laces). **No house slippers or shoes that resemble slippers.**

Sweatshirts: "Official" West Junior High Sweatshirts will be the **ONLY** outerwear allowed in the building during the school day. **A polo must be worn under a sweatshirt at all times and be visible.** Additions/changes to the sweatshirt must have administrator approval.

Outerwear: Outerwear (winter coat/rain coat) **may not** be worn to class. Trench coats are prohibited. Outerwear may be any color and with or without a hood.

Accessories: Scarves, ties, and hats are not to be worn during the school day. Other accessories need to be appropriate and safe. Design emblems, insignias, monograms, logos, studs, etc. are prohibited.

General Uniform Rules:

The school uniform must be worn properly at all times when the student is on school grounds during school hours. Uniforms, for hygienic reasons, may not be stored in student lockers or P.E. lockers overnight, except sweaters & sweatshirts. Uniforms are expected to be in a clean, mended condition. Students will not obscure their identity in any way (face paint, excessive make-up, and sunglasses). Exposed chains, oversize jewelry, dog collars, spikes, piercing, and other articles deemed to be potentially harmful to students are not permitted. Clothing must fit appropriately. Excessively tight pants and/or shirts are not allowed. Shirts must be buttoned up properly to ensure modesty. No hoods or hats are to be worn on head inside of the school building.

West Spirit Days will typically take place at least once a month. Students during the school day are allowed to wear West or Borah Spirit gear from the current season they are participating in or "official" West Spirit Club gear. Regular uniform guidelines will apply to pants/shorts/skortts/skirts on Spirit Days unless otherwise specified by West Administration.

FLOWERS AND BALLOONS

To minimize classroom disruptions, these items will not be accepted or delivered to students.

HALL BEHAVIOR

Students are to be in the halls only at the beginning of school, at the end of school, and while passing between classes. Students are encouraged to walk on the right side of the hallway. Students are to be courteous in the hall at all times. Students exhibiting discourtesy in the hall, running or using obscene language may result in detention time. Students are not allowed to have open containers of food or drink in the halls at any time during regular school hours. Students violating this rule may also be assigned detention time. The food or drink will be confiscated. For safety purposes students need to be able to hear directions if given, so please keep one ear free if using earbuds.

HALL PASSES

A student in the hallway during class time is required to have a visible hall pass from a staff member, a pass written in his/her agenda, or be accompanied by a teacher.

INFINITE CAMPUS (PARENT PORTAL)

The Parent Portal provides access for parents to their child's information (e.g., grades, attendance) as it is entered by teachers, counselors and staff. Please call the main office if you need a username and password to the Portal.

INFORMATION TO PARENTS/GUARDIANS

During the school year, there will be occasional, informative newsletters available on our website. Progress and quarterly report cards will be sent to parents/guardians via the students. Report cards for the first and second semester will be mailed to parents/guardians at the end of the school year. Contact the grade level counselor for additional assistance.

INSURANCE

Even with the greatest precautions and the closest supervision, accidents can and do happen at school. Because of this, preparation needs to be made for possible medical expenses that may arise from injuries that occur at school. **THE SCHOOL DISTRICT DOES NOT PROVIDE MEDICAL INSURANCE TO AUTOMATICALLY PAY FOR MEDICAL EXPENSES WHEN STUDENTS ARE INJURED AT SCHOOL.** Medical expenses are still a responsibility of the parents or legal guardians. The district is required to carry only liability insurance. If a student is not already covered by medical insurance through a family plan or a parent wants additional medical coverage, the district does make student medical insurance available to families for their individual purchase. Brochures outlining the coverage and premiums are handed out to students at the beginning of the school year. This form, along with the premium, should be mailed to the insurance company during the first few days of school.

LIBRARY POLICY

Library hours are usually from 7:20-3:10 daily. A book can be checked out for two weeks at a time and may be renewed with approval by the library staff. The fine for overdue books is twenty cents per day and/or a canned food item (one canned food item = twenty cents). Students are to pay fines or make arrangements to do so when the overdue book is returned. Students should not rely on fine slips to remind them of overdue materials. All books/materials are stamped with the due date. An adult librarian handles fines and fine arrangements. Damaged and lost books are assessed according to replacement costs. ALL overdue books and ALL fines MUST be cleared before checking out other materials or receiving a report card.

LOCKERS

The student lockers are the property of West Junior High, and school officials reserve the right to inspect them at any time and for any reason. The school is not responsible for lost or stolen items. Students will be assigned a locker. It is the student's responsibility to keep the locker clean. Damage to a lock or locker may result in a fine. PLEASE OBSERVE THE FOLLOWING:

1. Do not change lockers or share your locker.
2. Students using another student's locker may lose locker privileges.
3. Know your combination! Do not tell any students your locker combination.
4. Always keep your locker locked.
5. Never force the locker doors shut or open.
6. Do not leave money or valuables in your locker.
7. No stickers on lockers.

MUSIC GROUPS

West's performing musical groups are organized to promote appreciation for a variety of music, to provide an opportunity for students to develop their abilities, and to serve the student body and community through performances. Students belonging to a performing music group have an obligation to the group and the school to attend all performances. In the event of illness or other emergency, a member should inform his or her teacher as soon as possible. The performance calendar will be discussed with each group at the beginning of the year to achieve complete understanding. Each group will plan with their teachers and parents for uniformity in dress at performances.

NATIONAL JUNIOR HONOR SOCIETY

The purpose of the organization is to create enthusiasm for scholarship, stimulate a desire to render service, promote leadership, and encourage good citizenship. For the scholarship qualification, a student must have a cumulative GPA of 3.7 based upon three semesters for eighth graders and five semesters for ninth graders. Remaining qualifications are subjective in nature and considered as a whole by a faculty council. Students may not apply for membership in the NJHS, but if they succeed in the scholastic qualification, they are invited to submit an informational form to the faculty council. The faculty council consists of five faculty members appointed by the principal, but may not include the principal or the honor society's advisor.

Students are admitted to the honor society by a majority council vote. As with any honor, there exists virtually no recourse for non-selection. The chapter plans social and service projects each semester. A formal induction ceremony for new members is held in the spring.

NURSE'S OFFICE

An emergency phone number must be on our records to enable us to contact parents at any time during the day. Tylenol, Ibuprofen and cough drops are available, but parent permission is needed before these can be given to students. Parents may indicate their approval on the registration form or may call the nurse to give permission. Students must have a pass from their teacher to see the nurse. After evaluation by the nurse, a student will either be sent home if he/she is too sick to be at school or sent back to class. No student will spend more than 15 minutes in the nurse's office unless waiting to be picked up.

OUT OF BOUNDS AREAS

Gyms, locker rooms, and the far west playing field are off limits, unless permission has been granted. During the school day, students are not to use the areas in front of or along the side of the main building or across the bus ramp.

PERMIT TO LEAVE SCHOOL (CLOSED CAMPUS)

Students must have a written "Permit to Leave" in order to leave the school. Failure to do so will result in truancy. Permission from a Parent/Guardian in the form of a home call or written note with Parent/Guardian signature is necessary to obtain a "Permit to Leave." Please call the office (854-6450) at least one hour prior to the time the student is released. Office personnel must issue this permit. If a student returns to school with a "Permit to Leave", the student must report to the office before returning to class. As West Junior High is a "closed" campus, students are not allowed to leave campus for lunch except under adult supervision.

PERSONAL BELONGINGS

Skateboards, shoe-skates or roller blades are only allowed at school as transportation to and from school and are not allowed on school buses. Skating is not allowed on school property at any time.

Students will be able to use backpacks to transport school supplies to and from school. Backpacks/bags are not allowed in classrooms and will be left in lockers during the school day. For your protection, please keep your binders and personal items in your locker or with you at all times.

PHONE MESSAGES

Emergency messages from parents will be received by the main office. To avoid disrupting class, messages will be delivered only for emergencies. Messages will not be taken from friends or other relatives unless the parents give prior permission.

PLAGIARISM

Plagiarism is the unethical practice of using another person's ideas, words, or graphic representation as if they were your own, without giving credit. This includes, but is not limited to, other student's work, magazines, books, textbooks, blogs, and websites, as well as sites that translate text from one language to another. To avoid plagiarism, students should follow the guidelines provided by the teacher assigning the research as well as the West Junior High School Librarian. Students should ask their questions about this process before an assignment is due.

PUBLIC DISPLAY OF AFFECTION

Per the District policy, West Junior High School will have a no tolerance stance with regard to inappropriate public displays of affection.

RETURN CHECK POLICY

Parents will be charged on all returned checks plus the check amount, which must be paid in cash. No checks will be processed a second time.

TARDINESS

Be on time to class and seated in your assigned seat. If students are detained in the office or by a teacher, they should ask for a signed pass in their agenda before going to their next class. Thursday School detention (**2:30-5:30**) will be assigned for a 6th tardy in a single class. A 7th tardy may result in loss of credit unless successfully appealed in writing during each semester as per district policy.

TELEPHONE

The classroom and main office phones are for school business only. Permission to use the phone during break and/or lunch may be granted by the main office. Room phones are for school personnel only. Do not ask teachers to use their phones EXCEPT IN EXTREME EMERGENCIES. Office phones are not used after school by students for personal calls.

TEXTBOOKS

Textbooks and novels are loaned to students during school year. Students are encouraged to use book covers to keep damage to a minimum. Students will be fined for lost or damaged books to cover the cost of replacement or repair.

VISITORS

All visitors, including parents, volunteers, and substitute teachers must report to the main office AND MUST SECURE AND WEAR A BADGE. THE BADGE MUST DISPLAY NAME AND LOCATION. Parents are considered partners at West Junior High and are always encouraged and appreciated. However, students may not bring visitors to school. Non-attending students are not allowed on campus at any time. Visitors will not be allowed at any school dances.

WITHDRAWAL FROM SCHOOL

Parents or legal guardians must go to the counseling office to withdraw a student from West Junior High. Parents should bring the following items: forwarding address, money for any fines (if applicable), library books, and textbooks. If an official record request is not received within two weeks from another school, the student will be classified as a dropout.

BOISE SCHOOLS CALENDAR 2015-2016

August 24

September 7
 October 1 - 2
 October 23
 October 28
 October 30

 October 30
 November 23 - 27
 December 18
 December 21 - January 1
 January 4
 January 13, 14, 15
 January 15
 January 18
 February 15
 March 10
 March 18
 March 21 - 25
 May 20
 May 30
 May 31 & June 1 - 2

First Day of School - Early Release K - 12

Labor Day - No School K-12
 State In-service Days - No School K-12
 End of First Quarter - Early Release K-6
 No Kindergarten classes - Parent Conferences
 No K-6 Elementary classes - Parent Conferences
 - Evening conferences will be held Wednesday, October 28 and Thursday, October 29.
 No School K-12
 Thanksgiving Holiday Break - No School K-12
 Early Release K-12
 Winter Holiday Break - No School K-12
 School Resumes
 Secondary End of Semester Testing - Early Release 7-12
 End of First Semester - Early Release K-6
 Martin Luther King Jr. Day - No School K-12
 Presidents' Day - No School K-12
 Kindergarten Registration 3:30 - 5:30 p.m.
 End of Third Quarter - Early Release K-6
 Spring Break - No School K-12
 Last Day of School for Seniors
 Memorial Day - No School K-12
 Secondary End of Semester Testing - Early Release 7-12

June 2

June 6 - July 1
 July 4
 July 5 - 29

Last Day of School - Early Release K - 12

Secondary Summer School - Semester 1
 Independence Day Holiday - No Summer School
 Secondary Summer School - Semester 2

Grading Periods

August 24-October 23	42 days
October 26-January 15	45 days
January 19-March 18	42 days
March 28-June 2	47 days
Instructional Days	176 days

Release times for Junior High are 12:00 (no lunch served) or 1:15 (lunch served). Junior High releases at 1:15 (Days 1 & 2) and 12:00 (Day 3) during end of semester testing days.

CALENDAR MAY BE SUBJECT TO CHANGE