

***Spring Mills Middle
School***

***Student Handbook
2019 – 2020***

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.

Communication

Find out first what is happening in SMMS and BCS by visiting www.berkeleycountyschools.org. This communication system will send you notices and announcements regarding school events, emergencies, closings and delays in addition to e- newsletters.

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 with questions.

Regular Bell Schedule

| | | |
|-----------------------------|-----------------------------|-----------------------------|
| 7:08 | | Teacher Arrival |
| 7:12 | | Student Arrival |
| 7:12-7:30 | | Breakfast |
| 7:30-7:42 | | Homeroom |
| 7:42-8:26 | | First Period |
| 8:30-9:14 | | Second Period |
| 9:18-10:02 | | Third Period |
| 10:06-10:50 | | Fourth Period |
| | | |
| 10:50-12:52 | | Lunch/Core/Fifth |
| | | |
| 6th Grade | 7th Grade | 8th Grade |
| 10:50-11:20 Lunch | 10:54-11:34 Core | 10:54-11:38 Fifth Period |
| 11:24-12:08 Fifth Period | 11:34-12:04 Lunch | 11:42-12:22 Core |
| 12:12-12:52 Core | 12:08-12:52 Fifth Period | 12:22-12:52 Lunch |
| | | |
| 12:56-1:40 | | Sixth Period |
| 1:44-2:28 | | Seventh Period |
| | | |
| 2:37 | | Teacher Dismissal |

Two Hour Delay Schedule

| | | |
|-----------------------------|-----------------------------|-----------------------------|
| 9:08 | | Teacher Arrival |
| 9:12 | | Student Arrival |
| 9:12-9:30 | | Breakfast |
| 9:30-9:42 | | Homeroom |
| 9:42-10:11 | | First Period |
| 10:15-10:44 | | Second Period |
| 10:48-11:17 | | Third Period |
| | | |
| | | |
| 11:17-12:56 | | Lunch/Core/Fifth |
| | | |
| 6th Grade | 7th Grade | 8th Grade |
| 11:17-11:47 Lunch | 11:21-11:46 Core | 11:21-11:50 Fifth Period |
| 11:51-12:20 Fifth Period | 11:46-12:16 Lunch | 11:54-12:19 Core |
| 12:24-12:49 Core | 12:20-12:49 Fifth Period | 12:19-12:49 Lunch |
| | | |
| 12:53-1:22 | | Fourth Period |
| 1:26-1:55 | | Sixth Period |
| 1:59-2:28 | | Seventh Period |

Academic Advisory

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

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

Breakfast: Reduced- Free, Paid \$1.50

Lunch: Reduced \$0.40, Paid \$1.75

Extra Milk: \$0.25

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

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. 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. - 2:30 P.M. Students may purchase white or chocolate milk in the cafeteria.

Parents cannot eat breakfast or lunch with the students in the cafeteria.

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.

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.

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 2:30 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:

- Using improper language.
- Being out of seat when the bus is in motion.
- Refusing to obey directions.
- Placing head or arms out of the bus.
- Tampering with or defacing the bus.
- Making unnecessary noise.
- Scuffling or fighting.
- Failing to sit in a designated seat.
- Showing disrespect to the bus driver.
- Shouting disrespectful comments out of the bus to parents or other students.
- Failing to return the required emergency card.

Fire Drills

The signal for a fire drill is the buzzing of the alarm.

STUDENTS SHOULD DO THESE THINGS QUIETLY:

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

Code Red Drill

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 90 - 100%

B 80 - 89%

C 70 - 79%

D 60 - 69%

F 0 – 59%

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 Schoology. If school is important to you, it will be important to your child. Grades are online and students and parents are given Schoology passwords. Please call the school if you need assistance with Schoology.

Interim Reports Issued (on or about):

1st quarter – September 18, 2019

2nd quarter – November 18, 2019

3rd quarter – February 6, 2020

4th quarter – April 24, 2020

Report Cards Issued (on or about):

- 1st quarter – October 23, 2019
- 2nd quarter – January 10, 2020
- 3rd quarter – March 18, 2020
- 4th quarter – June 3, 2020

Parent Conferences

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

- 1st semester – October 30, 2020
- 2nd Semester – January 16, 2020

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 absence 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
1/2 Day Absent
Sign out prior to 1:09 p.m

Lockers

You are expected to take care of your locker, and you will be charged for any damages.

1. The combination should remain confidential and not shared with any other students.
2. Students are not to store other student's materials in their locker.
3. Students are responsible for any damages to their locker.
4. No stickers

Chromebooks

Chromebooks should be used for educational purposes only.

- Cases are encouraged, but not required
- Do not write or place stickers on the Chromebook
- Do not remove any label or rubber feet from the bottom of the Chromebook.
- Do not share your Chromebook or charger with another student. If the charger or Chromebook is lost or damaged, you are responsible.
- Do not touch another student's Chromebook. That includes closing the lid, even to be helpful.
- Every site/search is monitored by the classroom teacher, the County, and the State filtering system. Please make good choices when searching on your Chromebook, even at home.
- If you leave Spring Mills Middle, please return your Chromebook and your charger to your homeroom teacher before leaving on your final day. If you are attending a different middle school in Berkeley County, your Chromebook will be sent to the new school.
- Follow classroom and school rules when using your Chromebook

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.

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 2019-2020 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.

Pride Reward Requirements (revised 6/2019)

Points to Earn to Attend Events

1st Nine Weeks: 9 Points

2nd Nine Weeks: 10 Points

3rd Nine Weeks: 11 Points

Point System:

Attendance (excused and unexcused) *4 tardies equals ONE absence

(Up to 5 Points)

0 - 1.5 Absences – 5 points

2-3.5 Absences – 4 Points

4-5.5 Absences – 3 Points

6-7.5 Absences – 2 Points

8-9 Absences – 1 Point

Grades

(Up to 5 Points)

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

ISS or OSS

All students will earn three points for good behavior. If a student gets one day of ISS they will be rewarded two points. If a student has one day of OSS, they will receive one point. More than one day 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 student being honored are invited to attend.

Patriots with Positive Behavior

Each team will nominate three students per week for students recognized for having positive behaviors. Those students will be recognized by administration and given a certificate for their achievement.

Patriots with Positive Attendance

Each week two students per grade level will be recognized by administration for having attendance for the week and given a certificate for their achievement.

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.

Behavior Interventions

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 2019-2020 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.

SMMS Discipline Level System

Consequences for Not Following School Expectations (Grade Level Team and Unified Arts Classes Combined)

Level One

Behavior Interventions 1-3: Students will be assigned lunch detention for not following basic classroom/school rules and expectations. The assigning teacher will call home on the third lunch detention and log the call.

Level Two

Behavior Interventions 4-6: Upon sixth assigned lunch detention, teacher/team and administration will schedule phone conference with parent.

Level Three

Behavior Intervention 7: Upon seventh assigned Intervention, student will serve an In-Team Suspension and notification letter will be sent to parents.

Level Four

Behavior Intervention 8: Upon eight Intervention, teacher will enter it as an office referral. A 2-hour after school detention will be assigned by administration.

Level Five

Behavior Intervention 9: Upon ninth Intervention, teacher will enter it as an office referral. In-School Suspension will be assigned by administration.

Level Six

Behavior Intervention 10: Upon tenth Intervention, the following will be considered and discussed at a requested parent/school conference: ISS/OSS, Behavior Intervention Plan, Social Probation.

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 and a

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 both during and after the school day for the duration of the probation.

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:

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 lunch detention

3rd offense: same consequence as the first offense plus 2 lunch detentions

4th offense: same consequence as the first offense plus one hour after school detention.

Specific Infractions

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
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:

- Left the building after the game/event started, but did not leave school property and then returned for parent pick-up
- Showed disrespect for supervising SMMS personnel
- 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

Minimum: loss of 3 games/activities

Maximum: Social probation for the entire season/school year

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.

Any terroristic act or claim of a terroristic act, as outlines in Berkeley County Policy JGG, is a Level 4 Offense.

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 turned off and kept in the student lockers. Cell phones are not permitted to be used on school property to make phone calls, taking pictures, checking social media, texting during the 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:

1st 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.

2nd 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.

3rd 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.

Spring Mills Middle School will follow all discipline policies outline in WV Policy 4373 and Berkeley County Discipline Policy JGG.

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.

No fidget spinners!

Minimum: after school detention

Maximum: out-of-school suspension

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

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

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

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
- 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

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.

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

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

Internet misuse

The Internet may only be used for educational purposes within the school building. Our state filters out sites such as: Twitter, Snapchat, 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

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

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

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

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

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: Parent contact/warning

Maximum: In-school suspension /OSS

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.

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. To encourage students to attend school, tardies will restart and then at the fourth tardy students will receive the consequence of one hour after school detention. 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.

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 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.