



NORTH MIDDLE SCHOOL STUDENT HANDBOOK

2015-2016

Principal
Rebekah Eyer

Assistant Principal
Tyler Boswell

North Middle School
2015-2016 Bell Schedule

Morning Duty	7:10-7:30
Homeroom	7:30 - 7:45 (15 minutes)
1 st period	7:45 - 8:30 (45 minutes)
2 nd period	8:33 - 9:15 (42 minutes)
3 rd period	9:18 - 10:00 (42 minutes)
4 th period	10:03 - 10:45 (42 minutes)
SIXTH GRADE	Lunch 10:48-11:18 SPL 11:21-11:51 Advisory 11:54-12:24
SEVENTH GRADE	SPL 10:48-11:18 Lunch 11:21-11:51 Advisory 11:54-12:24
EIGHTH GRADE	SPL 10:48-11:18 Advisory 11:21-11:51 Lunch 11:54-12:24
5 th period	12:27 -1:09 (42 minutes)
6 th period	1:12-1:54 (42 minutes)
7 th period	1:57-2:40 (43 minutes)
Afternoon Duty	2:40-3:00

Teacher Dismissal: 3:00 / Last Bus 3:00

North Middle School
2015-2016
Two Hour Delay Schedule

Morning Duty	9:10- 9:30
Homeroom	9:30 - 9:45
1 st period	9:45- 10:10
2 nd period	10:13 - 10:40
3 rd period	10:43- 11:10
SIXTH GRADE	Lunch 11:13 -11:43 SPL 11:46 - 12:16 Advisory 12:19 -12:49
SEVENTH GRADE	SPL 11:13 -11:43 Lunch 11:46 - 12:16 Advisory 12:19 - 12:49
EIGHTH GRADE	SPL 11:13 - 11:43 Advisory 11:46 - 12:16 Lunch 12:19 - 12:49
4 th period	12:52 - 1:19
5 th period	1:21 -1:47
6 th period	1:50 - 2:17
7 th period	2:20 - 2:40
Afternoon Duty	2:40- 3:00

Bad Weather Reports

In case of unexpected bad weather, 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
BC Schools website-berkeleycountyschools.org

IT IS MOST IMPORTANT THAT EVERY FAMILY HAVE A CONTINGENCY PLAN FOR CHILDREN IN THE CASE OF EARLY CLOSINGS OR DELAYED OPENINGS. 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. Deliveries can be a distraction to the learning environment. Any deliveries to students will need to be left in the office and picked up by the parent at the end of the day. This is largely due to bus safety issues.

Get NTouch with Us!

Find out first what is happening in **North Middle School** & BCS! 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 under relationships as a **North Middle School** parent, please do so.

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

We look forward to staying NTouch with you!

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 the office 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. Students need to bring notes to the office in the morning for approval.

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 15th 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 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: Paid \$1.50

Lunch: Reduced \$0.40, Paid \$1.75

Extra Milk: \$0.25

Adult Meals

Breakfast: \$3.00 Lunch: \$4.00

*Prices are subject to change.

We discourage parents from signing students out for lunch, because this can cause a disruption in the school day. Any fast food brought in will need to be eaten in the office.

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

Arrival and Dismissal Procedures

We feel that the following procedures make for a safer arrival and dismissal atmosphere for our students.

Dropping off students in the morning- Students' earliest arrival time will be at 7:10 A.M. Parents should drop off their child at the front of the building. If waiting to drop off, **please park around the outer edge of the parking lot.** The parking spaces are reserved for staff members or people working and/or meeting at the school.

Dropping off students in the morning after 7:30 A.M. and picking up before 2:40 P.M.- 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. When a note is sent indicating a pick-up time, the classroom teacher will send the student to the office at the stated time. The parent still needs to 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. **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 with the Instructional flow of the classroom.**

Pick-ups after 2 P.M. are discouraged due to bus traffic and safety issues.

Walkers will be dismissed on first bell at 2:40. Those students must leave the campus at that time through the front doors by the office.

Students who are riding the bus are not permitted to leave their bus room until a staff member dismisses them. Please do not park in the handicap access area. Students will NOT be permitted to walk through parked cars or traffic to meet at other locations in the lot. All vehicles should be lined-up along the top or bottom parking lots. Once your child is safely inside your vehicle, please slowly exit the parking lot. We realize this may slow down the parent pick-up process, but we feel the safety and welfare of our students must be the primary concern. Thank you for your patience and understanding. Do not park in the bus zone; you will get blocked-in.

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 same location every day. A student may ride home with another student provided the office has received a note 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.**

Report Cards

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.

All parents will receive an Interim Report for their child. Interim progress reports will go home on the dates below. The teachers update their Engrade weekly. Parents are asked to continuously monitor their child's schoolwork. If school is important to you, it will be important to your child.

Interim Reports Issued on or About:

- 1st 9 Weeks - September 17, 2015
- 2nd 9 Weeks - November 23, 2015
- 3rd 9 Weeks - February 8, 2016
- 4th 9 Weeks - April 22, 2016

Report Cards Issued:

- 1st 9 weeks - October 23, 2015
- 2nd 9 weeks - January 8, 2016
- 3rd 9 weeks - March 17, 2016
- 4th 9 weeks - June 10, 2016

Parent Conference

Parents are encouraged to contact the school any time they need to talk about their child's work. They 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:

- 1st Semester - Tuesday, September 22, 2015
- 2nd Semester - Thursday, January 14, 2016

Student Orientation:

Thursday, August 13, 2015

First Day for Students:

Monday, August 17, 2015

Holidays

- Monday, September 7, 2015 - Labor Day
- Wednesday, November 11, 2015 - Veterans Day
- November 25, 26, 27, 2015 - Thanksgiving Break
- December 23, 2015 - January 3, 2016 - Winter Break
- Monday, January 18, 2016 Martin Luther King's Birthday
- Monday, February 15, 2016 Presidents Day
- March 28, - April 1, 2016 Spring Break
- Tuesday, May 10, 2016 Primary Election Day
- Monday, May 30, 2016 Memorial Day

Teacher Work Days

(2 hour Delay or No School for Students)

- Tuesday, September 8, 2015 (2 hour delay)
- Tuesday, October 20, 2015 (no school for students)
- Thursday, November 12, 2015 (2 hour delay)
- Tuesday, December 8, 2015 (2 hour delay)
- Thursday, January 7, 2016 (2 hour delay)
- Tuesday, January 19, 2016 (2 hour delay)
- Tuesday, February 16, 2016 (2 hour delay)
- Tuesday, March 15, 2016 (no school for students)
- Tuesday, April 21, 2016 (2 hour delay)

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. **The note needs to have 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 5

unexcused absences a letter from the school will be sent home, as well as 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)

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 to request work if your child is out of the school more than 3 days.
(Berkeley County Policy)

NINE WEEK REWARDS

Each team holds a 9-week rewards assembly. Students are recognized for the following:

- Honor Roll
- Perfect Attendance
- Most Improved
- Subject area rewards

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

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. Anyone interested please contact the school.

Explanation of Consequences for Discipline Referrals

Lunch Detention

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

In accordance with county/state policy, students are never denied lunch. Those who fail to attend

lunch detention will receive an automatic after school detention for 1 hour.

After school Detention

Monday- Thursday 1 hour

One hour is added to the school day for students who have been given detention as a consequence for tardies, failure to complete assignments, misbehavior, or other reasons the teacher or administrator deems necessary. Parents will be notified before the assigned detention by telephone or 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. Students who disrupt will be assigned an additional consequence.

In-School Suspension

If a student is assigned in-school suspension, a guardian will be advised of the consequence by 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 requested and 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. They are not permitted to attend extra-curricular events, i.e. dances, ball games, etc.

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.

Peer Mediation

North Middle School believes in, supports, and utilizes Peer Mediation. Peer Mediation is a program designed to reduce hazing and violence in schools. It is a program where students are trained as mediators to help their peers resolve conflicts. The program has proven to be very effective at many middle schools throughout the county.

Dress Code

North Middle School will follow the county adopted policy. In addition to the county dress code, leggings need to have a shirt that covers the midriff area. Also, leggings that are see-through need to have finger-tip length bottoms.

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

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

2nd offense: same consequence as the first offense plus 1 hour after school detention

3rd offense: same consequence as the first offense plus 2 hours after school detention

4th offense: same consequence as the first offense plus in-school suspension

Specific Infractions

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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 activity started, but did not leave school property.
- Left the building after the activity started, left school property and then returned to school property for parent pick-up.
- Showed disrespect for supervising NMS personnel
- Cursing
- Poor sportsmanship
- Vandalism
- Late pick-up after warning

It is NMS policy to restrict the participation of students who do not follow the rules of an after school activity.

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 riding privileges

Cameras, Toys, Pornographic/Suggestive Material, and Other Disruptive and Inappropriate Items

Toys and other inappropriate items should not be brought to school. Items such as water guns, 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.

Minimum: Item confiscated until parent picks up or until end of school term

Maximum: Parent conference/out of school suspension

Dangerous Items

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/police referral

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.

Minimum: Work plan developed and restitution

Maximum: 10 days out-of-school suspension

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 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- after school detention

Maximum- out-of-school suspension

Drugs/Alcohol/Inhalants

State law and the 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.

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 note 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, teacher, or any school personnel 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: 5 days out-of-school suspension and social probation

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

Provoking a fight (encouraging physical assault) i.e. verbal taunts

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

Gum

Gum chewing is prohibited. We want to keep our building nice. Students discard gum under tables, in registers, and on the floor. We do not intend to suspend students for gum, however a student who is asked to spit out their gum will be considered insubordinate if he or she fails to comply. Insubordination will require additional consequences.

Minimum: Teacher request to put the gum in the trash.

Maximum: Teacher/student conference with a parent phone call.

Harassment/Intimidation/Stalking

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

First offense: On-the-Spot, Guidance Session, and parent contact

Second offense: Administration/student conference and a 1 ISS

Third offense: ISS or OSS and social probation

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

Horseplay

Hitting, slapping, kicking in a playful manner is not permitted, because it may lead to more serious aggressive acts, misunderstandings or accidents.

Minimum: verbal warning

Maximum: OSS

Insubordination

Insubordination is defined as defying or 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 websites such as: MySpace 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 on the Internet.

Leaving the Designated Area of the Building

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

Minimum: lunch detention

Maximum: after school detention

Leaving School Grounds without Permission

Students may not walk beside the main road in front of the school. The sidewalks have been provided for safety. 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: 1-5 hours 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 the following:

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

Maximum: 10-days out-of-school suspension and a possible recommendation to Transitional School.

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: 1 hour 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, pro-active approach to tobacco control. BERKELEY

COUNTY FILE: JCDA

Someone 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 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, referral to education program on tobacco, 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 (radio, tape players, CD's, pagers, beepers, 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/out-of-school suspension

Tardiness

Students are to be seated in their 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 punishment (one hour after school detention). Each tardy thereafter will carry a one-hour detention for the remainder of the semester. This also includes tardy for homeroom (late for school). If you arrive at school after the homeroom bell rings, you must have a note from home and must sign in at the office. Students signing in after 7:30 a.m. are tardy.

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, i.e. hugging, holding hands, sitting on laps, kissing

Minimum: Parent contact/warning

Maximum: In-school suspension/OSS

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.

Minimum: 1-hour after school detention

Maximum: 5 days out-of-school suspension

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 for acts of discipline not specifically stated herein and to alter any penalties as she/he 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.

Guidelines and Requirements for North Middle School Athletics

Requirements to Tryout:

In order to tryout for a North Middle School athletic team the following requirements must be met by the student:

1. Maintain a 2.0 G.P.A.
2. Physician approval—physical form on file at school.
3. Parental Consent
4. Proof of Insurance
5. Abide by all the rules and regulations of the school.
6. Attendance is mandatory at all tryouts.

General Team Guidelines:

Each team member must abide by the following guidelines:

Conduct:

1. Each team member shall conduct themselves appropriately at all times; for they are the official representatives of the school.
2. Each team member shall refrain from the use of drugs, alcohol or tobacco products and the use of profane or improper language.
3. Each team member must abide by all school rules and regulations at all school functions.
4. Each team member will adhere to the Berkeley County dress code.

Consequences for Failure to Follow School Expectations:

The athletic department will be following the same procedures as the academic teams at North Middle School. Once the student-athlete has reached a certain level on the school discipline policy then consequences will be given by the athletic department.

Level Two: The student-athlete will sit out the first quarter of the next game.

Level Three: The student-athlete will sit out the first half of the next game.

Level Four: The student-athlete will sit out an entire game.

If the student-athlete is assigned In-School Suspension or Out-of-School Suspension then they will sit out all practices and games during that suspension. The student-athlete may be required to sit out additional games depending on the referral.

****Insubordination or disrespect towards school personnel will not be tolerated. The administration holds the right to provide consequences other than the ones stated above for such acts.****

Attendance:

1. Attendance is MANDATORY at all practice and games.
2. Each team member MUST come to school the day of and the day after a game. A team member WILL NOT play in the next game if they are tardy to school or miss school, unless they have a doctor's note. ONLY DOCTOR'S NOTES ARE EXCUSED.
3. All student-athletes must have practiced 14 separate days before participating in a game unless they have participated on a high school athletic team. It is 7 separate practice days for high participants. (WVSSAC 127-3-20.6)

Dress Code:

1. Each team member will dress up for all HOME games and will wear their warm ups for all AWAY games. (This may change at the discretion of the coaches.)

Examples of Dressing Up:

Boys: Dress pants, dress shirt, sweater, dress shoes. NO SNEAKERS

Girls: Dress, skirt, blouse, sweater, dress pants, dress shoes. NO SNEAKERS.

Note: All clothing must follow the Berkeley County Dress Code Policy.

Uniforms/Warm Ups:

1. A uniform will be provided by the school, in which each team member will return at the end of the season.
2. The athletic department strongly suggests each team member to purchase a warm up suit.
3. Each team member will purchase shoes on their own. The coach will determine what color the shoes must be.

Participation Fee:

1. Each team member is required to pay a one-time participation fee of \$15.00. If an 8th grade team member has participated in a sport at Martinsburg or Hedgesville High School during this school year and paid their fee, then they do not have to pay another fee. Proof of payment is necessary.
2. Student-athletes are not permitted to participate on any basketball team or cheer squad outside of school. (WVSSAC 127-3-20.7)

****This list is not meant to be all inclusive. Individual circumstances will be left to the discretion of the coaches, athletic director and administration.****

To the Parents/Guardians:

As a parent/guardian of a North Middle School athlete we ask for your help. Please review the rules with your child.

We would also like to remind parents/guardians that all tryouts and practices are closed sessions. **ONLY STUDENT-ATHLETES, COACHES AND ADMINISTRATORS ARE PERMITTED IN THE BUILDING.** You may wait in the parking lot for your child to exit. A coach will be in the building with the student-athletes until everyone is picked up after tryouts, practices and games. Please be prompt when picking up your child. **If your child's practice is after 4:30pm they must go home after school and come back for practice. All students must be picked up from practice on time.**

There is an expectation that students will be representing North Middle School when they walk to local businesses after school. Students who cause a disruption may lose playing time. We expect students who are not chaperoned to these businesses by a parent to have a walking permit on file in the office.

Transportation will be provided for your child to **all** games. If your child does not ride the bus home from an away game you must provide a note for the coach and be present. Students are only allowed to leave with their parent/guardian.

We look forward to a positive and successful season!

North Middle School Athletic Department

IN SUMMARY

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 presented to you, to the superintendent, and to the Board of Education if the superintendent is involved.
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: Dr. Kim Hough, Berkeley County Schools, 401 South Queen Street, Martinsburg, WV 25401, Telephone: (304) 267-3500.

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)

In order to meet the nutritional needs of pregnant or lactating students additional foods are available through the School Nutrition Program. See your guidance counselor for specific information