

## DAILY SCHEDULE

<b>7:08</b>	<b>Teacher Arrival</b>
<b>7:12</b>	<b>Student Arrival</b>
<b>7:12–7:30</b>	<b>Breakfast</b>
<b>7:30</b>	<b>Tardy Bell</b>
7:30–7:38	Homeroom
7:38–7:42	Dismiss 1 <sup>st</sup> period students that leave
7:42–8:27	First Period (45)
8:27–8:31	<i>Travel</i>
8:31–9:16	2 <sup>nd</sup> Period (45)
9:16–9:20	<i>Travel</i>
9:20–10:05	3 <sup>rd</sup> Period (45)
10:05–10:09	<i>Travel</i>
10:09–10:51	4 <sup>th</sup> Period (45)
	
10:51–11:58	<b>Lunch and CORE</b>
10:51–11:24	1 <sup>st</sup> lunch
11:24–11:58	1 <sup>st</sup> CORE
10:54–11:14 & 11:46–11:58	2 <sup>nd</sup> CORE
11:12–11:44	2 <sup>nd</sup> lunch
10:51–11:26	3 <sup>rd</sup> CORE
11:26–11:58	3 <sup>rd</sup> lunch
	
12:00–12:06	<i>Travel</i>
12:06–12:51	6 <sup>th</sup> Period (44)
12:51–12:55	<i>Travel</i>
12:55–1:40	7 <sup>th</sup> Period (44)
1:40–1:44	<i>Travel</i>
1:44–2:29	8 <sup>th</sup> Period (44)
2:37	Teacher Dismissal

## 2-HOUR DELAY SCHEDULE

<b>9:08</b>	<b>Teacher Arrival Time</b>
<b>9:12–9:30</b>	<b>Morning Teacher Duty</b>
<b>9:12–9:30</b>	<b>Student Arrival Time Grab &amp; Go Breakfast</b>
<b>9:30</b>	<b>Tardy Bell</b>
9:42–10:02	1 <sup>st</sup> Period
10:02–10:06	<i>Travel</i>
10:06–10:28	2 <sup>nd</sup> Period
10:28–10:32	<i>Travel</i>
10:32–10:54	3 <sup>rd</sup> Period
	
10:51–11:58	Lunch & CORE (See Daily Schedule)
	
11:58–12:04	<i>Travel</i>
12:04–12:38	4 <sup>th</sup> Period
12:38–12:42	<i>Travel</i>
12:42–1:16	6 <sup>th</sup> Period
1:16–1:20	<i>Travel</i>
1:20–1:54	7 <sup>th</sup> Period
1:54–1:58	<i>Travel</i>
1:58–2:28	8 <sup>th</sup> Period
2:37	Teacher Dismissal
<b>2:29–2:37</b>	<b>Afternoon Teacher Duty</b>



## Academic Advisory

SMMS will be providing an Academic Advisory (AA) period for every student beginning October 14, 2016. AA will be held every Friday morning. There will be no changes for student arrival time, breakfast, or homeroom on these days.



## Bad Weather Reports

In case of unexpected bad weather, or for any special instructions, please listen to:

WEPM 1340  
WRNR 740 AM Radio  
WKMZ 95.9 FM Radio  
WXVA 98.6 FM Radio  
WLTF 97.5 FM radio  
WINC 92.5 FM Radio  
WCRH 90.5 FM Radio  
WARX 106.9 FM Radio  
WUSZ 102.5 FM Radio  
WUSA TV Channel 25  
Berkeley County Schools Cable Channel

IT IS MOST IMPORTANT THAT EVERY FAMILY HAVE A CONTINGENCY PLAN FOR CHILDREN IN THE CASE OF EARLY CLOSINGS OR DELAYED OPENINGS IF NO ONE IS HOME AT THE TIME THE STUDENTS RETURN OR LEAVE. When school has been delayed, students should not arrive at the school earlier than the announced opening time since school staff may also arrive late. When school is dismissed early, it is the parent's responsibility to inform his/her child/children and the school as to where the child/children should go.



## Deliveries

Deliveries to the school are discouraged. Any deliveries (i.e. flowers, gifts) to students will need to be picked up by the parent at the end of the day. This is largely due to bus safety issues.



## Communication

Find out first what is happening in SMMS and BCS! Register for NTouch by visiting [www.berkeleycountyschools.org/ntouch](http://www.berkeleycountyschools.org/ntouch). This e-communication system will send you notices and announcements regarding school events, emergencies, closings and delays in addition to e-newsletters. If you are already registered, please take time to update your account.

By visiting the link above you can update your user information and change your school relationships as your children move through BCS. If you are not registered under relationships as a Spring Mills Middle School parent, please do so.

Feel free to call the BCS Communications Department (304.267.3588) or email [support@relatrix.com](mailto:support@relatrix.com) with questions.

Follow Mrs. White on Twitter for Good News About SMMS: @NBWHITESMMSPRIN



## Telephone

The school phone is a business phone and is used only for that purpose. **No student will be allowed to use the phone unless given permission by the office personnel.** A student cannot be called out of class to talk to parents on the phone, except in case of an emergency.

Students and parents need to make bus arrangements before coming to school. Parents should always send a note to their child's teacher informing the school of any transportation changes. The following information will be needed: bus number, location of drop-off or the name of the student your child will be going home with and a phone number where you can be reached. The student who your child is going home with will also need a parent note giving permission for your child to come home with their child.



## Textbooks and School Property

The Berkeley County School Board furnishes textbooks to all students. The care of these books is the responsibility of each student. Books are carefully checked and numbered before being issued to the students. Students will be expected to turn in these books when required. Profanity or other language written in these books will be considered damage. If textbooks are damaged or lost, the student is expected to pay for them. Any student who damages school property, windows, or books is responsible for payment.



## Breakfast and Lunch

Our friendly school cooks provide a nutritious, well-balanced breakfast and lunch program. All students are encouraged to eat in the school cafeteria or must bring a packed lunch from home.

A computerized lunch program will bill you at the end of each month. All bills are expected to be paid in full by the 15<sup>th</sup> of each month. If you have questions about your bill, please call Food Service at the Berkeley County Board of Education 267-3500. The school office personnel will not be able to answer questions about your bill.

Applications for free and reduced meals are available online or in the school office and must be completed and approved before eligibility can be granted. Any person owing a lunch bill for May or June will be on a prepaid basis. **Lunch bills made before free applications are approved must be paid by parents.**

The cost of the meals is subject to change at the beginning of each school year:

### Student Meals

**Breakfast:** Reduced- Free, Paid \$1.35

**Lunch:** Reduced \$0.40, Paid \$1.60

**Extra Milk:** \$0.25

### Adult Meals

**Breakfast:** \$3.00      **Lunch:** \$4.00

*\*Prices are subject to change.*

*\*Please try to have the correct change or small bills.*

We discourage parents from signing students out for lunch, because this can cause a disruption in the school day. State Board of Education Policy 4321.1 requires the School Nutrition Program to provide additional food to pregnant or lactating students.

Students are not permitted to have soft drinks at school between 7:12 A.M. - 2:29 P.M. Students may purchase white or chocolate milk in the cafeteria.

*\*Please try to have the correct change or small bills.*



## Arrival and Dismissal Procedures

The following procedures make for a safer arrival and dismissal atmosphere for our students.

Early drop off between **7:00 am and 7:12 am** in the front of our building. Students who are dropped off during those times will remain under the portico with a teacher until 7:12, unless there is inclement weather.

The procedure will be as follows:

- **Parents may enter the front drive between 7:00 am and 7:12 am. NO vehicles may enter the front drive after 7:12. Early parent drop-off CANNOT impede the buses.**
- **Pull as far down the drive as possible before stopping at the sidewalk-do not stop to unload at the portico.**
- **Students must exit the vehicles on the sidewalk side of the drive and walk to the portico.**
- **Students will wait outside with a teacher until 7:12.**
- **Vehicles can only turn right after early drop-off. If you need to turn left for high school drop-off, you must drop-off in the side parking lot.**



## Late Arrival and Early Pick-Up

Late arrival in the morning after 7:30 A.M. and picking up before 2:29 PM – Any person checking out a child throughout the day, with or without a prior note being sent to the classroom teacher, must sign out his/her child in the Arrival/Dismissal Log located in the office. Students will not be sent to the office until the parent arrives. The parent must sign the sign-out book in the office. Students may only be signed out by a parent or an adult listed on the emergency card.

At the end of the day, after the buses depart, parents pull into the front drive in two lanes to the front doors. Teachers are directing traffic and students. Please be patient and follow the directions of the teachers on duty. Safety is our first priority. Thank you for your patience and understanding.

There is no parent pick-up on the side of the building.

**Students will NOT be permitted to walk through parked cars or traffic to meet their ride at other locations.**

**We encourage parents not to check out their child on a regular basis at the end of the day. Calling a student out for non-emergency issues can cause a breakdown of the instructional flow of the classroom.**

**Pick-ups after 1:45 P.M. are discouraged due to bus traffic and safety issues.**

Walkers will be dismissed after the buses depart. Those students are required to leave the campus at that time via the sidewalks.



## Bus Rules

**Riding a bus is a privilege.** All students riding a bus are under the authority of the bus driver and must obey the driver and the bus rules. Failure to do so can result in a student not being permitted to ride on the school bus.

Students must get on and off at the safe location every day. A student may ride home with another student provided the office has received notes from **BOTH** parents.

Students shall be ready at the scheduled time. The bus cannot wait for those who are tardy.

Disciplinary action will be taken if students disobey bus rules by:

1. Using improper language.
2. Being out of seat when the bus is in motion.
3. Refusing to obey directions.
4. Placing head or arms out of the bus.
5. Tampering with or defacing the bus.
6. Making unnecessary noise.
7. Scuffling or fighting.
8. Failing to sit in a designated seat.
9. Showing disrespect to the bus driver.
10. Shouting disrespectful comments out of the bus to parents or other students.
11. Failing to return the required emergency card.



## Fire Drills/Code Red Drills

The signal for a fire drill is the buzzing of the alarm. **STUDENTS SHOULD DO THESE THINGS QUIETLY:**

1. Go with your teacher to the designated areas in an orderly manner.
2. Roll call will be taken.
3. Remain there quietly until the all-clear signal is given.
4. Return to the classroom; walk quietly with your teacher in a single-file line.

The principal will announce the Code Red Drill. **Students should follow the directions given by the teacher.**

**THERE IS NO TALKING OR DISORDERLY CONDUCT DURING DRILLS. CELL PHONES SHOULD NEVER BE USED DURING A DRILL OR AN ACTUAL EMERGENCY UNLESS PERMISSION IS GIVEN BY SCHOOL PERSONNEL.**



## Grading

In order to ensure consistency and continuity among schools with regards to grades, grade averaging, report card marks, and honor roll reporting, all schools shall use the following grading scale:

A	93% - 100%
B	85% - 92%
C	75% - 84%
D	65% - 74%
F	0% - 64%

All grades will be utilized in calculating grade averages for honor roll.

Interim progress reports will go home on the dates below. Parents are asked to continuously monitor their child's schoolwork via Engrade. If school is important to you, it will be important to your child. Grades are online and students and parents are given Engrade passwords. Please call the school if you need assistance with Engrade.

## **Interim Reports Issued (on or about):**

September 22, 2016  
 November 22, 2016  
 February 7, 2017  
 April 27, 2017

## **Report Cards Issued (on or about):**

1<sup>st</sup> 9 weeks – October 28, 2016  
 2<sup>nd</sup> 9 weeks - January 6, 2017  
 3<sup>rd</sup> 9 weeks – March 20, 2017  
 4<sup>th</sup> 9 weeks – June 9, 2017

## **Parent Conference**

Parents are encouraged to contact the school any time they need to talk about their child's work. Engrade offers direct email to each teacher and current grades. Parents should call in advance so that a meeting can be planned. We cannot call a teacher out of the classroom to take a phone call. The school will schedule parent-teacher conferences during the school year.

**Parent-Teacher Conferences:**  
 November 3, 2016 ~ 6:00 – 8:00 PM  
 January 12, 2017 ~ 6:00 – 8:00 PM

**Student Orientation:**  
 August 18, 2016 ~ 6:00 – 8:00 PM

**First Day for Students:**  
 August 22, 2016



## **Holidays**

September 5, 2016 ~ Labor Day  
 November 6, 2016 ~ Veterans Day  
 November 8, 2016 ~ Election Day

Thanksgiving Break  
 November 23- November 27, 2016

Winter Break  
 December 23, 2016 – January 2, 2017

January 16, 2017 ~ Martin Luther King's Jr.  
 Birthday  
 April 17 – 21, 2017 ~ Spring Break  
 May 29, 2017 ~ Memorial Day



## **Accrued Time Meeting Dates**

On the Accrued Instructional Time days, the schedule is as follows:

**7:12 – 9:12 AM – Staff and faculty only.**  
**9:12 AM – Student arrival**

The **Instructional Support Days** are as follows:  
 Tuesday, September 13, 2016  
 Tuesday, November 15, 2016  
 Tuesday, December 13, 2016  
 Tuesday, January 24, 2017  
 Tuesday, February 21, 2017  
 Tuesday, April 11, 2017

\*Subject to change due to weather  
 \*\*Thursday, January 12, 2017 Faculty Senate Meeting

## Continuing Education Days for School Staff (Students do not report on these days)

Tuesday, October 25, 2016  
Tuesday, March 21, 2017

\*Subject to change due to weather



## Test Windows

NAEP Test (8<sup>th</sup> Grade Only) - TBA

West Virginia General Summative  
Assessment– TBA



## Student Absences

Students who attend school faithfully are given a better opportunity for success. We understand that it may be necessary for a student to miss school at times due to illness or other reasons. When a student returns to school after an absence, a note should accompany him or her. **Please include the student's name, the date of the absence, the reason, and the parent's signature.** Students are given 48 hours to turn in a note. Students without a note will be marked as unexcused. After 3 unexcused absences, a letter will be sent home requesting a conference. Additional unexcused absences may lead to a letter from the prosecuting attorney or a legal notice. The School Assistance Team will meet to discuss chronically absent students. They may require a doctor's note in order for a student to be documented as excused. (Berkeley County Policy)

Students must be in school for the full day to attend after school events on that day. The accepted excuses are a signed doctor's note or an official excuse issued by the court system.

**Excused/Unexcused Tardy** – Students arrives between 7:30 a.m. - 9:01 a.m.

**Excused/Unexcused Early Out** – Sign out after 1:10 p.m.

**½ Day Absent** – Arrival 9:02 a.m. or later

**½ Day Absent** – Sign out prior to 1:09 p.m.

## Make-Up Work

Make-up work is the responsibility of the student and should be completed in accordance with the days absent. Please contact the school if your child is out of the school more than 3 days (Berkeley County Policy). Teachers need a 24-hour notice to gather student work. **Please pick-up requested work at the appointed time; we do not want students who are absent to fall behind.**



## Volunteers

There are numerous opportunities for parents to volunteer in our building. These opportunities include, but are not limited to, the following: reading aloud to classes, chaperoning, organizing the distribution of fundraisers, helping in the library/book fair, assisting with special events, i.e. Relay for Life/team projects, assisting with extended day activities and volunteering as a PASS mentor. Please note all field trip chaperones must be BCS board approved and complete the required background check. Information will be given to all students on the first day of school. Volunteer sign up is also available through the SMMS website.



## P.R.I.D.E.

### (Patriots Responsible In Demonstrating Excellence)

This year, SMMS will be implementing our PRIDE reward program. This program will focus on positive incentives for our students and faculty. It will be based upon students' grades, and attendance. Rewards that PRIDE is considering for the 2016-2017 school year include a student centered assembly, surprise breakfast/lunch treats, share the AIR tokens, and random drawings for various prizes. SMMS looks forward to implementing PRIDE and continuing to strive for the best positive environment we can offer our students.



## Patriot Club

Students will be added to the Patriot Club at the end of each 9 weeks. These students will receive special recognition.

**P**REPARED FOR CLASS EACH DAY

**A**BLE AND READY TO LEARN

**T**TREAT OTHERS WITH RESPECT

**R**ESPONSIBLE STUDENTS ARE  
**S**UCCESSFUL STUDENTS

**I**NNOVATIVE IDEAS TO EXPLORE NEW  
**H**ORIZONS

**O**PPORTUNITIES ABOUND FOR YOUR  
**F**UTURE

**T**IMELY COMPLETION OF ALL  
**A**SSIGNMENTS

**C**AN-DO ATTITUDES GET THE JOB DONE

**L**OOK AHEAD FOR A BRIGHT FUTURE

**U**NBELIEVABLE DREAMS CAN COME  
**T**RUE

**B**E THE BEST YOU CAN BE!

Created by: Ms. Carolyn West

## P.R.I.D.E. Point Rewards

### Points to Earn to Attend Events

1<sup>st</sup> Nine Weeks: 10 Points

2<sup>nd</sup> Nine Weeks: 11 Points

3<sup>rd</sup> Nine Weeks: 12 Points

### Point System

#### *Attendance (Unexcused):*

0 Absences: 5 Points

1 Absence: 4 Points

2 Absences: 3 Points

3 Absences: 2 Points

4 Absences: 1 Point

#### *Grades:*

4.0 – 3.5: 5 Points

3.4 – 3.0: 4 Points

2.9 – 2.5: 3 Points

2.4 – 2.0: 2 Points

1.9 – 1.5: 1 Point

If a student has had ISS, they may still be awarded 3 points. If a student has had OSS, they can still earn 2 points. More than one of either ISS or OSS results in 0 points.

## NINE WEEK REWARDS

Students are recognized for the following:

Honor Roll

Perfect Attendance

Patriot Award Winners

There will be an assembly each nine weeks for the Patriot Award Winners. The parents of the students being honored are invited to attend.



## Behavior Interventions

Teachers work to insure that all students have a full understanding of SMMS procedures and expectations. They are taught at the beginning of each school year and reviewed on an as needed basis. If a teacher has tried interventions which have been unsuccessful in handling a behavioral matter relating to classroom management, he/she will seek assistance from his/her academic team. Teams will use the following guidelines in administering discipline:

**Level One:** Students will be assigned detention or other specified consequences which may occur during or after school at the discretion of the academic team.

**Level Two:** Upon the third team detention the team will call home and document the phone conference in the log book.

**Level Three:** After receiving five detentions, a student will serve an in-team suspension (ITS) and a letter will be sent home notifying parents of the in-team suspension.

**Level Four:** The student will be referred to the school administration for disciplinary consequences. It is recommended that a 2-hour after school detention be given.

**Level Five:** The student will be referred to the school administration for disciplinary consequences. It is recommended that ISS be given.

**Level Six:** The student will be referred to the school administration for disciplinary consequences. It is recommended that a parent conference with the team occur and ISS or OSS be assigned.

Any student, who has not received a discipline referral for **2 weeks**, will move back one consequence level (Level 5). If the student goes an entire month without receiving a discipline referral, he or she will move back two consequence levels (Level 4). The goal of the level system is to intervene with the student to eliminate poor behavior choices.



### **Explanation of Consequences for Discipline Referrals** **Lunch Detention**

As a consequence of misbehavior, incomplete work, or other reasons, a teacher may conference with the student, call home, or assign lunch detention.

In accordance with county/state policy, students are never denied lunch due to detention. Those who fail to attend lunch detention will receive an automatic after school detention for 1 hour upon contact by school personnel.

#### **In-Team Suspension (ITS)**

A teacher may assign in-team after a student reaches Level Three on the Intervention Plan. The teacher will contact the parent by phone and/or letter the day prior to the scheduled in-team. During in-team, a student will complete the assignments for all of his or her classroom teachers. The student will remain in one classroom for all CORE classes.

#### **After school Detention (ASD)**

**Tuesday – 1 hour (2:30-3:30)**

**Thursday – 2 hours (2:30-4:30)**

One or two hours are added to the school day for students who have been given detention as a consequence for tardies, failure to complete

assignments, misbehavior, Level Four on the Intervention Plan, or other reasons the teacher or administrator deems necessary. Parents will be notified at least one day prior to the assigned detention by telephone or discipline referral stating the reason for the punishment. The parent must arrange private transportation for his/her child to be picked up after detention. Detention is always a quiet time conducive to studying, and the behavior expectations are the same as for a regular classroom.

Failure to attend ASD (Without a parent request letter or phone call to re-schedule):

**1-hour detention increases to 2 hours**

**2-hour detention increases to ISS**

#### **In-School Suspension (ISS)**

If a student is assigned in-school suspension, a guardian will be advised of the punishment by written referral or telephone. This is a more severe action that takes the student from the mainstream and places them with one teacher all day to complete assigned work from their regular team. Students always have an opportunity to present their side before punishment.

#### **Out of School Suspension**

Out of school suspension is a social probation. Students are not permitted on any Berkeley County School property for the duration of the suspension. Law enforcement personnel will be notified of any student trespassing on school property during his or her suspension. The suspension period is considered as an unexcused absence. The school work missed during suspension can be made up. Repeat offenders may be referred to the Director of Pupil Services in the school board office for a conference prior to re-entry into school or referred to the school board for expulsion or Transitional school placement.

## Social Probation

Students are not allowed on any Berkeley County School property during certain hours. They are not permitted to attend any extra-curricular events.

**Minimum-** 6 weeks

**Maximum-** all year

## Expulsion

Expulsion involves a trial-like hearing and may only be decided by the school board. Expulsion takes away the property right of a student to attend a county public school for a set period of time, usually for the remainder of the year, or for twelve calendar months.



## Dress Code

**Spring Mills Middle School follows the county adopted policy.**

The complete policy can be found in the county handbook online.

Additionally, SMMS requires fingertip length shirts being worn over leggings. Copies of the dress code are also available at SMMS.

The consequences for violating the dress code policy are as follows:

**1<sup>st</sup> offense:** change clothes, remove unwanted item, and/or call home for a change of clothing

**2<sup>nd</sup> offense:** same consequence as the first offense plus lunch detention

**3<sup>rd</sup> offense:** same consequence as the first offense plus 2 lunch detentions

**4<sup>th</sup> offense:** same consequence as the first offense plus one hour after school detention.



## Specific Infractions Index

After school activity infractions  
Arson and Explosive Devices  
Behavior Consequences  
Bomb Threat  
Bus misbehavior (Reported by Bus Driver)  
Cameras, Cell Phones, Toys,  
Pornographic/Suggestive Material, and Other disruptive and inappropriate items  
Cell Phone Policy  
Dangerous Items  
Defacing Clothing or Skin  
Disruptive Items  
Destruction of Private or Public Property  
Dishonesty  
Disrespect to Adults  
Disruptive Behavior with a Substitute  
Drugs/Intoxicants/Inhalants  
Eating/Drinking in Inappropriate Places  
Extortion  
False Fire Alarm  
Fighting-unprovoked/provoked  
Harassment/Intimidation/Stalking  
Inappropriate use of Social Media  
Insubordination  
Leaving the Designated Area of the Building  
Leaving School Grounds without Permission  
Physical Assault of staff  
Threatened Physical Assault of staff  
Threatened Physical Assault of students  
Profane, Derogatory, Racial, Sexual, or Ethnic  
Selling of Merchandise  
Skipping  
Smoking/Tobacco (Use/Possession)  
Snowball Throwing  
Sound/Electronic Equipment  
Tardiness  
Theft  
Threats  
Verbal Abuse, Inappropriate Gestures, or Inappropriate Language  
Showing Affection



## After School Activity Infractions

Any of the following infractions will result in the loss of after school activity privileges for:

**Minimum:** loss of 3 games/activities

**Maximum:** Social probation for the entire season/school year

- Left the building after the game/event started, but did not leave school property.
- Left the building after the game/event started, left school property and then returned to school property for parent pick-up.
- Showed disrespect for supervising SMMS personal
- Cursing
- Poor sportsmanship
- Vandalism
- Late pick-up (more than 15 minutes after the event ends) will result in the student being ineligible for the next three after school activities.

It is SMMS policy to restrict the participation of students who do not follow the rules of an after school activity. As stated previously, **students must be in school for the full day to attend after school events on that day.** The only accepted excuses are a signed doctor's note or an official excuse issued by the court system.



### Arson and Explosive Devices

The setting of or the attempt to set a fire in the school or on the campus will result in an automatic ten-day suspension with a recommendation of expulsion and a police referral.

**Minimum:** 10 day out-of-school suspension with a recommendation of expulsion and a police referral



### Bomb Threat

Making a false bomb threat is governed by State Law 61-6-17. This is considered a felony. Violators will be prosecuted to the fullest extent of the law.



### Bus Misbehavior (Reported by Bus Driver)

Any behavior that distracts the driver or annoys other riders is unacceptable. All **school rules** apply for infractions occurring at bus stops and while riding school system approved transportation. **Students who have lost their bus riding privileges are not excused from school.**

**Minimum:** Administrative conference

**Maximum:** Loss of the privilege to ride the bus



### Cameras

Personal unauthorized cameras and/or any type of recording devices, including cell phones are prohibited from use at school. Teachers will notify parents if such equipment is being utilized as part of a curricular based project.

**Minimum:** Item confiscated until an investigation is complete and parent contact is made.

**Maximum:** Parent conference/out of school suspension



### Cell Phone Policy

If cell phones are brought to school, the phones are required to be kept in the student lockers and are not permitted to be used on school property during school hours from 7:12-2:29. If the student must be contacted, parents may call our school at 304-274-5030. If the phones are out, the following consequences will be given.

**1<sup>st</sup> Offense-** Confiscate the phone, tell the student it may be picked up at the end of the day, and assign the student a **1 hour after-school detention.**

**2<sup>nd</sup> Offense-** Confiscate the phone, tell the student it may be picked up at the end of the day, and assign the student a **two hour after school detention.**

**3<sup>rd</sup> Offense-** Confiscate the phone, tell the student it must be picked up at the end of day, and assign the student one day of **ISS**.  
**This policy also applies to possession of a cell phone, regardless of the phone's ownership.**



### **BYOD (Bring Your Own Device)**

As we move toward 21st Century learning skills, teachers may ask students to bring their own Internet capable device (cell phone, tablet, etc.) to class for school related lessons. All students will be required to provide a parental permission slip for these activities prior to usage at school. Students must follow the limitations of usage as described on the permission form or lose the privilege to use their device.



### **Toys and Dangerous Items**

Toys and other inappropriate items should not be brought to school. Items such as water guns, laser lights, skateboards, chains, etc., will be confiscated. Certain items may be permitted before and after school upon the prior approval by the teachers on morning and evening bus duty.

Articles such as knives, firearms, explosive devices, stun guns, throwing stars, dangerous martial arts equipment, or other devices which could be used to injure someone are not allowed at school or on school property. Having these items on school property will result in a ten day suspension with a police referral and a possible recommendation for expulsion. Any student withholding knowledge of a known dangerous weapon on school grounds will face the following consequence.

**Minimum:** after school detention  
**Maximum:** out-of-school suspension



### **Defacing Clothing or Skin**

Students should refrain from writing on their own or others clothing or skin.

**Minimum:** verbal warning/parent contact  
**Maximum:** lunch detention

If this problem continues, the behavior will be considered insubordination.



### **Disruptive Items**

Poppers, snappers, stink bombs, and any exploding or noise making items are prohibited on school property. If the disruptive item, when used, puts someone in harms way, violators will be subject to consequences under "Dangerous Items"

**Minimum:** 1 day in-school suspension  
**Maximum:** 5 days out-of-school suspension

### **Destruction of Private or Public Property**

Students are liable for the repair or replacement of any school property issued to the student (books, supplies, etc.) or part of the school's facilities and equipment. Any student apprehended stealing or deliberately destroying school property, or the personal property of others, will be subject to disciplinary action which may include legal action.

**Minimum:** Work plan developed and restitution  
**Maximum:** 10 days out-of-school suspension and possible expulsion



### **Dishonesty**

Any type of dishonesty is unacceptable (e.g. lying, forging a note, or cheating). Cheating is defined as "the getting or giving of answers without teacher approval." This type of academic dishonesty will be handled by the team and may result in a "0" grade.

Other examples of dishonesty also include, but are not limited to:

- changing school or parental documents,
- misrepresentation of parent/guardian when calling or emailing the school, and plagiarism

**Minimum:** Teacher-student conference  
**Maximum:** 3 days out-of-school suspension



### Disrespect to Adults

Student disrespect to adults is not acceptable. Incidents will be investigated and consequences will be administered depending upon the seriousness of the disrespect.

**Minimum:** lunch detention  
**Maximum:** out-of-school suspension

Making profane, derogatory, racial/ethnic, or sexual remarks directed toward faculty or staff will result in the following:

**First offense:** 5 days out-of-school suspension and social probation

**Second offense-** 10 days out-of-school suspension and social probation

**Third offense-**10 days out-of-school suspension with a recommendation of expulsion.



### Disruptive Behavior with a Substitute

Depending upon the severity of the behavior, students may be removed from the classroom as deemed necessary by administration.

**Minimum-** 2 hours after school detention  
**Maximum-** out-of-school suspension



### Drugs/Alcohol/Inhalants

State law and school board policy are very clear on drugs, alcohol, and use of any substance/activity that alters behaviors. Drugs and alcohol are strictly prohibited from school property. Possession of any illegal substance on school property will result in

ten days out-of-school suspension, social probation, police referral, and recommendation for transitional school or expulsion.

For inhalants, i.e. huffing chemicals- parent conference and recommendation for evaluation and counseling.

Imitation or over the counter drugs on school property will result in 10 days out of school suspension per BCS Handbook.



### Eating/Drinking in Inappropriate Places

All food and beverages must be consumed in the lunchroom unless they are a part of an approved class activity. Students receiving permission from a teacher to eat lunch in the classroom for educationally-related reasons must get a pass from the teacher prior to reporting to the cafeteria to get lunch to take to the classroom. **No chewing gum or candy is allowed.** Soft drinks are not permitted in the cafeteria. No fast foods are to be brought to school unless they have administrative approval or a parent comes to eat lunch with his/her child.

**Minimum:** Teacher-student conference  
**Maximum:** Administrative conference/detention



### Extortion

Taking something from a student by the use of threat or other means:

**First offense:** 1 day in-school suspension

**Second offense:** 5 days out-of-school suspension

**Third offense:** 10 days out-of-school suspension



### False Fire Alarm

Any student who pulls a fire alarm without legitimate cause will be subject to the following:

**First offense:** 10 days out-of-school suspension with a police referral

**Second offense:** 10 days out-of-school suspension, police referral, and a recommendation of expulsion



### Fighting

Every individual has the right to be free from fear of attack, assault, or intimidation. Actions on the part of any person, which deny another this basic right, will not be tolerated. Unless it is clearly a case of an unprovoked attack by one person on another, anyone involved in a fight will face disciplinary action. Everyone must learn ways other than violence to handle individual differences. Any student who has reason to believe a fight may occur should seek immediate help from an administrator, counselor, or teacher as a preventative step.

Unprovoked attack (assaulting another student without cause)

**First offense:** 1-10 days out-of-school suspension and social probation

**Second offense:** 10 days out-of-school suspension with a possible recommendation of expulsion

Provoking a fight (encouraging physical assault) i.e. verbal taunts, filming for social media

**First offense:** 1-day out-of-school suspension and 1 day in-school suspension

**Second offense:** 5 days out-of-school suspension

**Third offense:** 10 days out-of-school suspension with a possible recommendation of expulsion



### Harassment/Intimidation/Bullying/ Stalking

The act of troubling, worrying, or tormenting another person will not be tolerated.

SMMS follows the guidelines of the Olweus Anti-Bullying Program. Students have weekly activities that address bullying.

**First offense:** Noon guidance session with video

**Second offense:** Teacher/parent/student conference and a 1-hour after school detention

**Third offense:** 3 days out-of-school suspension and social probation

**Fourth offense:** 5-10 days out-of-school suspension with a possible recommendation to Transitional School



### Insubordination

Insubordination is defined as deliberately defying or blatantly not doing what a school official requests unless the request is clearly unreasonable or dangerous.

**Minimum:** Teacher-student conference/administrator-student conference/exclusion for the rest of the day

**Maximum:** 5 days out-of-school suspension/parent conference



### Internet Misuse

The Internet may only be used for educational purposes within the school building. Our state filters out sites such as: Twitter, Instagram, and Facebook. **We strongly suggest that parents monitor their child's use of these types of sites at home.** There have been occasions when problems spill into the school from negative communication via social media. When this happens and the act disrupts our learning environment, consequences will be assigned to students involved.



### **Leaving the Designated Area of the Building**

Students are to stay within their designated hallway and/or classroom. We do not want students in other areas other than where they are scheduled to be. If a student is caught in another hallway or classroom, he or she will receive the following:

- Minimum:** lunch detention
- Maximum:** out of school suspension



### **Leaving School Grounds without Permission**

Students may not cross or walk beside the highway in front of the school entrance. Students must remain on school grounds at all times. Students must be under adult supervision when outside the school building (e.g., playing fields, parking lot). Students are not permitted to walk from the school grounds during school hours.

- Minimum:** 1 hour after school detention
- Maximum:** 3 days out-of-school suspension



### **Physical Assault (of staff)**

Physical assault of any faculty, staff member, or student teacher will result in an automatic ten-day suspension with a recommendation of expulsion and a police referral.

### **Threatened Physical Assault (of staff)**

The threatened physical assault or harm of any faculty, staff member, or student teacher will result in **10 days out-of-school suspension with possible recommendation of expulsion.**

### **Threatened Physical Assault (of a student)**

- Minimum:** 2-hours after school detention
- Maximum:** 10-days out-of-school suspension



### **Profane, Derogatory, Racial/Ethnic, or Sexual Remarks and/or Gestures**

Students need to respect each other. Any repeated offense of the above mentioned remarks and/or gestures will be considered harassment.

- Minimum:** Bullying prevention program at lunch with the counselor and/or administration
- Maximum:** 10-days out-of-school suspension



### **Skipping**

Any student more than 5 minutes late for class will be considered skipping without a written pass from a staff member.

- Minimum:** 1 hour after school detention
- Maximum:** 3 hours after school per period missed



### **Selling of Merchandise**

No one is permitted to sell any merchandise (candy, gum, etc.) on school grounds without prior administrative approval. Selling items from fundraisers is not allowed, unless sanctioned by the administration.

- Minimum:** Staff-student conference and confiscation of the items
- Maximum:** 2 days out-of-school suspension



### **Smoking/Tobacco (Use/Possession)**

The purpose of this policy is to prohibit the use or distribution of tobacco products in school buildings, on school grounds, in school-leased or owned vehicles, and at all school affiliated functions in order to improve the health of West Virginia students and school personnel. The use of tobacco products has a direct link to numerous health problems, and this policy is intended to prevent students, school personnel, and visitors from being exposed to secondhand smoke and prevent youth addiction to tobacco products. This

policy is intended to promulgate a positive, proactive approach to tobacco control.

BERKELEY COUNTY FILE: JCDA

A student is considered to be smoking if observed holding a cigarette, exhaling smoke, having a cigarette in his/her mouth, or found behind an obstruction from which smoke was observed. Cigarettes, e-cigarettes, vaporizers, or other tobacco-related items (lighters, matches, etc.) are not to be on school grounds.

**First violation** may include parental contact, referral to guidance counselor, and referral to education program on tobacco, in-school suspension, or out-of-school suspension.

**Second violation** may include the above with the additions of police notification, warrant issued (fine), or after school detention.

**Third violation** may include the above with additional days of suspension.

**More than three violations** may include the above or expulsion



### Snowball Throwing

Throwing snowballs on school property is prohibited.

**Minimum:** lunch detention  
**Maximum:** out-of-school suspension



### Sound/Electronic Equipment

No sound/electronic equipment (i.e. hand-held games, radio, ipods, CD's, laser lights, etc.) is allowed at school unless approved for a class activity or end of the day activities. These items must be kept in book bags or lockers.

**Minimum:** Staff-student conference/item remains in the principal's office until parent picks up or until end of school year  
**Maximum:** Parent conference/ISS



### Tardiness

**We strongly urge parents who drive their child to school to arrive on time.** A student who is tardy is missing valuable classroom instruction and disrupts the learning of others when he/she enters the classroom late. Students are to be seated in assigned class areas when the tardy bell rings. Unexcused tardiness to class is unacceptable at any time. After three warnings for tardiness, the fourth tardy will carry a consequence (one hour after school detention). Each tardy thereafter will carry a two-hour detention for the remainder of the semester. This also includes tardy for homeroom (late for school). Students that arrive at school after the homeroom bell rings, must have a note from home and must sign in at the office. Students who are not in their homeroom seats at 7:30AM are tardy.

**Excused/Unexcused Tardy – Students arrives between 7:30-9:01 a.m.**

**½ Day Absent – Arrival 9:02 a.m. or later**

**½ Day Absent – Sign out prior to 1:09**

**Excused/Unexcused Early Out – Sign out after 1:10**

Homeroom teachers will assign the after school detention and notify parents.



### Verbal Abuse, Inappropriate Gestures, or Inappropriate Language

Verbal abuse is defined as intimidating, insulting, or in any manner abusing verbally a member of the school community. Inappropriate gestures and words that are profane or offensive or phonetically similar to offensive words will fall into this category. If these acts are committed via social media and meet the definition of bullying, they may result in school consequences.

**Minimum:** 1-hour after school detention  
**Maximum:** 5 days out-of-school suspension



### **Theft**

Taking anything, or attempting to take anything, without the owner's consent, is prohibited.

**Minimum:** 1 day suspension/parent conference/restitution and compensation

**Maximum:** 5 days out-of-school suspension/parent conference/police referral



### **Showing Affection**

Students are not allowed to physically touch one another in an affectionate manner.

**Minimum:** Parent contact/warning  
**Maximum:** In-school suspension /OSS

THE POLICIES AND PROCEDURES OUTLINED ARE THE GENERAL RULES, RECOGNIZING THAT UNUSUAL OR EXTRAORDINARY CIRCUMSTANCES SOMETIMES EXIST; THE ADMINISTRATION RESERVES THE RIGHT TO EXERCISE INDIVIDUAL DISCRETION IN ALL SITUATIONS.

The principal retains the right and privilege to issue penalties for acts of discipline not specifically stated herein and to alter any penalties as she considers necessary. Furthermore, the principal reserves the right to amend any provision in this handbook which she deems to be in the best interest of the educational process.