

SOUTH MIDDLE SCHOOL

Be a Part of the Stallion

H.E.R.D

STUDENT HANDBOOK

2017 - 2018

500 E. PARKWAY DRIVE

MORGANTOWN, WV 26501

(304)291-9340

INTRODUCTION

Welcome to South Middle School.

The following information will be helpful to you as we begin another school year. It is important that students and parents be acquainted with the policies and rules necessary in the operation of an active public school.



SCHOOL HOURS

South Middle School hours are 7:10 to 2:15. First period begins promptly at 7:25. Students are encouraged to be here by 7:20 so they are present for important announcements. **Students who arrive late to school, and who are not in first period at 7:25, must visit the office to obtain a tardy slip.**



ATTENDANCE

Regular attendance is essential for satisfactory school progress. Each day, new experiences are presented which, in most cases, cannot be duplicated. A student who knows of a future absence from school because of unusual circumstances should have his/her parent or guardian contact the school office before such absence occurs. The primary responsibility for covering whatever schoolwork has been missed lies with the pupil and parents/guardians. Student attendance is mandated by the Monongalia County School Board policy JE. Copies of this policy may be obtained from the school office. Upon return of the student, a parent and/or medical excuse will be required.

- A. If possible, pupils may make-up tests and or projects missed during their absence by arrangement at a convenient time for the teacher and pupil. Teachers may set a time limit for make-up tests, which will include a reasonable amount of time for the pupil to prepare for the tests.

- B. If time permits, teachers will endeavor to help students with work that is missed. However, teachers cannot be responsible for special tutoring of individuals who miss class.
- C. Specific assignments cannot be made in advance for known future absences, although teachers may indicate, if requested by a pupil, the general areas to be covered during the scheduled absence.
- D. Medical and dental appointments should be arranged outside of school hours whenever possible. In instances where it is unavoidable, a medical excuse will be requested.



EXCUSES

When a student is absent, for any reason, they must bring a written excuse from the parent/guardian or medical professional.

1. Students will present excuses for absences, or parent requests for early dismissal, to the office before 1st period.
2. If different arrangements are made for pick-up, students are to checkout in the office. An approved adult must be present to sign the student out.
3. After (3) consecutive or (5) total days absent from school per semester, a doctor's excuse is needed for an excused absence.
4. All excuses must be submitted within **3** days of the absence.

ARRIVAL

All students must report directly into the building upon arrival at school for the first bell at 7:10. Students with transportation problems should have their parents contact the school office.

Students with band instruments should take them directly to the band room, then report to 1st period. Generally, when students arrive to school, if they are having breakfast, they should do so first, then go to their lockers and on to 1st period. Students are not permitted to visit throughout the school prior to 1st period.



BUS RIDERS

Bus riders report directly into the building at the beginning of the day... At the end of the day, when boarding a bus, students are under the supervision of the bus driver and supervising faculty. Bus drivers have been instructed not to stop a bus once in motion. Students should not run after a bus. If a student is planning to ride home on another bus with friends, they must have a note from a parent and it must be submitted to the office each morning for approval.

WALKING STUDENTS

Upon leaving the school premises at dismissal time, students who walk are required to go directly home. Students who walk to and from school will be dismissed with the bus students. In the morning students who walk will be admitted to the building no earlier than 7:10.

LEAVING SCHOOL GROUNDS

No student is permitted to leave school during the school day without the permission of the office. Permission will be granted for:

1. A note must accompany anyone other than persons listed on emergency information. **PHONE CALLS WILL NOT BE ACCEPTED FOR DISMISSAL.**
2. A parent /guardian coming to the school for a student;
3. Illness which requires medical attention outside the school.

ANY STUDENT WHO LEAVES SCHOOL PREMISES AT ANY TIME WITHOUT PERMISSION WILL NOT BE UNDER SCHOOL SUPERVISION, AND THE SCHOOL WILL NOT ACCEPT RESPONSIBILITY FOR THEM. WHEN THIS OCCURS, THE POLICE WILL BE NOTIFIED.

VISITORS



All visitors must report to the office. A valid drivers license will be required before being admitted to other parts of the building during school hours.

STUDENT PLANNERS

All students will receive their own copy of a school planner. Parents are encouraged to be familiar with the planner, and expect their child to use it.

All teachers will be expected to have students use the planners for recording class assignments and homework.

Students are required to use the planner to record assignments and other work responsibilities.

Students shall use their planner as an official Hall Pass. Shelving will be available in the restrooms for planners and textbooks.

Teachers will provide a written record of daily and weekly assignments, clearly posted within the classroom and through Engrade.

There will be a two-week trial period to instruct students on the requirements of planner use.

Homework/Practice

Homework is an extension of the school experience and is to support learning objectives through additional practice. Homework is either completion of work begun in class, practice, enrichment, or preparation for subsequent activities. The teacher shall acknowledge/ assess all homework and it may be used when determining final grades. At South Middle School, we recommend approximately 15 minutes of homework per class as needed.



FOOD SERVICE

All students will have the opportunity to eat breakfast and lunch at school. Accounts are billed directly to the home via U.S. Mail. Payments are made to Monongalia County Schools, School Nutrition Program, 13 South High Street, Morgantown, WV 26501. Application for free and reduce breakfast/lunch forms can be found online at wvschoolmeals.net. Currently the charge for breakfast is **\$1.20** and lunch is **\$2.05**. Students may bring their lunches from home, and milk may be purchased at school for **.25**.

EXTRA CURRICULAR ACTIVITIES

All students are afforded the opportunity to participate in extra-curricular activities at South Middle School. The school is a member of the WV Secondary Schools Athletic Commission, which regulates athletic and band programs. Among their regulations are the following:

1. A player must reside in the geographical zone designated by the Board of Education.
2. Transferred students must check with the principal to determine eligibility.
3. Players/members must maintain a “C” average (2.0) the preceding semester to participate.
4. Players/members must have satisfactory citizenship to participate.
5. Proper behavior must be exhibited at all school functions.

STUDENT CODE OF CONDUCT

All students enrolled in Monongalia County Schools shall behave in a manner that promotes a school environment that is nurturing, orderly, safe and conducive to learning and personal-social development. Students are expected to:

- help create an atmosphere free from bullying, intimidation, and harassment,
- demonstrate honesty and trustworthiness,
- treat others with respect, deal peacefully with anger, use good manners and be considerate of the feelings of others,
- demonstrate responsibility, use self-control and be self-disciplined,
- demonstrate fairness, play by the rules, and not take advantage of others,
- demonstrate compassion and caring, and
- demonstrate good citizenship by obeying laws and rules, respecting authority, and by cooperating with others.



TELEPHONES and CELL PHONES and OTHER ELECTRONIC DEVICES

School telephone use is for emergencies only. Students may request permission from their teachers or the office to use the phone. Students will only be called out of class to take a call in the case of an emergency. If you are calling to change after school plans, **call will only be accepted prior to 2:00 pm** daily for messages to be given to students via phone calls.

Cell phones and other electronic devices must be kept in student lockers and turned



off. When students are at school...they are at work. Cell phones and other electronic devices are not required for students to do their jobs; therefore, they are prohibited during the school day unless permission from an adult. Parents should rely on the school phones to contact their children during the school day at 304-291-9340. Students should not be receiving or answering texts during the day. They are not to have phones in use during lunch, breakfast, classrooms, or hallways without permission.

Cell Phone Policy

1 st offense	2 nd offense	3 rd offense
Phone given to teacher with no confrontation phone returned AT END of 9 th period from office	Phone taken by teacher for second time results in student contacting parent in office and phone will be kept for 24 hours	Phone taken by teacher for third time results in phone staying until administration contact is made for guardian to pick up
Confrontation from student with teacher will increase to 2 nd offense	Confrontation from student with teacher will increase to 3 rd offense	Confrontation from student with teacher will result in meeting with guardian and student

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SCHOOL WIDE BEHAVIOR PLAN

Habits: Be prepared

Engage: Positive Participation

Respect: People and property

Dedicate: Accomplish completion of ALL assignments

One of the primary goals of education is to assist in the development of character. Therefore, all disciplinary action will be centered on strengthening character through self-discipline. Assisting the child in assuming personal responsibility for behavior and helping to understand the consequences of actions, is critical to the development of responsible, productive students.

Students are expected to contribute to a positive, orderly school environment, and will be expected to conduct themselves accordingly. Teachers will help students cope with school-related issues as they arise and guide them in making appropriate choices. When available alternatives/interventions have been ineffective, the student will be referred to the principal for additional disciplinary measures. Parents will be kept informed throughout this process.

ADMINISTRATIVE DISCIPLINARY ACTIONS

Include, but are not limited to:

- *Conference
- *School based counseling
- *Lunch detention
- *In School Suspension
- *After School Detention
- *Out of School Suspension
- *Loss of school privilege
- *Time out
- *Teen Court

CONTRABAND AT SCHOOL

Possession of anything considered unlawful by either state or federal government officials, as well as county and school administration, will be considered contraband.

Some examples include: sharp objects (ninja stars), medication, explosive devices, ammunition, and any dangerous items deemed improper to be on school property. Please refer to the South Middle School Discipline Plan for consequences

CIGARETTES AND OTHER TOBACCO PRODUCTS/ALCOHOL AND OTHER DRUGS

Students in possession of any tobacco products, alcohol or other drugs, are breaking the law. Tobacco use is unlawful, unhealthy and strictly prohibited on school property. Students caught with tobacco products, in addition to legally required discipline, may lose permission to participate in certain school activities for one semester. Possession or use of alcohol or other drugs on school property will constitute an immediate notification to law enforcement authorities, and may result in a suspension for up to one year. Juvenile Referrals will be made with the Probation Office.

WEAPONS AT SCHOOL

Any students caught in possession of a firearm will be immediately suspended and turned over to law enforcement authorities. Please note that EXPULSION proceedings will begin against the student. Expulsion of a student means not permitting the student to attend any school for a period of time.



DRESS AND APPEARANCE

Our school will adhere to Monongalia County Schools' Dress Code with the following additions:

- *Shorts or skirts must be less than 5 inches above the knee.
- *Holes in pants must be below the knee.
- *Leotards/leggings/tights must only be worn under pants, skirts or shorts, and not by themselves alone.
- *Sunglasses are prohibited.
- *Pajama bottoms are prohibited.
- *Low cut shirts are prohibited. Neckline must not be lower than the straight line from the top of one underarm to the other.
- *Gang related apparel is prohibited.

Students who do not adhere to the Dress Code will be asked to change their clothes. If alternative school clothes are not available, parents will be contacted. Students should understand that when they are at school, they are at work. They must dress appropriately...and dress for success.

USE OF SURVEILLANCE EQUIPMENT

Surveillance equipment may be used on school transportation vehicles or in schools as determined by the transportation department, principal or other appropriate administration official. Staff and students are prohibited from tampering with or otherwise interfering with such equipment. If students tamper with or damage surveillance equipment, the students and parent/guardian will be held financially responsible.

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PARENT/GUARDIAN PAGE

By affixing my signature below, I verify that I have seen a copy of the South Middle School Student Handbook for 2017 – 2018 and, that I have reviewed the Handbook with my child. Please return this signed copy of verification with your child to his/her homeroom teacher.

My child's name is _____.

Homeroom Teacher _____.

Parent/Guardian Signature

Date