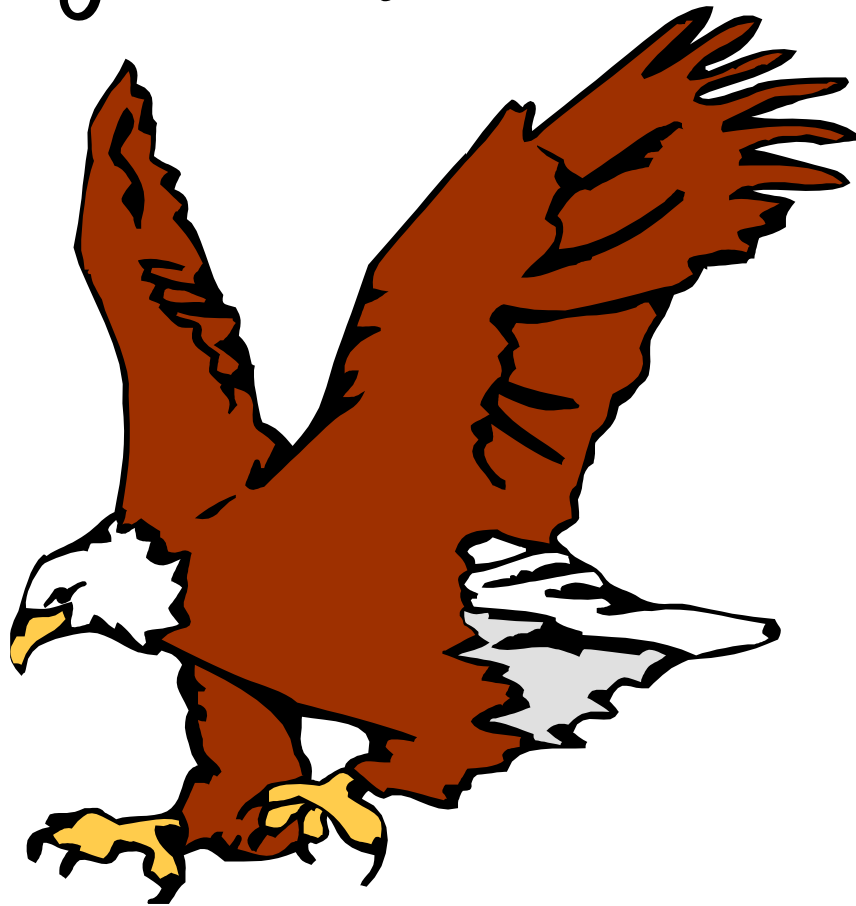


Hedgesville Middle School



Student / Parent Handbook

2016-2017

334 School House Drive

Hedgesville, West Virginia 25427

(304) 754-3313

Elizabeth G. Adams, Principal

Bill Harper, Assistant Principal

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* Items in BOLD PRINT listed above represent major points of emphasis.

Get NTouch with Us!

Find out first what is happening in **Hedgesville Middle School** & Berkeley County Schools!

Register for NTouch by visiting
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 Berkeley County Schools.

If you are not a registered user under relationships as a **Hedgesville Middle School** parent, please do so.

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

We look forward to staying NTouch with you!

Berkeley County Schools will provide educational **excellence** for all.

We believe...

A - We are **accountable** for the learning and achievement of every student.

I - In achieving with **integrity**.

R - **Respect** for self, others and school creates a safe environment for learning.

HEDGESVILLE MIDDLE SCHOOL

Mission/Vision

Hedgesville Middle School will provide a challenging and rewarding curriculum of high expectations for all students. A safe, clean and secure environment, which seeks dedication, commitment, and excellence from students, staff, parents and community, will be implemented.

Part of school life involves following rules and regulations that protect the rights of everyone, making it easier to work and live together in a school setting. It is our goal to teach our students to understand their own rights and to appreciate rights of others.

We, therefore, accept the responsibility to teach all students, who can and must learn at his/her highest level of potential, to become a productive citizen/student at higher educational levels or in one's chosen occupation.

We must teach our students that with rights, come responsibilities and with their rights, they must accept the responsibility of respecting rights, feelings, and privileges of others.

We want our students to be proud of their school and its reputation and proud of the accomplishments of their fellow students. We expect students to demonstrate this pride by placing trash in the receptacles provided; taking care of school books, equipment, and supplies; and by not defacing furniture, floors, ceilings, walls, or any other school property.

Each student will be held responsible for maintaining the school's good reputation and will be held accountable for his/her actions.

SUPPORTIVE PHILOSOPHY

The primary responsibility of the school staff and administration is the welfare of the child and the educational program. Every condition of management and organization in a school is worthwhile to the extent that it is beneficial to teaching and learning and contributes to the society and community it serves. Correlating instruction, activities, and services into an effective education program requires a talented and forward looking staff.

Since pupils are unique physically, mentally, socially and emotionally, all aspects of the school program—administration, instructive, ancillary, co-curricular and extracurricular activities shall fit the specific needs of individual pupils. This is especially true in middle schools so that opportunities are given each pupil to reach his maximum growth according to his ability, interest and aptitude.

The educational development of middle school children requires a program for learning which includes the following:

- Recognition that learning is an individual matter and is unique for each child.
- Implementation of a curriculum characterized by the individuality of the child and the many needs of society.
- Utilization of a curriculum characterized by unity, balance, flexibility, and relevance.
- Recognition of the value of the defensible allocation of resources, which include time, space, energy, money, personnel and material.

The main goal of our school is to provide each individual student with the opportunity to achieve his highest potential for living a good, rewarding, useful, and productive life.

PRIORITY GOALS

- Each child shall demonstrate mastery of the adopted curriculum.

SUPPORTIVE GOALS

- **EACH CHILD SHALL ACCEPT RESPONSIBILITY FOR HIS/HER OWN ACTIONS BY TREATING OTHERS WITH RESPECT WHILE BEING RESPECTED BY OTHERS.**
- Each child shall explore his/her individual talents, interests and abilities.

WELCOME TO YOUR SCHOOL

Welcome to Hedgesville Middle School. You are now a member of one of the best schools in the land. Take pride in it and resolve to make it even better. To help you achieve the goals of our school, we encourage the following guidelines:

- Attend school regularly.
- Regularly and carefully prepare assignments.
- Protect school property and equipment.
- Conduct yourself in and out of school in such a manner as to be above criticism.
- Support school activities as far as your time, interest, and funds will permit.

- **RESPECT THE RIGHTS AND PRIVILEGES OF OTHERS, BOTH STUDENTS AND FACULTY.**
- Accept the responsibilities which come with citizenship in Hedgesville Middle School
- Be a good sport. Let your school spirit shine through good sportsmanship.
- **BE A LADY OR A GENTLEMAN AT ALL TIMES.**

Keep in mind that as a student at Hedgesville Middle School, you have certain rights and responsibilities. Besides this handbook, further information is available from the school office by requesting to read the following:

- Student Rights and Responsibilities published by the West Virginia Department of Education.
- The Berkeley County School Board Policy Manual—posted on the Berkeley County Schools website. This manual describes in detail your rights and responsibilities.
- Student Code of Conduct published by the West Virginia Board of Education and posted throughout the school facility in conspicuous places.
- A county student handbook, which serves as a supplement to our handbook is given to all students. Be sure to return required signed sheets.

EMERGENCY CARDS

Please fill out the emergency card given to your child at the beginning of the school year. Include your exact street address and at least three **LOCAL** contact numbers. Please list everyone that may need to pick up your child! **ONLY THOSE PEOPLE LISTED ON THE EMERGENCY CARD WILL BE PERMITTED TO PICK UP YOUR CHILD** (In case of sickness or any other emergency). **This is for YOUR SAFETY, the SAFETY OF YOUR CHILD, and the SAFETY OF ALL OTHER CHILDREN.** Once again, for safety and security reasons, **ONLY THOSE LISTED ON THE EMERGENCY CARD WILL HAVE ACCESS TO YOUR PRECIOUS CHILD!**

MESSAGE FROM YOUR PRINCIPAL

As the new school year begins, I would like to take this opportunity to personally welcome you to Hedgesville Middle School. HMS is not only recognized as one of the most outstanding schools in West Virginia, but also in the entire tri-state area. In being one of the most respected schools in the county, much is also expected of you as a student. I expect you to present yourselves as fine young ladies and gentlemen that will make your parents and community proud. I expect all students to work up to their highest potential academically, individually, and cooperatively with your peers and academic instructors. **TOGETHER**, we will continue to uphold the high standards associated with Hedgesville Middle School.

Not only is academic success an important part of Hedgesville Middle School, but respecting others is also a key in the success of the school. As a student, you are expected to treat your peers, teachers and faculty members with respect. Understanding and adhering to the established discipline policies is also expected.

I URGE YOU AND YOUR FAMILY TO READ THIS HANDBOOK CAREFULLY—along with the **COUNTY STUDENT HANDBOOK**—and understand that you will be held accountable for your actions.

Our dedicated faculty and staff will be here to assist you through any questions or concerns that you may have during your years at Hedgesville Middle School. Please feel free to contact the office if any issues need to be addressed. Our phone number is: 754-3313. **TOGETHER** we will make this the greatest year possible.

Sincerely,

Elizabeth Greenfield Adams

Elizabeth Greenfield Adams
Principal

SCHOOL HOURS

The school and office is open from 6:55 a.m. through 2:45 p.m. The doors **will not** be unlocked until **7:10 a.m.** to admit our students due to supervision.

ANNOUNCEMENTS

Announcements or publicity concerning school activities for release to the general public must have explicit approval of the principal. Announcements over the school intercom system by students must have prior approval by the principal or her representative.

TELEPHONE

The telephones are not for student's use except in an emergency. They are for essential school business. Parents who need to talk to someone about a school problem should call 754-3313 between the hours of 6:55 a.m. and 2:45 p.m. **Also students are not permitted to use cell phones during the school day.** *Parents please support this policy and do not call or text your student during the school day.* Contact the office if there is an emergency.

CLASS CHANGES

Teacher Bell			7:05
Classrooms Open / Breakfast			7:10
Warning Bell / Breakfast Ends			7:25
Homeroom			7:30
First Period	7:45	---	8:33
Second Period	8:37	---	9:20
Third Period	9:24	---	10:07
Fourth Period	10:11	---	10:54
Fifth Period			

LUNCH

A – 10:54 – 11:26
B – 11:15 – 11:47
C – 11:35 – 12:07

CLASS

A – 11:30 – 12:07
B – 10:58 – 11:15/11:47 – 12:07
C – 10:58 – 11:35

Sixth Period	12:11	---	12:54
Seventh Period	12:58	---	1:41
Eighth Period	1:45	---	2:28
Teacher Bell			2:35

Because we utilize interdisciplinary teams for teaching, time schedules are set by teams and may vary on some days.

ACTIVITY PERIOD

An activities period is held in conjunction with lunch period (5th period), whereby you might be involved in a variety of activities such as intramurals, arts, crafts, stage bands, chorus, make up work, tutorial work, state mandated physical education classes, tutorial study, computer education, advisory groups, etc., are some of the things you may become involved in during this time. Activities will be determined by the teams to which you are assigned with the school administration's approval.

Those students scoring below mastery on the WV Summative Assessment may lose activity period to reteaching and remediation activities.

LIBRARY

The library media center is a quiet study and research library. In the library area, every effort is made to maintain absolute quiet in order that students can always find conditions conducive to accomplishing research and homework assignments. The library is a center for many resources including magazines, newspapers, pamphlets, recording, and computers. Reference books, housed in the library, are not available for home use except with special permission from the librarian. These books may be used in the school building. Other books, however, can be withdrawn from the library for a period of two weeks. **There is a three-cent fine for each day a book is kept over the date that it is due.** The librarian is on duty each period to assist students with reference questions and to guide them in the use of the library and should be notified first if items are missing. Owing a library fine may be grounds for denying you to check out any further material. *Also, students who owe fines for any school debt **will not** be allowed to attend a school class trip until all obligations are paid.*

REFERENCE BOOKS OR OTHER MATERIALS

- During the school year the librarian instructs students in Language Arts classes in the use of the library and its resources.
- Library hours coincide with the school's daily schedule.
- Students who wish to go to the library during lunch must get a pass from the librarian before homeroom!

CAFETERIA

The school cafeteria is maintained as a vital part of the school. To encourage good nutrition, a well balanced **breakfast and lunch** is offered at a reasonable price. We have a closed campus which means **all students must stay on school grounds during lunch period.**

The lunchroom management and your fellow students will appreciate your cooperation in:

- Walking in hallway to the lunchroom as administered by 5th period teacher.
- Depositing all breakfast and lunch litter in wastebaskets.
- Returning all trays and utensils to the dishwashing area.
- Leaving the table and floor around your place in a clean condition for others.
- Students must leave the cafeteria when finished eating. **No loitering!**
- Students are not allowed to chew toothpicks in school.
- Only drinks to be consumed at lunchtime in the cafeteria may be brought to school.

LOCKERS

Each student is assigned a corridor locker (two students to a locker). The lockers are only issued to students for the convenience of storing legitimate school books and necessities. They are not for storing stolen items, tobacco of any type, alcoholic beverages, drugs or pornography. **The locker should be kept locked at all times. Do not give anyone your combination.**

Each person is responsible for the care and cleanliness of his/her locker. Everything must be taken out of the locker at the end of the school year so they may be cleaned during the summer. The school will not be responsible for anything left in a locker. Any items left in a locker at the end of a school year will become the property of Hedgesville Middle School. **No posting of materials on the outside or inside of the locker will be tolerated.** The school will help students locate lost or stolen items but assumes no responsibility. **Do not store another person's belongings in your locker.**

Students may go to their lockers only at the following times: **Before homeroom, before and after lunch (5th period), and before the last period of the day.** Exceptions to the above rule will only be honored if you have your planner signed by a teacher/staff member.

SUPPLIES

Books may be obtained from the subject teacher free of charge. It is the responsibility of the student to return the books in good condition. No marks or writing should be made in the books. **Lost textbooks must be paid for and replaced immediately.** Unreasonable damage to books will result in fines.

Students will be provided with a planner. The first planner is free. A replacement planner costs \$5.00. Students are required to keep the planner with them at all times.

FIRE DRILLS

Drills are conducted for two purposes: (1) to train students to evacuate the building quickly and orderly in case of an emergency and (2) to teach self-control in time of emergency. The general rules to follow are as follows:

- When the fire alarm rings, students should file quickly and quietly from the building in an orderly fashion.

- Each teacher is responsible for seeing that all windows are down and doors are closed after the last student has left the room.
- The first two students to reach the Exit doors are to hold the doors open until all others are out of the building.
- Once outside, students should stay in their class groups so the teachers can easily call the rolls.
- Students should get far enough away from the building so that if a real fire existed, firemen and equipment would have plenty of room in which to operate.
- Practice fire drills are required for the first few weeks of school and once a month thereafter.
- When in the hall, a student should go to the nearest exit.
- Bomb threat evacuation will be treated as a fire drill.

RULES AND REGULATIONS

You are expected to conduct yourself as a young lady or young gentleman at all times. Every minute of your day is planned. **Be Where You Are Scheduled To Be When You Are Scheduled To Be There.**

We want your school day to be fun, the kind of fun you experience when you work hard or engage in a game of skill.

- Students should walk on the **right** side of the hallway at all times. *Do not touch the walls.*
- No one is permitted to leave the building or grounds without permission and without signing out, in person, in the office. The student should contact the Principal or Assistant Principal.
- **No Gum** of any sort is allowed at any time!
- **Students may not go to the elementary school after the final bell. Nor may the student ride the elementary buses home.**

- If your child plans to ride a different bus home with a friend, **we need a note not only from you, but also the friend's parents.** These notes need to be brought to the office (**in the morning only**) to be stamped. These notes are given back to the students to be given to the bus driver. (Please include bus numbers, as some bus drivers do not allow extra riders.) If only one student has a note, they **will not** be granted permission to change buses. **Students may not get off the bus at the high school unless they are participating in a high school sport or activity.**
- Students are not permitted to use **Cellular phones** during the school day. No text-messaging will be tolerated. If a student is caught using a cellular phone in class, it will be confiscated by the teacher, and the parent will need to meet with the administration to retrieve said phone. We seriously encourage leaving the cell phone at home.
- Ipods, Ipads, Kindles, gaming systems, etc. may not be brought to school. No electronic devices of any sort unless required by a physician for medical reasons.

STUDENTS LEAVING EARLY

- If you know that your child has an appointment during the school day, we would like a note sent in *that day*. Your child should **bring the note to the office as soon as he/she arrives at school.** Your child's name and time of departure will appear on the daily bulletin. Your child will be informed, by the office staff, as to the time they should come to the office. This will give them time to begin the sign out process. **You will still need to come into the office to supply your signature to the sign out book.** This process is meant to alleviate the need to continually call into the classroom throughout the day.
- We will **not** call your child from 5th period (lunch) unless a note was presented in the morning. If a note was not provided, you will have to wait until the beginning of 6th period (12:11 p.m.) for us to call your child due to our activity/remediation period.
- **WE WILL NOT CALL YOUR CHILD FROM CLASS AFTER 2:00 PM. THIS IS VALUABLE INSTRUCTION TIME, PLUS THE BUSES ARE ALREADY LINED UP FOR DISMISSAL.** (This is one of the reasons a note is required for leaving early.)
- After school arrangements are to be made between parent and student at home *before the student arrives at school* (i.e. student not riding bus—parent will pick up). *HMS cannot guarantee that telephone calls asking that students wait after school will be delivered.*

DISCIPLINE

We will strictly enforce the Discipline Policy that has been developed not only by our county but also the State of West Virginia i.e. Student Code of Conduct.

WEST VIRGINIA STUDENT CODE OF CONDUCT

- Students shall attend school faithfully, complete assignments and work to his/her full potential.
- Behave in a manner that does not disrupt classroom learning or the operation of the school.
- Obey teachers, principals, and others in authority.
- Refrain from aggressive or threatening behavior toward fellow students, teachers or other school staff.
- Refrain from the possession or use of any weapons, illegal drugs, alcohol, or tobacco products.

The Code of Conduct is part of West Virginia Board of Education Policy 4373, passed in December 1990, which was intended to provide “regulations governing the behavior of students which help promote a positive environment”.

FOR ANY STUDENT SUSPENDED FROM SCHOOL (OSS), A PARENT/STUDENT/ADMINISTRATOR CONFERENCE IS MANDATORY BEFORE RETURNING.

TWO REFERRALS IN SAME DAY WILL RESULT IN OSS.

PLEASE UNDERSTAND THOUOUGHLY LEVEL I, II, III, AND IV OF THE STUDENT CODE OF CONDUCT, OFFENSES AND CONSEQUENCES, WHICH FOLLOWS. Any questions pertaining to the various levels should be directed to the Principal.

STUDENT CODE OF CONDUCT OFFENSES

Level I	Level II	Level III	Level IV
A. Cheating	A. Insubordination	A. Battery Against a Student	A. Harassment/ Bullying/Intimidation
B. Deceit	B. Leaving School Without Permission	B. Defacing School Property/Vandalism	B. Imitation Drugs: Possession, Use, Distribution or Sale
C. Disruptive/Disrespectful conduct	C. Physical Fight Without Injury	C. False Fire Alarm	C. Inhalant Abuse
D. Failure to Serve Detention	D. Possession of Imitation Weapon	D. Fraud/Forgery	D. Possession/Use of Substance Containing Tobacco and/or Nicotine
E. Inappropriate display of affection	E. Possession of Knife not meeting Dangerous Weapon Definition	E. Gambling	E. Battery Against a School Employee
F. Inappropriate appearance	F. Profane Language/Obscene Gesture/Indecent Act	F. Gang Related Activity	F. Felony
G. Falsifying Identity	G. Technology Misuse	G. Habitual Violation of	G. Illegal Substance Related

		School Rules of Policies	Behaviors
H. Possession of inappropriate personal property		H. Hazing	H. Possession and/or Use of Dangerous Weapon
I. Tardiness		I. Larceny	I.
J. Inappropriate Language		J. Sexual Misconduct	
K. Skipping Class		K. Threat of Injury/Assault	
		L. Trespassing	

NOTE: County Student Code of Conduct policy may include physical fighting as a Level I violation and/or a Level II violation (Bullying/Harassment/Intimidation). A principal may suspend and request that the superintendent recommend expulsion for any student who threatens to injure, or in any manner injured a student, teacher, administrator, or other school employee (W.Va. Code 18A-5-1a©).

Consequences/Disciplinary Action

Level I	Level II	Level III	Level IV
<ul style="list-style-type: none"> Administrator Student/parent conference 	<ul style="list-style-type: none"> Revocation of privileges 	<ul style="list-style-type: none"> Revocation of privileges 	<ul style="list-style-type: none"> * Suspension from school and possible expulsion with county board approval
<ul style="list-style-type: none"> Counseling Conflict resolution and peer mediation program 	<ul style="list-style-type: none"> Student/parent conference Counseling 	<ul style="list-style-type: none"> Expulsion Student/parent conference 	<ul style="list-style-type: none"> Expulsion - Combination of interventions listed in Level 1, 2, and 3
<ul style="list-style-type: none"> Referral to support staff 	<ul style="list-style-type: none"> Conflict resolution and peer mediation program 	<ul style="list-style-type: none"> Counseling 	<ul style="list-style-type: none"> Referral to tobacco/substance abuse cessation services/treatment
<ul style="list-style-type: none"> Reprimand 	<ul style="list-style-type: none"> Referral to support staff 	<ul style="list-style-type: none"> Conflict resolution and peer mediation program 	
<ul style="list-style-type: none"> Daily/weekly progress reports 	<ul style="list-style-type: none"> Reprimand 	<ul style="list-style-type: none"> Referral to support staff 	
<ul style="list-style-type: none"> Behavioral contracts 	<ul style="list-style-type: none"> Daily/weekly progress reports 	<ul style="list-style-type: none"> Reprimand 	
<ul style="list-style-type: none"> Change in student's schedule 	<ul style="list-style-type: none"> Behavioral contracts 	<ul style="list-style-type: none"> Alternative Education 	
<ul style="list-style-type: none"> School service assignment 	<ul style="list-style-type: none"> Change in student's schedule 	<ul style="list-style-type: none"> Daily/weekly progress report 	
<ul style="list-style-type: none"> Confiscation of inappropriate item 	<ul style="list-style-type: none"> School service assignment 	<ul style="list-style-type: none"> Behavioral contracts 	
<ul style="list-style-type: none"> Restitution/restoration 	<ul style="list-style-type: none"> Confiscation of inappropriate item 	<ul style="list-style-type: none"> Change in the student's class schedule 	
<ul style="list-style-type: none"> Before and/or after school detention 	<ul style="list-style-type: none"> Restitution/restoration 	<ul style="list-style-type: none"> School service assignment 	
<ul style="list-style-type: none"> Denial of participation in class and/or school activities 	<ul style="list-style-type: none"> Before and/or after school detention 	<ul style="list-style-type: none"> Confiscation of inappropriate item 	
<ul style="list-style-type: none"> Immediate exclusion by teacher from 1 class period 	<ul style="list-style-type: none"> Denial of participation in class and/or school activities 	<ul style="list-style-type: none"> Restitution/restoration 	
<ul style="list-style-type: none"> Weekend detention 	<ul style="list-style-type: none"> Immediate exclusion by teacher from 1 class period 	<ul style="list-style-type: none"> Before and/or after school detention 	
<ul style="list-style-type: none"> In-school suspension 	<ul style="list-style-type: none"> Weekend detention 	<ul style="list-style-type: none"> Denial of participation in class and/or school activities 	
<ul style="list-style-type: none"> Out-of-school suspension 	<ul style="list-style-type: none"> In-school suspension 	<ul style="list-style-type: none"> Immediate exclusion by teacher from 1 class period 	
<ul style="list-style-type: none"> Law enforcement notification 	<ul style="list-style-type: none"> Out-of-school suspension 	<ul style="list-style-type: none"> Weekend detention 	
<ul style="list-style-type: none"> Credits denied for work resulting from cheating 	<ul style="list-style-type: none"> Law enforcement notification 	<ul style="list-style-type: none"> In-school suspension 	
<ul style="list-style-type: none"> - Revocation of privileges 	<ul style="list-style-type: none"> Alternative Education 	<ul style="list-style-type: none"> Out-of-school suspension 	
	<ul style="list-style-type: none"> - Expulsion 	<ul style="list-style-type: none"> Law enforcement/DHHR notification 	

STUDENT DRESS CODE

The administration reserves the right to allow students to wear shorts during warm weather. This is a privilege and good judgment should be exercised by students and parents. **The following are not acceptable attire to wear to school:**

- **No** hats, caps, scarves, headbands, or bandanas will be permitted to be worn in the building during the regular school day, except when permitted as part of a special dress up day.
- **No** sunglasses may be worn in school unless they are prescription and accompanied by a signed physician's statement.
- No student will be permitted to attend classes or any school function with any attire that displays, promotes, or suggests alcohol, controlled substance, or profanity. Students in violation will be given the opportunity to contact parents to bring acceptable attire to school.
- Attire that is racially, sexually, or otherwise inflammatory is prohibited.
- Shoes must be worn at all times. All shirts must have sides, shoulders and cover the waist area. No undergarments may be exposed.
- Shorts and dresses will be permitted as long as they are mid-thigh length.
- Wearing of pocket chains is prohibited.

Please refer to the Berkeley County Dress Code Policy

DRESS CODE VIOLATIONS

- **1st Offense** – A referral will be sent home with a warning. Student must change clothes, parent must bring in new clothes or the student will be secluded for the remainder of the day.
- **2nd Offense** – 1 Hour After School Detention. Clothes changed as stated above.
- **3rd Offense** – 2 Hours After School Detention. Clothes changed as stated above.
- **4th Offense** – Insubordination. Out of School Suspension. Clothes changed as stated above.

PHYSICAL EDUCATION POLICY

All students are required by law to take physical education. A student must have a **doctor's note** to be excused from physical education. The note should indicate the dates that the student will be excluded from class and when he/she will be able to return to full activity. All students are required to dress out for P.E. class. They must have: **shorts, t-shirt, and sneakers or sweatshirt and sweat pants**. Failure to dress out for class will result in a lower grade for P.E. This policy will be strictly enforced.

MAKE UP WORK

Students who are absent for any reason will be required to make up work missed in each class. The amount of time required to make up the work will be the same as the amount of time missed. All make-up work must be in by the end of the grading period. Only in extreme cases of prolonged absence will more than one week be allowed for work to be made up unless permission is granted by the office. A day's absence does not excuse a student from responsibility for all work on the day of his return. Grades may be withheld in case make-up work is not turned in, and lead to failure if the situation is not remedied immediately.

It is the student's responsibility to obtain all make-up work from his teacher immediately upon returning to school. Failure to obtain make-up work is no excuse for not doing work missed.

STUDENT REQUEST FOR ASSIGNMENTS DURING AN ABSENCE

During an extended illness or a large number of excused consecutive days absent, **a parent** may call for assignments. Teachers will be given a special form from the *office showing dates the assignments should cover.* **The school will not be responsible for getting homework assignments until the student has missed at least 3 days work.**

The office must also be notified before 7:15 a.m. for assignments that afternoon and may be picked up between 2:15 and 2:30 p.m. This means starting with the third day of excused absence.

If we have an after school activity (i.e. dance, etc.), students who are not here for the school day may not attend.

TARDINESS

Nearly all tardiness is avoidable and is excusable only in case of illness or emergency.

- Students must be in the classroom and in their assigned seat when the tardy bell rings.
- Late bus or other late arrivals report immediately to the office.
- Tardiness to class: Should a student be detained by a teacher, he/she should secure an excuse from that teacher and present it to the teacher in charge of the class being entered. **All late entries to class without a signed excuse shall be recorded as an unexcused tardy.**

Unexcused tardiness to class will result in the following: Teams will handle up to the fourth tardy. After the 2nd tardy the teacher will contact the parent. On the fourth tardy the team will refer the student to the Assistant Principal in charge of discipline and the following will occur:

- 4th Tardy – Lunch Detention

- 5th Tardy – 1 Hour After School Detention (Failure to attend will result in OSS.)
- 6th Tardy – 2 Hours After School Detention (Failure to attend will result in OSS.)

If the student continues to be tardy, the result will be Social Probation, i.e. exclusion from any of the following:

- Extended Day Activities
- Extracurricular Activities
- Class Trips
- Dances, etc.

****Tardy policy will start over at the start of each nine weeks.****

BE ON TIME—BE WHERE YOU ARE SUPPOSED TO BE!

INJURY OR ILLNESS – MEDICINE

A student who is injured or becomes ill during school will report to his teacher. The teacher should then send the child to the office (**with planner as a hall-pass**). The office staff will let the child know if the nurse is in the building.

The child’s temperature will be taken. If there is no fever—the child will return to class (unless there is an emergency situation). If a fever is noted, the parent will be called for pickup. **YOUR CHILD WILL ONLY BE RELEASED TO THOSE INDIVIDUALS LISTED ON THE EMERGENCY CARD.**

As per state law, no medications will be dispensed WITHOUT a doctor’s prescription. This includes Tylenol, cough drops, etc. If your child is prone to headaches, you must obtain a doctor’s prescription to keep Tylenol at school. We are no longer able to dispense **ANY** over-the-counter medications. If your child does take medication on a regular basis (per doctor’s orders), we need a new “Administration of Medicine” form on file every year. This form is available from the school upon request. All medicine must be in the **original pharmacy container** with the child’s name, the date, and when the prescription was filled. For more information please refer to the Berkeley County Medication Policy in the county handbook.

*** Policy subject to change by State Department.**

PLANNER

Any student excused from a class must have a planner that is signed, dated and timed by the excusing teacher in **ink**. No one is allowed in the hall without a planner. (Each child will be issued a free planner at the beginning of the school year. Replacement cost for a lost planner is \$5.)

VISITORS

All visitors must report to the main office to see the school secretary for a visitor badge and to sign in. Visitation to the school should be for a specific and legitimate reason. Visitors will not be allowed to loiter on school grounds or inside the school building, nor will they be allowed to interrupt or go to classes with friends, relatives for the day unless invited to the school for that purpose.

STUDENT DEBTS

Students who owe debts of any kind—fines, money from selling projects, lost books, etc. may be denied the privilege and opportunity to go on any class trips until debts are paid.

Hedgesville Middle School reserves the right to charge \$15 for any check returned for insufficient funds.

ACCEPTING HIGH SCHOOL CREDITS EARNED BEFORE GRADE 9

Any student who successfully completes a high school level course prior to grade nine shall receive full credit for that course toward graduation requirements. The student's permanent record for grades 9-12 shall indicate completion of the courses. The grade for any course taken prior to grade nine becomes part of the student's permanent record and is calculated in the student's GPA (grade point average).

This is according to State Board Policy 2510, 126CS R42, 6.4.10. Courses presently offered include Spanish I, French I, and Math I-8. Your guidance counselor will assist you in this endeavor.

School Nutrition Department

Non-discrimination Statement: This explains what to do if you believe you have been treated unfairly. In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, disability or retaliation. If you require information about this program, activity or facility, in a language other than English, contact the USDA agency responsible for the program or activity, or any USDA office. To file a complaint alleging discrimination, write to:

USDA Director, Office of Civil Rights
1400 Independence Avenue, SW *USDA is an equal opportunity provider and employer.*
Washington DC 20250-9410

Or call toll free (866) 632-9992 (Voice)
TDD users can contact the USDA through local relay or the Federal relay at:
(800) 877-8339 (TDD) or
(866) 377-8642 (relay voice users)

State Board of Education Policy 4321.1 requires the School Nutrition Program to provide additional food to pregnant or lactating students.

In a Nutshell:

BERKELEY COUNTY BOARD OF EDUCATION
RACIAL, SEXUAL, RELIGIOUS/ETHNIC DISCRIMINATION
GRIEVANCE PROCEDURE

If you believe that you have been subjected to racial, sexual, religious/ethnic discrimination, including sexual harassment, this is what you should do:

1. Speak to your principal, another adult in your building, or the Human Rights Officer listed below about the discrimination and/or harassment, and file a report. The report can be either oral or written.
2. An investigation will take place, and a written report will be filed by the investigator detailing the investigator's findings and/or recommended consequences. A copy of this report will be resented to you, to the superintendent, and to the alleged discriminator(s).
3. If you feel that the investigator erred in his/her findings or recommended consequences, you may appeal it to the superintendent, or the Board of Education if the superintendent is involved.
4. You may also file a complaint with some state and federal agencies or in court.

To review the complete County Board of Education Racial, Sexual, Religious/Ethnic Discrimination Policy, see Berkeley County Policy: JV

Human Rights Officer: Laura Sutton, Berkeley County Schools, 401 South Queen Street, Martinsburg, WV 25401, Telephone: (304) 267-3500.