



2025-2026 WVMS Student & Family Handbook

Administration

- Executive Principal: Jennifer Vacek jennifer.vacek@knoxschools.org
- 6th Grade Principal: Matt Pattillo matthew.pattillo@knoxschools.org
- 7th Grade Principal: Jessica McDonald jessica.mcdonald1@knoxschools.org
- 8th Grade Principal: Shane Chambers shane.chambers@knoxschools.org

School Counseling

- 6th Grade School Counselor: Kate Mascarette kate.mascarette@knoxschools.org
- 7th Grade School Counselor: Robbie Sudderth robbie.sudderth@knoxschools.org
- 8th Grade School Counselor: Tosha Jenkins tosha.jenkins@knoxschools.org

Athletics

- Athletic Director: Shane Chambers shane.chambers@knoxschools.org

School Contact Information

- School Telephone Number: (865) 539-5145
- School Fax Number: (865) 539-5155
- Instructional Hours: 8:30 am - 3:30 pm
- School Office Hours: 7:30 am - 3:45 pm

WVMS Mission Statement

West Valley Middle School exists to inspire students to be resourceful, respectful, and responsible citizens by providing a challenging and safe learning environment.

WVMS Core Values: Pack PRIDE

- **P**ositivity: Maintaining optimism and positivity even when facing adversity
- **R**espect: Accepting others and showing kindness even when there are differences
- **I**ntegrity: Doing what is right even when no one is looking
- **D**edication: Committing long-term with heart and soul
- **E**xcellence: Consistently striving to exceed expectations

WVMS Instructional Focus: SY25.26

- Student Engagement

KCS Vision

To grow lifelong learners who contribute their talents, strengths, and skills to build a stronger community

KCS Mission

To provide excellent and accessible learning opportunities that empower all students to realize their full potential

KCS & WVMS Priorities

- Excellence in foundational skills, particularly early literacy and middle-school math
- Providing great educators in every school
- Career empowerment & preparation
- Success for every student

2025-2026 District Calendar

August

Tuesday, August 5 6th Grade Orientation
Thursday, August 7 First Day for Students (½ Day for Students)
Friday, August 8 First Full Day for Students

September

Monday, September 1 Labor Day Holiday (Knox County Schools Closed)
Friday, September 5 End 4 1/2-weeks Grading Period
Wednesday, September 17 Constitution Day (Knox County Schools Open; ½ Day for Students)

October

Monday, October 6 - Fall Break
Friday, October 10
Tuesday, October 14 End First 9-weeks Grading Period

November

Tuesday, November 4 Staff In-Service Day (Student Holiday)
Thursday, November 13 End 4 1/2-weeks Grading Period
Wednesday, November 19 ½ Day for Students
Wednesday, November 26 - Thanksgiving Holidays (Knox County Schools Closed)
Friday, November 28

December

Friday, December 19 Half-Day day for Students; End Second 9-weeks Grading Period;
End First Semester
Monday, December 22 - Winter Break
Friday, January 2

January

Monday, January 5 First Day for Students after Winter Break (Full Day)
Monday, January 19 Martin Luther King, Jr. Day Holiday (Knox County Schools Closed)
Wednesday, January 28 ½ Day for Students

February

Thursday, February 5 End 4 1/2-weeks Grading Period
Monday, February 16 Staff In-Service Day (Student Holiday)

March

Monday, March 9 - Spring Break
Friday, March 13
Tuesday, March 17 End Third 9-weeks Grading Period
Wednesday, March 25 ½ Day for Students

April

Friday, April 3 Holiday (Knox County Schools Closed)
Monday, April 20 End 4 1/2-weeks Grading Period

May

Tuesday, May 5 Systemwide In-Service Day (Student Holiday)
Thursday, May 21 Last Day for Students (Half-Day); End Fourth 9-weeks Grading Period;
End Second Semester

Office Procedures

Attendance ([J-120](#))

- All parent/medical excuses should be submitted to the main office *within 5 days* of returning to school.
- Any notes turned in after the 5 days will be unexcused per KCS policy.
- Per KCS policy, **excused** absences include:
 - Personal illness
 - Illness of immediate family member
 - Death in the family
 - Extreme weather conditions
 - Religious observances
 - College visits
 - Pregnancy
 - School sponsored or school endorsed activities
 - If a student's parent and/or legal guardian is a member of the United States armed forces, including a member of a state National Guard or Reserve component called to federal active duty, the student shall be given:
 - a) An excused absence for one (1) day when the member is deployed;
 - b) An excused absence for one (1) day when the service member returns from deployment;
 - c) Excused absences for up to ten (10) days for visitation when the member is granted rest and recuperation leave and is stationed out of the country;
 - d) Excused absences for up to ten (10) days cumulatively within the school year for visitation during the member's deployment cycle. The student shall provide documentation to the school as proof of the service member's deployment; and
 - e) The opportunity to make up school work missed and shall not have their class grades adversely affected for lack of class attendance or class participation due to the excused absence.
 - Summons, subpoena, or court order
 - Circumstances which, in the judgment of the school leader, create emergencies over which the student has no control
- Per KCS policy, the following absences will **not** be excused:
 - Family vacations taken during the school year
 - Senior Skip Day

Early Check-out/Dismissal

- Parents/guardians must sign their child out in the main office, and a photo ID is required.
- Only persons listed on the student emergency contact sheet may sign out a student.
- We will **not** accept faxes, emails, ParentSquare messages, and/or phone calls for student check out.
- To protect instructional time and to allow students to maintain expectations related to cell phone use during the school day, please avoid texting/calling your child to notify them of your arrival. The front office staff will call your student's classroom for check-out.
- To protect instructional time and to avoid impeding with dismissal procedures, please **avoid checking your child out after 3:00 pm.**

Late Check-in/Tardy

- Students must report directly to the main office upon late arrival to school to sign in. Students will receive a tardy slip which will admit the student to class.

Use of Office Phone

- Students may use the office phone if he or she has forgotten something or needs to communicate with a parent/guardian about urgent matters.
- Students are permitted to use the phone in the classroom with teacher permission in emergency situations.
- Students may not use the office phone to ask permission to go home with a friend.
- Parents who need to contact their children need to do so by contacting the main office.

Guidelines for Items Left in the Front Office For Students

- In an effort to minimize classroom interruptions, students will only be called to the main office between class changes to pick up items and messages.

Bus Notes

- If a student is riding a different bus, they must have a note signed by the parent/guardian with the bus number.
- **The student must submit the bus note to the main office no later than 8:45 am for verification and office approval.**
- Students will **not** be allowed on an alternative bus without the signed note.

Holidays/Birthdays

- We do not accept deliveries for students, such as flowers, balloons, etc. for holidays or birthdays.
- Knox County does not allow parents/guardians/students to bring any food/drinks (including “group lunches”, treats, etc.).

Medications ([J-352](#))

- Knox County policy states that the school nurse may not administer medication of any kind until a physician has completed the appropriate form.
- Forms can be found on our website: westvalleyms.knoxschools.org.
- **Students are not allowed to carry medication, including over-the counter medications (e.g., Tylenol, Ibuprofen, cough syrup, etc.),** except for the following with proper medication forms completed and on file:
 - Asthma inhalers, Epi-Pens (anaphylaxis medications), pancreatic enzymes or insulin delivery systems with written permission from a parent and authorization by a medical health care provider

7th Grade Immunization Requirements & Exemptions

- The Tennessee Department of Health requires all students entering seventh grade (7th) to receive a Tdap booster and documentation of two (2) doses of a Varicella (Chickenpox vaccine). If this requirement is not met, your child cannot attend school on August 7, 2025.

- Exemptions to the immunization requirement are as follows:
 1. Children who are not immunized due to medical reasons and provide a written statement from a licensed medical provider.
 2. An immunization is not required if a qualified physician certifies that administration of the immunization would be in any way harmful to the child.
 3. In the absence of an epidemic or immediate threat of an epidemic, religious exemptions require a signed statement from the parent/guardian that the vaccination (s) conflict with their religious tenets or practices.
- The Knox County Health Department is available to provide the vaccines and will bill your insurance accordingly. If your child does not have health insurance or their health insurance does not cover vaccines, contact the Knox County Health Department. If you choose to have your child's vaccine administered by your healthcare provider, please remember verification is required on the first day of school. Scheduled appointments for immunizations after school begins will not serve as a substitute for school entry.
- If you have questions concerning the 7th grade immunization requirements, contact your child's health care provider or school nurse. Our school nurse at West Valley is Gina Lothamer (gina.lothamer@knoxschools.org).

Sports Physicals ([1-172](#))

- All students are required to have a completed Knox County Sports Physical before trying out for a school-sponsored sport.
- Some sports occur in the fall and others in the spring.
- Please make a copy of your child's physical form for your files.
- Physical forms can be found on our website or in the office.

Copies

- Due to rising paper costs, office staff will not be able to make copies for non-staff members.

Visitor Policy

- All visitors must present a photo ID at the door when buzzing into the main office.
- All visitors and volunteers must sign in at the main office and receive a visitor badge.

Parent/Guardian Communication with Staff

- The best form of communication with your child's teacher(s) is email. You may also leave a message in the office if necessary.
- Please allow our staff 48 business hours to respond to your concerns, questions, and/or suggestions via Aspen, Canvas, Parent Square, email, or phone.
- In order to avoid disruption in the learning environment, parents and other visitors may not "drop in" unannounced.
- Administrators have blocks of instructional time where they will not be available as well. You may leave a message or send an email.

Wireless Communication Devices in School ([J-240](#))

- Students must refrain from using any wireless communication devices *regardless of mode in which device is in* (cell phones, smart watches, smart glasses, tablets, Kindels, etc.) except in emergency situations or in situations in which an Individualized Education Plan (IEP), 504, or Individualized Health Plan (IHP) allows.
- Students' wireless communication devices must be in **off** mode and **stored away out of sight** (in other words, not on a student's person) during instructional time (8:30 am - 3:30 pm).
- If a student is caught with a cell phone/device during instructional time, the following procedure will be followed:
 - 1st Offense: Student walks phone/device to office, designated staff member enters info in log, and STUDENT can pick up at the end of the day.
 - 2nd Offense: Student walks phone/device to office, designated staff member enters info in log, and PARENT/GUARDIAN can pick up at the end of the day.
 - 3rd+ Offense: Student walks phone/device to office, designated staff member enters info in log, and PARENT/GUARDIAN can pick up at the end of the day. Board policy will be followed to determine next disciplinary steps.

Student Procedures

Early Arrivals

- The school building is open to students at 7:30 am. Any student arriving before 7:30 am will wait in the front of the school (walkers) or back of the school (car riders). Please note that students arriving before 7:30 am will not be supervised by WV staff members until the day begins at 7:30 am.
- Upon entering the building, students will either go to the gym or the cafeteria for breakfast until dismissal to homeroom at 8:00 am.
- Students may also go directly to the Library when it is open between 7:30 am and 8:15 am AND sign in until capacity is reached. Once a student has signed into the Library, he/she must remain in the Library until dismissal to Homeroom at 8:00 am.
 - On Mondays, Wednesday, and Fridays, students may also visit the library from 8:00 am on as long as they have 1) checked in with their homeroom teacher, 2) have a "Library" reason to be in the space (e.g., returning a book, checking out a book or magazine, doing homework or research, choosing a coloring sheet for the day, or working on a Maker Space project), and 3) received a Library pass from their homeroom teacher.
 - On Tuesdays and Thursdays, students can come and chat with friends, play games (e.g., chess, Go, etc.).
 - Students will be required to leave the library for Homeroom between 8:15 am and 8:20 am.
- NOTE: In order to prevent unnecessary hallway traffic before 8:10 am, students may not leave the gym to go to the library.

Late Arrivals

- Students arriving any time after 8:30 am must report to the main office to check in.
- Students will receive a pass slip with the student's name, ID number, and the time of arrival listed. This pass will admit the student to class.

Early Dismissals

- If it is necessary for a student to leave school early, the person picking up the student must come into the main office to sign the student out.
- This person must be on the student's emergency pick-up list and must present photo identification to check the student out of school.
- Students dismissing early must remain in class until the main office has called the classroom to dismiss the student. Please refrain from texting or calling your student when you have arrived. Students will not have access to cell phones.

Dismissal

- Students are dismissed at the conclusion of the instructional school day.
- Walkers and first load bus riders are dismissed at 3:30 pm and exit through the front doors of the building.
- Car riders are dismissed at ~3:33 pm and exit through the back doors of the building.
- Second load bus riders are dismissed at ~3:35 pm and report directly to bus hall in the cafeteria by intercom announcement and may not leave bus hall without permission from a staff member supervising bus hall.
- Students participating in after-school activities dismiss from their last period class with second load bus riders at ~3:35 pm.

Bus Hall

- Upon intercom announcement at ~3:35 pm, students riding second load buses should report immediately to the cafeteria and sit in their designated bus area indicated by signage on the walls in the cafeteria.
- Once in the cafeteria, students are required to have permission from a bus hall monitor to leave the cafeteria.
- Students are expected to remain seated in bus hall and should not change seats unless given permission by a bus hall monitor.

Grading Scale

- Students earn grades each week and can access them by using the parent portal system (Aspen).
- Progress reports can be viewed online every 4 ½ weeks throughout the year.
- WVMS utilizes the Knox County approved grading scale.
 - A = 100-90
 - B = 89-80
 - C = 79-70
 - D = 69-60
 - F = below 59

- Teachers will provide parents and students with a syllabus at the beginning of the year. This will include class expectations, grading and assignment policies, and materials needed.

Absence/Make-up Work Policy

- Knox County School Board states: If a student must be absent from school for any reason, excused or unexcused, up to ten (10) days upon returning to school, he/she shall be given the opportunity to make up any and all assignments that were missed during the student's absence. Teachers shall set a reasonable time for the completion of the work.
- If your child is absent and you would like to make arrangements to retrieve make-up work, please email or call his/her grade level administrator or contact our office.
- Every attempt will be made to gather the work and to have it available within 48 business hours.
- Feel free to call the office to confirm that your child's work is ready for pick-up at 539-5145.

Plagiarism, Cheating, & Use of Artificial Intelligence (AI)

- In alignment with our Pack PRIDE values, the West Valley community expects students to strive for excellence, in part, by consistently demonstrating academic integrity and responsibility. Students are expected to complete original work and perform to the best of their ability. Plagiarism and cheating are in direct violation of these expectations.
- Plagiarism is defined as the unauthorized use of someone else's work. This includes claiming work from friends, parents, and tutors as your own. Information from websites, books, or other resources without citation is also plagiarism. Cheating includes copying another's work or allowing your work to be copied..
- See a list of examples below:
 - Copying from another's test paper
 - Using material during a test which is not authorized by the person giving the test
 - Collaborating with another student during the test without authorization
 - Knowingly using, buying, selling, stealing, transporting, or soliciting, in whole or part, the contents of an unadministered test
 - Substituting for another student or permitting another student to substitute for one's self to take a test
 - Bribing another person to obtain a test that is to be administered
 - Securing copies of the test or answers to the test in advance of the test
 - Copying written work from the internet or any other source
 - Copying another student's paper from a school computer or from a printed copy
 - Using online translators in a World Language course
 - Copying programming code
 - Copying the analysis portion of a lab report in science class
 - Taking key words or phrases or facts from an electronic source without properly citing the source
 - Using key words or phrases from a source without placing those words in quotation marks and without placing as in-text citation in the paper at the end of each sentence containing such quotes
 - Placing a citation at the end of a passage in your paper without making clear which of the preceding sentences contain(s) the information taken from the source
 - Documenting only quoted material, but not documenting paraphrased or summarized material
 - Turning in a paper without proper in-text citations or without a Works Cited page

- Failing to cite a fact that is not common knowledge Downloading a paper from the internet
- Consequences for Plagiarism or Cheating:
 - Students may be assigned classroom disciplinary action in addition to typical behavior intervention.
 - The classroom teacher will notify the parent/guardian of the infraction and submit a conduct referral in Aspen.
 - The student will have the option to redo the assignment within a specified period of time for ½ credit OR take a zero on the assignment.
- Click [HERE](#) to review the KCS Artificial Intelligence (AI) Policy.

Technology

WVMS is a 1:1 school meaning that every student will be issued a device as a learning tool. Students may receive a Chromebook to use during the school year. It will be issued in the first weeks of school and collected in the last weeks of the school year. Students will receive the same device each year they are at West Valley. Students should report any problems they are experiencing with the device as soon as possible to the technology secretary in the main office.

Technology Use Expectations

Though the Chromebook is the property of Knox County Schools, students are charged with the care of the device. Each device is assigned to an individual student, and the responsibility for the device rests solely with the student. Aside from the device's physical care, our classroom expectations can be summed up by the reflective question, "Is this for school?"

- Students are expected to use the device solely for classroom learning at the direction of their teachers.
- Only the student who has been issued the device should use it.
- Students should bring their devices to school fully charged each day.
- Students have no right to privacy on a school-issued technology device. It may be collected and inspected at any time.
- Students should not download any program onto their computer unless directed to by a teacher or administrator as a part of classroom instruction.
- Students are expected to back up their work to Google Drive using their Knox County Google account.

Chromebooks

- Every student is issued a KCS Chromebook device for the duration of the school year.
- Students are allowed to take their KCS Chromebooks home for instructional purposes only.
- KCS Chromebook are property of Knox County Schools and can be collected and inspected at any time.
- All students and their parents/guardians must complete the [technology device agreement](#) form on an annual basis for a student to be issued a Chromebook.
- Families may opt into purchasing [Chromebook Insurance](#) on an annual basis. Visit GiveBacks to purchase Chromebook Insurance.
- If students are found to be in violation of the expectations outlined in the technology device agreement and/or school board [policy and procedures regarding appropriate use](#), students may become day users.

- In instances such as this, students will not be allowed to take the KCS Chromebook home, and alternative arrangements will be made so that the student is still able to access instructional materials for homework, projects, etc. outside of school hours.
- Students should refrain from writing, marking, painting, or adding stickers to school-issued Chromebooks. Markings and stickers are considered intentional damage and not covered by the KCS Device Insurance program and subject to a fine to replace the damaged part.

Chromebooks, Hapara, Qustodio, & Internet Safety

- Hapara
 - Student issued KCS Chromebooks are monitored at all times during the school day when connected to the KCS WiFi.
 - Teachers have access to the online monitoring platform, Hapara, to monitor and guide student computer use during instructional time.
- Qustodio
 - All parents/guardians have access to Qustodio. This App allows parents/guardians to supervise the online activities of their child on their school-issued device.
 - The Qustodio Parent App allows parents to set screen time limits, filter content, manage app access, and monitor YouTube usage on a personal device. Parents/guardians can also upgrade to Qustodio Premium for additional features like location tracking and call monitoring.
 - Click [HERE](#) to learn more about the App.
- Internet Safety
 - All students will be provided with the opportunity to engage in Digital Literacy & Citizenship lessons on an annual basis. Through these lessons, students will engage in reflective learning and dialogue related to appropriate, responsible, and effective use of digital platforms; internet safety; healthy technology habits; etc.
 - Click [HERE](#) to review resources from the KCS Internet Safety Hub.
 - Click [HERE](#) to review the KCS Internet Safety Policy.

Lockers

- Students are not required to have a locker but may request a locker from their homeroom teacher during the first full week of school.
- In order to receive a locker, students must show that they have a lock and have a signed parent permission slip.
- Students may purchase locks and the combination or a duplicate key must be given to the homeroom teacher.
- Students will be permitted to visit their locker at designated times throughout the school day.
- Lockers are property of KCS, so students are not allowed to make any permanent alterations to the locker.
- If there is a problem with the locker, the student needs to report this to their homeroom teacher so that it can be repaired as soon as possible.

Book Bags/Backpacks

- Students are permitted to carry a backpack throughout the school day.
- Student bags must fit completely under the chair area of the desk or in a teacher designated area of the classroom.
- Laptop bags are permitted in classrooms.

Dress Code ([J-260](#))

- The following expectations for student dress code in middle and high schools have been established to promote a safe and optimum learning environment.
- Apparel or appearance which tends to draw attention to an individual rather than to a learning situation must be avoided. In matters of opinion, the judgment of the principal/designee shall prevail.
- The following standards will be observed in all Knox County Middle and High Schools:
 1. Pants must be worn at the waist. No sagging allowed.
 2. Shirts, blouses, and dresses must completely cover the abdomen, back, and shoulders and must have sleeves. Shirts or tops must cover the waistband of pants, shorts, or skirts with no midriff visible. Low-cut blouses, shirts, or tops or extremely tight tops, tube tops, or any top that exposes cleavage are prohibited.
 3. Head apparel, except for religious or medical purposes, must not be worn inside the school building.
 4. Footwear is required and must be safe and appropriate for indoor and outdoor activity.
 5. Clothing and accessories such as backpacks, patches, jewelry, and notebooks must not display (1) racial or ethnic slurs/symbols, (2) gang affiliations, (3) disruptive, vulgar, or sexually suggestive language or images; nor, should they promote products which students may not legally buy; such as alcohol, tobacco, and illegal drugs.
 6. Skirts, dresses, and shorts must be beyond mid-thigh length.
 7. Sleepwear, pajamas, and/or blankets cannot be worn in school.
 8. Prohibited items include (1) large, long and/or heavy chains, (2) studded or chained accessories, (3) sunglasses, except for health purposes, (4) sleepwear, and (5) skin-tight outer materials without appropriate coverage.
- The school administration reserves the right to determine whether the student's attire is within the limits of decency and modesty. Administration should strive for consistency so the dress code is applied evenhandedly to male and female students.
- The principal may allow exceptions in special circumstances or occasions such as holidays or special performances and may further prescribe dress in certain classes such as physical education, vocational classes, and science labs.
- Any student not attired in accordance with this policy shall be subject to correction of the violation. If a correction cannot be made, the student shall be subject to additional disciplinary measures as described in Policy J-191 "Misbehaviors and Disciplinary Options."
- This policy does not preclude individual schools from implementing standardized dress policies with permission from the Director of Schools and the Board of Education after extensive consultation with parents, teachers, and students. Any deviation from the system-wide policy must be submitted in writing to the Assistant Superintendent of

Academics for review and recommendation to the Director of Schools and the Board of Education.

Tardies To Class

- The daily schedule includes specific times for students to have short locker and bathroom breaks.
- Students are expected to arrive to class on time.
- A student is tardy after the class period begins.
- Tardies will be recorded in classroom tardy logs.

Cafeteria

- Payment
 - Payment and additional information such as menus can be found on the KCS website under the “For Families”, “School Nutrition” tables.

Student Meal Prices	
Breakfast	\$2.25
Lunch	\$3.50

- To pay for meals, funds can be added to student accounts via cash, check, or money order at the school cafeteria. For convenience, funds may also be added via credit card or e-check online by visiting [LINQ Connect](#).
 - Please note that there is a convenience fee associated with online payments, but the district receives no portion of that fee.
 - If you do not have the ability to pay for meals, the application for Free and Reduced-Price meals will be available after July 1. Please contact the School Nutrition Department at (865) 594-3640 if you need assistance with LINQ Connect for payments or the free and reduced application.
- Breakfast
 - Breakfast is served from 7:30 am – 8:20 am.
 - Lunch
 - Lunch is served from approximately 10:45 am – 12:30 pm.
 - See the grade-level bell schedules for specific lunch times for each grade level.
 - Cafeteria Expectations
 - Move quickly through the line and pay for lunch with cash or type in personal ID number.
 - Upon exiting the line, move to the assigned area and remain seated.
 - After completing your meal, remain seated. Staff members on cafeteria duty will collect your trash.

- o Clean up all spills and dropped food in your eating area.
 - o Students are not to leave the cafeteria without permission.
 - o Students are not to take food or drink out of the cafeteria.
 - o Cafeteria duty staff are in charge at all times, and permission must be received for any special requests.
- **Lunch Guests**
 - o Due to our student enrollment numbers, we are not able to accommodate guests in the cafeteria for lunch. Please see the office for a designated area.

Physical Activity

- In accordance with State Law in which all middle school-aged students engage in 90 minutes of physical activity during each full school week, all students will engage in 18 minutes of physical activity on a daily basis. See grade-level bell schedules for designated physical activity times per grade level.
- Students will be allowed to engage in a variety of physical activities during this timeframe, including, but not limited to walking, running, jumping rope, hula-hooping, playing basketball/soccer/kickball, etc. More information regarding physical activity options will be shared with students during the first weeks of school.
- In the instance of inclement weather, students will engage in physical activities indoors.

School Fees

- Knox County Schools and West Valley strive to provide excellence for every child. Our commitment to rigorous instruction and student success continues to drive all our work. Because of this, it is necessary to assess a school fee to help us maintain our culture of excellence and support our goals of ensuring our students are academically successful, college and career ready, economically competitive, and personally fulfilled. Our teachers and staff are committed to providing the best education to all our students, and we know we cannot do it without the support of our families.
- **The standard Knox County Middle School Fee for the 2025-2026 school year is \$35.**
- These funds will be spent on technology, non-consumable materials, equipment (calculators, batteries, etc.), and instructional support (publications and consumable materials to support learning in all subject areas). Your contribution will go a long way toward supporting our school in covering costs associated with these items. No other fee will be charged for core subject areas.
- Student-elected classes, activities, and clubs (e.g., high school credit-bearing courses, band, orchestra, chorus, art, basketball, cheerleading, track, and dance) may require additional fees since they are non-mandatory electives.
- Students qualifying for free or reduced price meals are eligible to apply for a waiver of school fees.
- This waiver of school fees includes activities occurring during school hours but not optional fees such as school pictures, ball games, sports, cheerleading expenses, etc.
- Please send in fee money with your child to your child's homeroom teacher as soon as possible. Fees can also be paid online at the following link:
<https://www.givebacks.com/join/wevams>

School Nurse/Illness at School

- If a student becomes ill at school, the teacher will refer the student to the nurse's clinic.
- West Valley Middle School has a full time nurse. The nurse's clinic is located in the main hallway near the guidance suite.

School Procedures

- Early Release Half-Day Wednesdays
 - Knox County Schools will include four half-days for students in the 2025-26 school year. This initiative is designed to improve student learning outcomes by providing regular, designated times for teachers to prepare lessons, evaluate student progress, work together, and receive professional development.
 - Dismissal times on the four half-days *will* be the same as other scheduled half-days. Middle schools dismiss at noon on half-days.
 - Buses will run normal routes as usual on half-days.
 - Lunch will not be served on half-days.
 - They will be held on the following days:
 - September 17, 2025
 - November 19, 2025
 - January 28, 2026
 - March 25, 2026

Schedule Changes

- Teachers make course recommendations the spring prior that are based on base-line district requirements and specific data-driven criteria.
- To change a class level in a core class, a student and his/her parent/guardian needed to have filled out the academic release form this past Spring. **No new academic releases** will be entertained in the Fall of 2025 for the 2025-2026 school year.
- Schedule changes will only be made if there is an error or if there is a gap in the schedule.
- We do not accommodate requests or non-requests for specific teachers, and we cannot accommodate requests for your child to be in classes with another specific child.

Interventions & Supports

- If a parent/guardian has concerns about the academic performance of his/her student, the following interventions are available:
 - Referral to Whole Child Support Team (WCST) (by parent, teacher, staff member, administrator, counselor, etc.)
 - Increased supports through the counseling center, restorative interventionist, and/or classroom teachers
 - Formal referral to S-Team and/or Response to Instruction and Intervention (RTI2)

S-Team

- S-Team stands for Student Support Team. This is a formalized support plan for students who may be struggling academically, mentally, socially, emotionally, or in terms of attendance.

- An S-Team with Instructional Support Strategies must be initiated before an IEP or 504 Plan is enacted.
- These steps are not always enacted in order and can occur over a significant time span due to monitoring of specific interventions. A parent/guardian may request an S-Team be considered through his/her student's grade level administrator.

Parent Conferences

- Conferences between administrators, teachers, and parents are encouraged and should be set up by appointment by contacting your child's grade level administrator.
- Please email the grade level administrator or call the school office to set up a conference with a teacher and administrator.
- Should you like to schedule an appointment with the grade level counselor or grade level administrator, you may also call the main office or email the grade level administrator and/or counselor directly.

Classroom Concern Resolution

- In the unlikely event that you have an issue that occurs within a classroom, the following steps will be taken to resolve the concern:
 - Parent/teacher communication via phone or email
 - Parent/teacher/student/administrator conference
 - Further steps as deemed appropriate by administration including but not limited to restorative intervention(s), S-Team, safety plan, support contracts, specific plan of action, etc.

Care of Property, Building, and Grounds

- Students are expected to take care of all school property. We encourage all students to help protect the school by discouraging, preventing, and reporting vandalism or property damage by others.
- Parents or guardians are responsible for any damage the student might do to computers, furniture, lockers, books, and other property of the school system.
- If students willfully destroy school property, suspension may be necessary in addition to payment for damages. If a student should happen to damage something by accident, the student is responsible for repair or replacement without additional consequences when the accident is reported to a teacher or administrator immediately.

Lost and Found

- Unclaimed items found in the school should be taken to the main office. Students may reclaim lost items at this location or in the School Counseling Center. Unclaimed items will be disposed of/donated periodically throughout the school year.

Athletics

Sports Physical Requirement

- All students are required to have a completed Knox County Sports Physical **before** trying out for a school sport.
- Teacher sponsored school teams and community-based teams vary year-to-year and may require a sports physical for tryouts and/or participation (ex. volleyball, soccer, swim, tennis,

golf, cross country, baseball, softball, football, etc.) These are not West Valley Middle School sanctioned teams.

- Some KCS sanctioned sports occur in the fall (basketball, cheerleading, and dance team) and others occur in the spring (track and field for both boys and girls).
- Please make a copy of your child's physical form for your files.
- Physical forms can be found on our website or in the office.

Academic Policy for Grades

- Students who participate in KCS sanctioned sports (basketball, track, dance, and cheer) must meet academic qualifications of a "C" average.

Athletic Events

- WVMS hosts the following Knox County Middle-School sanctioned teams:
 - Boys basketball
 - Girls basketball
 - Cheer
 - Track & Field
- We often host games, matches, and competitions at WVMS and students are encouraged to participate.
- Students should listen to announcements and look for school posters and advertisements for athletic events.
 - Staying for athletic events: Students are allowed to stay after school for basketball games and are to be picked up immediately following (approximately 6:45 pm - 7pm). Students will be supervised in the cafeteria until dismissed to the gym for games.
 - Tickets: Students will purchase tickets at the door. Pricing is set by KCS and is shared with students when the season begins.
 - Pick-up: Students are to be picked up at the front of the school building immediately following the conclusion of the game. Students that are not picked up in a timely fashion may lose the privilege of attending future games.
- Track Meets are held in the spring. Meets are held at various high schools across the district. Be sure to listen to announcements for the schedule.
- KCS sponsored sports may qualify for a middle school level state tournament in cross country, basketball, and track and field for the 2025-2026 school year.
- Non-KCS middle school sanctioned community teams (e.g., cross country, soccer, volleyball, golf, swim, etc.) are not overseen nor sponsored by West Valley Middle School.

Schedules

- Schedules will be distributed to students on the first day of school.
- Students may view their schedules using Parent Portal (Aspen) prior to this day.
- Please know that schedules are subject to change within the first weeks of school due to student needs and enrollment.

Library Hours

- Beginning the second full week of the school year, the Library is open to students from 7:30 am to 8:15 am until capacity is reached. Once a student has signed into the Library, he/she must remain in the Library until dismissal to Homeroom.
 - On Mondays, Wednesday, and Fridays, students may also visit the library from 8:10 am on as long as they have 1) checked in with their homeroom teacher, 2) have a “Library” reason to be in the space (e.g., returning a book, checking out a book or magazine, doing homework or research, choosing a coloring sheet for the day, or working on a Maker Space project), and 3) received a Library pass from their homeroom teacher.
 - On Tuesdays and Thursdays, students can come and chat with friends, play games (e.g., chess, Go, etc.).
 - Students will be required to leave the library for Homeroom between 8:15 am and 8:20 am.
- NOTE: In order to prevent unnecessary hallway traffic before 8:10 am, students may not leave the gym to go to the library.

Library Books: Check-Outs & Fines for Overdue, Damaged, & Lost Books

- Students may check out up to three books at a time. Books must be returned or renewed within three weeks.
- Students may renew books online through the Library Course, in person in the Library, or by contacting the Librarian, Ms. Getz, via Canvas message.
- Three grace days are provided for each checked-out book. This means that if a book is due on Monday, overdue fines do not begin to accrue until Thursday.
- Fines for overdue books are \$0.05 per book per day.
- If a student prefers to work off or read off a fine, the student may reach out to Ms. Getz to indicate the preference for approval. If West Valley is running a collection drive (e.g., canned food drive, toy drive, etc.), students can also provide an item (e.g., one can) per dollar owed if that is preferred by the student. Fines stop at \$5.00 per book.
- Books that are lost must be replaced through payment or by purchasing a hardback copy of the lost or damaged book. If providing a replacement book, the book must be in good condition (e.g., no worn covers, damaged pages, etc.). If a student purchases a replacement for a lost book, the additional fine will be voided.
- Regarding audiobooks: Audiobooks are expensive to replace, often costing \$30.00-\$50.00. Encourage students to be cognizant of this responsibility if they choose to check out audiobooks.
- Within the first few weeks of the school year, students will visit the Library for Library Orientation. During this time, students will learn how to create Library book due date reminders that will populate on the student’s Chromebook. We encourage all students to be proactive in assuming responsibility for Library books and materials.

Special Activities

Field Trips

- Individual grades and clubs may host special trips for students.
- Guidelines and requirements for these trips will be given to students and parents prior to sign ups or initial payments.

Awards Day

- Each grade level will host an awards day at the end of the year.
- Grade level teachers work independently to reward academics, behaviors, and growth in each of their respective subject area classes.
- Additionally, grade level teams work collaboratively to recognize students for collective grade level awards.
- Please note that our recognitions, monthly and annual, are based on our current students' performance.
- Due to typical enrollments of over 400 students per grade level, teachers do their best to recognize students representing exemplary academic, behavior, leadership, and growth on a monthly basis. Throughout the year, "Students of the Month" award-winning students are not only given school-wide recognition on the morning announcements, but also given recognition that is shared on grade level announcement media centers that run daily during school hours. Therefore, all students may not receive a recognition on awards day in May.

Student Meetings (Assemblies)

- Entering and leaving an assembly should be done in a quiet and orderly way. Students are expected to be courteous and respectful at all times.

After-School Activities

- After-school functions are for the benefit of the students. Students are expected to remain in the area of the building in which the event is occurring under the direct supervision of a staff member. Immediately at the conclusion of the event, students must report to the front of the school building for pick up.
- If late pick up becomes an issue, the school administration reserves the right to prohibit a child from attending future after school functions. Participation in all after school functions is contingent on maintaining "good-standing" in regards to discipline and academic performance.

Activities Exclusions

- Many activities are planned each year to enrich the middle school experience for our students. These activities include assemblies, field trips, guest speakers, athletics, field days, positive behavior parties, dances, clubs, etc.
- These activities are considered privileges and student participation/attendance is based on the demonstrated ability to properly conduct one's self.
- Exclusion from certain or all activities for some period of time may be imposed by staff or administration on students who fail to conduct themselves appropriately in classes or at previous activities.

- Please be advised that students serving out-of-school suspension are automatically excluded from all school activities during that time per KCS board policy. Additional requirements to participate will be shared prior to the activity.
- If you have any questions, please contact the sponsor or responsible staff member.

Discipline

It is the belief of the Knox County Board of Education and the faculty and staff of West Valley Middle School that only the highest standards of discipline and self-control are acceptable. All students are provided a safe and clean atmosphere in which to work and grow. Therefore, the staff of West Valley Middle, in conjunction with students and parents, will strive to provide the necessary atmosphere and culture that allows students to reach their maximum potential.

School-Wide Expectations

Our school-wide expectations are:

- 1) Be POSITIVE.
- 2) Be RESPECTFUL.
- 3) Have INTEGRITY.
- 4) Be DEDICATED.
- 5) Show EXCELLENCE.

We expect all students to demonstrate Pack PRIDE. Please see school-wide Pack PRIDE expectations for the classrooms, cafeteria, and hallways below.

Each grade level of teachers establishes general rules and expectations, consequences for breaking rules or not meeting expectations, communication to inform parents of inappropriate behavior, and rewards for positive behavior. Students and parents need to become familiar with his/her child's grade level rules.

Administration follows KCS School Board Policy [J-191](#) for all disciplinary decisions.

West Valley Middle School's School-Wide Expectations

Classroom

Positive	Come to class prepared, and be willing to ask for help.
Respect	Respect the learning environment by following each teacher's classroom expectations.
Integrity	Do what you're supposed to do even when no one is looking.
Dedication	Be engaged, and attend to all the details of your assignments.
Excellence	Take PRIDE in your work and learning.

West Valley Middle School's School-Wide Expectations

Cafeteria

Positive	Stay in your assigned area, and raise your hand if you need to leave.
Respect	Eat your own food.
Integrity	Clean up after yourself.
Dedication	Consistently follow cafeteria expectations and monitors' requests.
Excellence	Look for ways to be helpful to peers and staff.

West Valley Middle School's School-Wide Expectations

Hallway

Positive	Use appropriate volume and language.
Respect	Walk on the right side of the hallway.
Integrity	Be honest and purposeful, going where you need to go.
Dedication	Be on time to class.
Excellence	Be considerate of others' learning environments.

Restorative Learning Center (RLC)

- Restorative interventions, activities, and expectations will be facilitated by the Restorative Interventionist (RI) in RLC.
- The RI is responsible for supporting the implementation of restorative practices, including providing restorative services to staff, students, and families, and providing coaching for staff in order to establish a safe, supportive, and positive school climate.
- A brief description of interventions most often implemented in RLC may be obtained from the RI.

- Student referral to RLC will be administered in alignment with violations and disciplinary options outlined in KCS Board Policy J-191. Misbehaviors will be documented by staff through Aspen Conduct Referrals.
- Student assignment to RLC will be directed by school administration in alignment with Board Policy, and school administration will notify parents/guardians.
- RLC was developed for the utilization of disciplinary responses, as well as supporting the social, emotional, and behavioral needs of students.
- Additionally, if staff have concerns regarding a student's emotional or behavioral concerns prior to disciplinary action being needed, they can request that the Restorative Interventionist set up a meeting with that student(s) or observe in their classroom.

Aspen Conduct Referrals

- Conduct referrals to administration through Aspen will be administered for Level 2-5 behaviors. See KCS school board policy [J-191](#) for more details.

Positive Referrals

- Throughout the semester, students will receive referrals from teachers and staff recognizing positive behaviors.
- Positive referrals will be announced on morning announcements and grade-level televisions.
- Positive behaviors may be recognized periodically throughout the year. For example, students who have not received any Aspen referrals may participate in celebrations that are TBD throughout the year.

Bus Conduct and Expectations

[KCS Policy - J-250 - Bus Conduct](#)

- The school bus is an extension of school; therefore, students shall conduct themselves on the bus in a manner consistent with the established standards for safety and classroom behavior.
- Students are under the supervision and control of the bus driver while on the bus, and all reasonable directions given by the driver shall be followed.
- Bus drivers shall inform a student's principal of any serious discipline problem and the principal may take disciplinary action as appropriate. A student may be denied the privilege of riding the bus if the principal determines that the student's behavior is such as to cause disruption on the bus, or if the student disobeys state or local rules and regulations pertaining to student transportation.
- The suspension of a student from riding the school bus shall follow the same procedures as for any other school suspension.
- Students who transfer from bus to bus while en route to and from school shall be expected to abide by the discipline policies adopted by the Board and rules adopted by the staff of the base school.

Bus Hall Expectations

- Students riding 2nd load buses should report immediately to the cafeteria and sit in the designated area.

- Once in the cafeteria, students are required to have permission from a bus hall monitor to get up from his/her seat and/or leave the cafeteria.
- Students are expected to remain seated in the bus hall and should not change seats unless given permission by the bus hall monitor.

West Valley School Support Organizations (SSOs)

PTSO: Parent Teacher Student Organization

- The West Valley Middle School PTSO is a volunteer-led organization that supports staff, students, and their families.
- West Valley Middle School 2025-2026 PTSO President: Megan Burton
- If you are interested in West Valley PTSO or volunteering at West Valley, please email us at wvmsptso@gmail.com to get connected.

The West Valley Middle School Foundation

- The West Valley Middle School Foundation, Inc. (the “WVMS Foundation”) is organized exclusively for education purposes. Specifically, the purpose of the WVMS Foundation is to promote and support academic excellence of West Valley Middle School. The WVMS Foundation will conduct fundraising activities to enhance WVMS programs, students, and faculty.
- West Valley Foundation 2025-2026 Foundation President: Raina Almquist
- **Mission:** To encourage, inspire and promote the excellence of West Valley Middle School by assisting the faculty, staff, and students to achieve their academic goals in a positive learning environment and to be positive leaders in the community.
- **Motto:** Serving Every Student, Every Day, With Every Dollar
- **Vision:** WVMS Foundation will use its resources to support the academic excellence of West Valley Middle School through efforts to augment and or underwrite efforts by the school. The WVMS Foundation wants to ensure that a lack of resources does not prevent faculty or students from reaching their full potential.
- **Values:**
 - **Community:** The WVMS Foundation will be a supporter of community activity as it relates to West Valley Middle School.
 - **Integrity:** The WVMS Foundation will uphold the laws and codes associated with the operation of a non-profit educational foundation and will abide by all policies directed at public school foundations via the Knox County, Tennessee and State of Tennessee public school governing bodies.
 - **Accountability:** The WVMS Foundation will hold itself accountable by non-profit standards of transparency to its members and in accordance with local, state and federal law.
 - **Success:** Success will be measured by the impact the WVMS Foundation has on West Valley Middle School programs, students and faculty.
 - **Partnership:** The WVMS Foundation will partner with West Valley Middle School and the West Valley Middle School community to meet its mission as well as the mission of the institution.

Thank you for your dedication to the success of West Valley Middle School!