

Documentation of Receipt of SMS Student Handbook

(AFTER READING AND DISCUSSING THIS HANDBOOK ENTIRELY, Please detach this portion of the handbook and return to school, keeping the handbook itself at home for your reference throughout the school year)

I _____ parent/guardian of
_____ who is in the _____ grade at Summers Middle School, have read and discussed the handbook with my child. We have particularly discussed the Expected Behaviors in Safe and Supportive Schools and the interventions to support these behaviors. I am aware of the contact information for Summers Middle School and my child's teachers and will contact the appropriate persons via phone or email when clarification is needed or problems arise.

Parent/Guardian Signature

____/____/2017
Date

Student Signature

____/____/2017
Date

Table of Contents

MISSION STATEMENT.....	3
LOCAL SCHOOL IMPROVEMENT COUNCIL.....	3
PROCEDURES FOR PARENT DROP OFFS, PICK-UPS AND TARDIES	3
PERMISSION TO GO HOME WITH OTHER STUDENTS.....	3
PERMISSION TO SIGN STUDENT OUT.....	3
PHONE USE BY STUDENTS.....	4
PREPARING FOR WEATHER EMERGENCIES.....	4
DAILY TIME SCHEDULE SMS.....	4
SCHOOL PROCEDURES FOR ATTENDANCE.....	4 – 5
MAKE-UP WORK POLICY FOR ABSENCES.....	5
CLOSED CAMPUS POLICY.....	5
DRESS CODE POLICY-STUDENTS.....	6
RACIAL, SEXUAL, RELIGIOUS/ETHNIC HARASSMENT AND VIOLENCE POLICY.....	6 - 7
ADMINISTERING MEDICATION TO STUDENTS.....	7
SAFE AND SUPPORTIVE SCHOOLS.....	8
EXPECTATIONS OF STUDENTS.....	8
EXPECTED BEHAVIORS IN SAFE AND SUPPORTIVE SCHOOLS.....	8
SOCIAL EXPECTATIONS.....	8
ACADEMIC EXPECTATIONS.....	9
MISSING WORK POLICY.....	9
BACKPACK POLICY.....	9
LOCKER POLICY.....	9
POSITIVE ENCOURAGEMENT AND STUDENT RECOGNITION.....	9
TARDY TO SCHOOL POLICY/CONSEQUENCES.....	9
VIOLATIONS OF EXPECTED BEHAVIORS AND SCHOOL INTERVENTIONS.....	10, 11, 12
AUTHORITY OF TEACHERS, PRINCIPALS, BUS OPERATORS AND COUNTY BOARD.....	12
SUBSTANCE ABUSE POLICY.....	13
PROHIBITION OF TOBACCO PRODUCTS.....	13
EXCERPT FROM STUDENT RIGHTS AND RESPONSIBILITIES HANDBOOK.....	13
FREE AND SYMBOLIC SPEECH.....	13
SEARCH AND SEIZURE.....	13
STUDENT GRIEVANCE.....	13
STUDENT GRIEVANCE PROCEDURES.....	13 - 14
STUDENT RECORDS.....	14
STUDENT WITHDRAWAL AND TRANSFER POLICY.....	14
PROCEDURE FOR ASSEMBLIES.....	14
CLUBS, ORGANIZATIONS AND ATHLETICS.....	14
SUMMERS MIDDLE SCHOOL HONOR SOCIETY DESCRIPTION.....	15
SMS CAFETERIA POLICIES.....	15
ELECTRONIC DEVICES AND OTHER TOYS.....	15
SCHOOL INSURANCE.....	15
PARENT VOLUNTEERS.....	15
EMERGENCY CODES/PROCEDURES.....	16
LOST AND FOUND.....	16

Summers Middle School Student Handbook 2017 -2018

(Information in the handbook may change as policies and procedures change

Please check the school website and monitor parent memos to be aware of any changes throughout the school year)

Summers Middle School webpage: <http://sms.summers.k12.wv.us>

Summers County Board of Education webpage <http://boe.summers.k12.wv.us>

MISSION STATEMENT

Our mission is to work together with the Summers County School System/Total Community to prepare all students to become productive learners in a safe environment that is developmentally appropriate as it meets the educational needs of the Summers Middle School students through standards of excellence in curriculum, guidance, exploration, and community involvement.

LOCAL SCHOOL IMPROVEMENT COUNCIL

This is a committee that will convene a minimum of 4 times per year to identify areas in need of improvement within the school. The council seeks to work with the county, community, educators and students to develop an action plan by which the immediate needs are prioritized and addressed. Elections are held every 3 years to choose official voting members. For the 2017-18 school year, elections will be held to replace one parent representative, and to determine our chair-person. The first LSIC meeting will take place in September, 2017. All parents and community members are invited. Students elected to represent the student body will be encouraged to participate in this council as well. Please check our school website and look for announcements for future meetings dates and times.

PROCEDURES FOR PARENT DROP OFFS, PICK-UPS AND TARDIES

Parents may drop off and/or pick-up students on Temple Street, Fifth Avenue, or Ballengee Street. **Traffic is restricted on 4th Avenue while school buses are present.** Crossing guards are present at the 4th and Ballengee intersection and the 4th and Temple intersection to stop traffic and allow for safe crossing to both walkers and school buses.

All students are to be in class on time. **The school day starts at 8:00. Any student arriving after 8:05 is required to be signed into school by a parent/guardian.** These policies and procedures are designed to maintain safety and order within the school. If your child is enrolled at Summers Middle School, we are responsible for them and must be aware of their location at all times throughout the school day.

Students will be recorded Tardy Excused when a parent signs he/she in by 8:15. If the student signs themselves in by 8:15 or a parent signs in the student after 8:15, the student will be listed as Tardy Unexcused. When a student has accumulated ***3 Unexcused Tardies, they will receive a referral and will be assigned one day of lunch detention. 3 Unexcused Tardies to individual class periods will result in the same action. Excessive referrals for being tardy will eventually lead to In School Suspension.***

PERMISSION TO GO HOME WITH OTHER STUDENTS

If a student is going home with another student on a bus or walking, **a note including the date, the child's full name, the bus number (if applicable), the destination and the guardian's signature** must be given to the student's first period teacher and it will be returned to the student during lunch. The Principal or designee must sign the bus note given to the bus driver. Walking student should have a note to keep with him/her to prove they have permission to be walking. Students will not be permitted to use the phone to make plans with other students after arriving. Plans must already be in place before arriving at school.

PERMISSION TO SIGN STUDENT OUT

Your child will bring home an enrollment update and permission form to sign a student out during the first week of school. Please complete this form and return it immediately. Only those persons that you indicate on the form as having permission to sign your child out will be allowed to do so. In cases of emergency, you may call and speak to an administrator concerning having someone else sign out your child.

PHONE USE BY STUDENTS

If your child is ill or has an emergency situation, he/she will be allowed to use the phone. **Students are not allowed to use the phone to make after school plans such as getting permission to go home with someone else.** No student will use the phone after 3:05 unless deemed an extreme situation. If you have an emergency, you may call the school and we will deliver the message to your child. We encourage these calls to be made before 2:30 p.m. **The use of cell phones during the school day is strictly prohibited.**

PREPARING FOR WEATHER EMERGENCIES

To receive texts in regard to school cancellations and delays visit the following link and follow the directions to receive text alerts for Summers County Schools. <https://wvde.state.wv.us/closings/subscribe/county>

Please discuss alternate plans with your child in the event that school is released 3 hours early due to incoming winter weather. It is difficult and nearly impossible for each child to make a call home on early dismissal days, therefore if an alternate arrangement is necessary, it should be fully planned and discussed with your child in preparation for the possibility of early dismissals due to weather.

DAILY SCHEDULE SMS

7:30 – 8:00	ARRIVAL	
7:30 – 8:00	GRAB N GO BREAKFAST	
8:05 – 9:00	1 st period	
9:03 – 9:47	2 nd period	
9:50 – 10:34	3 rd period	
10:37 – 11:22	4 th period	
11:25 --12:10	5 th period (5 th /6 th lunch)	(7 th /8 th grade 5 th period)
12:13 – 12:57	6 th period (7 th /8 th grade lunch)	(5 th /6 th core 6 th period)
1:00 – 1:44	7 th period	
1:47 – 2:31	8 th period	
2:34 – 3:04	9 th Period	3:04 Dismissal

2 HOUR DELAY SCHEDULE

9:30 – 10:00	Arrival--breakfast (no grab n go)	
10:05 - 10:45	1 st period	
10:48 – 11:15	2 nd period	
11:18 – 11:45	3 rd period	
11:48 – 12:28	5 th period 5 th /6 th lunch	
12:31 – 1:11	6 th period 7 th /8 th lunch	
1:14 – 1:41	4 th period	
1:44 – 2:11	7 th period	
2:14—2:41	8 th Period	
2:44—3:04	9 th Period	3:04 Dismissal

3 HOUR EARLY DISMISSAL SCHEDULE

7:30 – 8:00	arrival/breakfast (no grab n go)
8:00 – 8:28	1 ST Period
8:31 – 9:00	2 ND Period
9:28 - 9:56	3 RD Period
9:59 – 10:29	6 TH Period
10:29 – 11:15	4 TH Period
11:12 - 12:05	5 TH Period/ 7 th and 8 th grade lunch
12:05	DIMISALL

SCHOOL PROCEDURES FOR ATTENDANCE

Please carefully read the procedures below. Attendance protocol is dictated by the West Virginia Department of Education. Failure to meet the requirements of this policy may result in legal action through the local Magistrate Court.

- Any time a student is absent, a note must be sent explaining why the student was absent. Please include in that note the student's **FULL NAME**, student's **ID NUMBER**.
- **3 unexcused Absences:** If your child is absent for 3 days and does not provide a note from a parent or Physician explaining the reason for these absences, you will be notified by Summers Middle School, giving you the opportunity to provide a doctor's excuse or parent note explaining why the student has missed instructional days.
- **5 unexcused absences:** After 5 unexcused absences the Summers County Director of Attendance, Mr. Josh Houchins, notifies the parent and principal or assistant principal that a meeting must take place. At this time a meeting

with BOTH legal guardians regardless of the legally designated full time custodian, will be invited to a meeting with that will involve the child's core teachers, the principal or assistant principal, the guidance counselor and possibly outside agencies such as DHHR. The focus of this meeting would be to identify possible reasons for the student's attendance issue and to then develop a plan of action for providing support to the family in order to improve the student's attendance. These supports, if successful would also prevent the legal action that will be taken against any parent whose child does not comply with attendance policies.

- **10 Unexcused Absences:** After **ten unexcused absences** the Summers County Director of Attendance, Mr. Josh Houchins notifies the parent with legal notice (CA-2).

Ten days after legal notice is picked up by the parent, the attendance director may file a legal notice with the magistrate for all absent days past the 10 unexcused absences.

If the parent *has* contacted the school, *but* absences continue, **the attendance director may file a criminal complaint with the magistrate** for any days missed after the CA-2 was picked up.

Incentives: Regular attendance is imperative for a student to gain the skills and competencies necessary to go on for further training or to take his/her place in the world of work. Recognizing the importance of good attendance SMS will award certificates for attendance. In addition to the certificates, each grade level team will reward attendance in their own awards programs.

Make-Up Work policy for absences (excused or unexcused)

The instructional activities planned and implemented in each classroom are essential to each student's success in class. Therefore any time a student is absent, regardless of the absent being excused or unexcused, he/she has **one day for each day of an excused absence to make up his/her work**. Only if a student is going to have excused absences for several days, can the parent pick up work for the student to do at home. **It is the student's responsibility to ask for any work missed** and complete it within the allotted time. Teachers may provide additional time or standards but must allow students the minimum amount of days explained in this section of the Summers Middle School handbook as it follows the Summers County Policy for Make-Up Work. ****Please review consequences for missing work on page.***

TEACHER / PARENT COMMUNICATION AND COLLABORATION

In order to provide maximum support to students as they adjust to Middle School and prepare for High School, teachers and parents must communicate and collaborate with the students. Teachers are available to conference with parents in person or via phone during their planning and can be reached via email. (all teacher emails are listed in the county school calendar) Please strive to use email and phone contact and SCHEDULE a conference if that is what you desire. Please remember that teachers may not be able to meet with you, if a meeting is not scheduled prior to your arrival at the school in an effort to meet with the teachers. As teachers reach out to parents/guardians in order to initiate a Student Assistant Team meeting, please respond and comply with this request to meet with the teacher. If a teacher or administrator has contacted you to schedule a meeting and within 3 – 4 weeks your inability to attend a conference in person is not verified by an employer or physician, child neglect in the form of educational neglect will be documented and reported to CPS.

Teacher Planning/Meeting Times

Parents, please call the school and make contact with the administration team or leave a message if you would like to meet with your student's teachers.

LIVEGRADES

LiveGrades is an online student grading system that provides teachers, students and parents with the ability to access grades, assignments, key information, and communicate expectations and concerns effectively. If parents and students have any concerns and/or questions the best method of communication is to email your teacher through LiveGrades. If you do not receive a response within 24 hours, please contact the office.

LiveGrades is updated weekly by teachers. LiveGrades user IDs are available by contacting Amy Smith via email at alsmith@k12.wv.us

CLOSED CAMPUS POLICY

SMS endorses a closed campus policy before/during/after the regular school day. Visitors are to enter the front door of the main building only, obtain a visitor's tag, and will be escorted to a classroom/office by a staff member. Signs are posted on each outside door to give direction to the entrance of main building. Visitors/parents must call for an appointment to meet with the Principal or staff before meeting with that person.

Students are not permitted to leave the campus at any time during the school unless excused by their parent. The student must have a note signed from the parent and approved by the Principal. Students shall not leave campus during afternoon bus duty for any reason unless excused by the Principal or designated staff member.

DRESS CODE POLICY-STUDENTS

The Summers County Board of Education, administrative staff, principals, teachers, and service employees realize that there is a variety of styles and tastes in the way that people dress. They also realize that in a school/educational setting, there are proper and improper modes of dress: "relative to current fashion trends, community custom, and considerations of health and safety." It is also understood that this dress affects not only students, but school employees as well and can be a factor to greater community support and positive attitudes toward the school/school system/teaching profession and education as a whole. It is also felt that a dress policy for students will be of no effect until and unless proper dress is modeled by adult employees who deal with students in the schools.

For these reasons, the following shall be the dress code for the students of Summers County Schools:

Students are required to attend school in clean clothing and physical appearance. Any clothing, jewelry or accessories with decorations, patches, lettering, advertisements, etc, that may be considered obscene or offensive are not to be worn to school. This includes any clothing, jewelry, accessories that may be used as weapons, which have drug emblems, obscenities, tobacco or alcoholic beverage references, which may be considered derogatory towards a race, culture or religion which depict or suggests association with a gang, or which may be considered sexual harassment. It also includes lettering or words with unacceptable double meanings.

Crop tops, tube tops, tank tops and halters are unacceptable. Strapless dresses without jackets are unacceptable. Transparent and/or see-through material is considered unacceptable. Shirts or blouses must cover the entire torso at all times.

Dresses, Skirts and Shorts

For students, the length of a skirt, dress or shorts must extend to at least the mid-thigh. This may be defined as the point on the thigh where the individual's relaxed hand would touch the thigh naturally. For employees, pants must be at the knee or longer. Skirts and dresses at professional length. Pants must fit appropriately.

Any type of head covering is unacceptable, except those items which are not hats but are worn to keep the hair from the face. Further, head coverings worn for safety or medical reasons shall be allowed where appropriate. Head coverings are to be removed upon entering the building and not replaced until the dismissed bell rings.

(Exceptions: students in physical education classes/activities may wear appropriate clothing for that class/activity. Students participating in designated activity's days may wear clothing appropriate for that activity and in areas that are designated for that activity.)

In the interest of proper health and hygiene, all students are required to wear shoes and appropriate underclothing.

ENFORCEMENT: Students dressed in violation of this policy will be disciplined thus:

- A. Students wearing inappropriate accessories (head coverings, buttons, caps, hats, bandanas, scarves, and do-rags, excessive jewelry etc.)**
 - a. **First Offense:** will have that accessory taken by school personnel and returned at the end of that day.
 - b. **Second Offense:** accessory will be taken by school personnel and may only be returned to the parent.
- B. Students in violation other than accessories will be dealt with:**
 - a. **First Offense:** Student will be issued a Dress Code Written Warning and will be required to correct the violation. T-shirts and Sweats will be made available for the student to change. Student's parent will be called to take the student home to change clothing or to bring appropriate clothing to school if necessary. At this time the dress policy will be reviewed with the student and parent. The student will not be allowed to return to class until appropriate clothing is obtained. A warning will be kept on file in the principal or assistant principal's office for documentation that the violation has occurred and the policy was reviewed individually with the student and parent.
 - b. **Second Offense:** the student will receive a Level 1 Behavioral Intervention as described in the Expected Behaviors Section of this Handbook.

RACIAL, SEXUAL, RELIGIOUS/ETHNIC HARASSMENT AND VIOLENCE POLICY (Policy 2421)

It is the policy of Summers County Schools that racial, sexual, religious/ethnic harassment and violence will not be tolerated under any circumstances. We firmly believe that all persons are to be treated with respect and dignity. Harassment and violent incidents will be responded to in a manner that effectively deters future incidents.

Racial, sexual, religious/ethnic harassment and violence refers to unwelcome and unwanted behavior related to sex, race, religion, or ethnic group that makes the recipient feel afraid, embarrassed, helpless, angry or unsafe or upsets the recipient to the point that he/she cannot learn, cannot teach, or be effective at school or at his/her job. In accordance with West Virginia State Code 49-2-803, any teacher, staff member or bus driver who has witnessed or received a report of sexual harassment must report this to the principal or assistant principal of SMS who is then required by this law to report the complaint to local law enforcement within 24 hours of the occurrence of the harassment.

Harassment and violence is prohibited between staff members, between staff members and students, between students, and from members of the public directed at students or staff, on school property or at school sponsored events. Some examples of harassment and violence may include but are not limited to: unwelcome patting, pinching, or physical contact; obscene gesturing or calling someone gay; ethnic or racial slurs; or threats, insults, or assaults against someone due to their sex, race, religion or ethnic group.

If a staff member or student feels that his/her emotional well-being, his/her sense of safety and security or sense of self-worth is being affected by such conduct, a complaint should be made to the Principal or Assistant Principal.

A complete copy of the West Virginia Board of Education Policy 2421 may be obtained from the Summers County Board of Education by calling (304) 466-6000.

ADMINISTERING MEDICATION TO STUDENTS

The Summers County Board of Education strongly discourages students taking medication during school hours. Students attending public school may have health conditions, which require the administration of medication for the treatment of certain conditions. Whenever possible, a student's medication should be administered at home, prior to or at the end of the school day. Since a school nurse is not located in each building, this policy considers the aspects, which affect the safety of medications given during school hours by designated employees (as defined by WV Code 18A-5-1). Over-the-counter medications will not be administered without written orders from a doctor, dentist, physician's assistant, or nurse practitioner.

1. Parents/guardians are given the opportunity to administer medication to their own children at school. If this is not possible, the elementary student should self-administer the medication with school personnel observing. Secondary school students responsible for self-administering medication may do so in school with supervision by school personnel. School personnel must dispense this medication and a Medication Administration Form must be on file.

2. When a student is unable to self-administer medication, school personnel who have been trained by the school nurse may administer requested medication. The certified school nurse, in consultation with the physician, has the final decision making authority with respect to delegating administration of medications. The parent or guardian can be requested to come to school and administer medication if problems occur.

3. For all medication administered during school hours, the first dosage should have been administered at home to ensure that no initial allergic reaction occurs.

4. For the protection of students as well as school personnel, written orders from a doctor, physician's assistant, dentist, or nurse practitioner must be obtained for **ANY** medication to be administered. Orders must contain the name of the drug, dosage, route of administration, time of in-school administration, and a medical diagnosis. Special instructions regarding medication side effects, reactions, and comments should be included as necessary. The physician must indicate whether the student may self-administer a medication and if the child may carry an emergency medication with him (e.g., asthma inhaler, bee sting kit, etc.). A Medication Administration Form will be available for the physician to complete for each medication. The parent/guardian is responsible for obtaining written orders from the physician for medications and for completing the parent section of the Medication Form.

5. Documentation of medication is to be kept on the Administration Log with the Medication Administration Form. The current Medication Form shall be kept accessible with the medication to be given. This log shall be placed in the child's permanent school record when the medication is completed or at the end of the school year.

6. All medications must be brought to the school in the original container. Medications, which are not appropriately labeled, must not be administered. Herbal medications shall not be administered.

7. For prescriptive or over-the-counter medications that have appropriate documentation on file, parents may send daily doses of medication with the student. If larger quantities are preferred, a month's supply may be brought to school by the parent or other adult.

8. The school nurse will provide appropriate training for the administration of medications to designated employees.

9. The parent or an adult should pick up any medication that remains at school at the end of the school year. If medications remain at school after students have been dismissed, they will be disposed of within 30 days.

10. Students who enroll from out-of-area and bring medications to school without the proper documentation should be referred to the school nurse for assistance. Persons responsible for administering medications have the right to question excessive dosages of medications. The school nurse is to be notified when a medication dosage is being questioned. If the medication is deemed to

be outside the available guidelines, School Health Services may refuse to administer and may request the parent come to school to administer the

SAFE AND SUPPORTIVE SCHOOLS

In accordance with West Virginia State Department of Education Policy 4373, Summers Middle School has identified and described the standards and expected student behaviors that support a safe school. In addition to an explanation of the expectations of students, Summers Middle School has also chosen and explained the supports and interventions that teachers, administrators, and school counselors will provide students as they strive to meet these expectations.

In accordance with the Safe Schools Act, students who have been excluded from a classroom or school bus twice within one semester may not be readmitted until a meeting is held with the parent, student, administrator, and teacher or bus driver. The purpose of this meeting is to review expectations and to sign an agreed upon plan for the student to be readmitted to class. Should the student be excluded for continued misbehavior after this meeting, the student may be excluded for the remainder of the semester.

EXPECTATIONS OF STUDENTS

Students have both rights and responsibilities. You have a right to the best education that we can provide and a safe environment in which to learn. WV Code 18-A-1 states that school personnel "stand in the place of the parent" in exercising authority over students from the time they arrive at school or board the bus until they return home. Thus you have the responsibility to obey and cooperate with school authorities and with the policies, rules, and regulations that are adopted for the purpose of maintaining order and discipline, for providing safety, and for creating a positive environment.

Your attitude toward the school and your teachers will play a large part in determining how you get along at school. If your main interest is to receive a good education, you will not have a serious problem at school.

It is impossible to write a rule or regulation to fit every situation. However, we are presenting you a general guideline concerning expected behavior and consequences for misbehavior.

SELF CONTROL: It starts with you being the best you, you can be!

Students at SMS quote our school mantra daily:

"I am somebody. The me I see is the me I'll be. I am....."

Responsible, Organized, Accepting, Respectful, Safe

EXPECTED BEHAVIORS IN SAFE AND SUPPORTIVE SCHOOLS

In order for every student to have the opportunity to reach his/her potential, every student in the public schools of Summers County shall:

1. **Self-awareness and Self-management** – students are able to recognize their emotions, describe their interests and values and accurately assess their strengths. They have a well-grounded sense of self-confidence and hope for the future. They are able to manage stress, control impulses and express their emotions appropriately in a wide range of situations. They can persevere in overcoming obstacles as well as set and monitor progress toward the achievement of personal and academic goals.
2. **Social awareness and Interpersonal Skills** – students are able to take the perspective of and empathize with others and recognize and appreciate individual and group similarities and differences. They are able to seek out and appropriately use family, school and community resources in age-appropriate ways. They can establish and maintain healthy and rewarding relationships based on cooperation. They resist inappropriate social pressure; constructively prevent, manage and resolve interpersonal conflict; and seek and provide help when needed.
3. **Decision-making Skills and Responsible Behaviors** – students consider ethical standards, safety concerns, social norms, respect for others and the likely consequences of various courses of action when making decisions at school, at home and in the community. They apply these decision-making skills in academic and social situations and are motivated to contribute to the well-being of their schools and communities.

SOCIAL EXPECTATIONS

Show good manners in the classroom, lunchroom, hallways, and on the bus.

Respect the rights of others including classmates, teachers, and other school personnel.

Exercise self-discipline.

Refrain from harmful actions and possession of harmful items.

Observe the safety rules of the school and bus.

Refrain from public displays of affection.

Place book-bags in your locker after being released from the auditorium in the mornings.

ACADEMIC EXPECTATIONS

Do the best work that you are able.
 Participate fully in the learning activities.
 Take pride in your school work.
 Be prepared with necessary materials for class.
 Accept responsibility for completion of assignments.
 Do not interrupt the learning process or the teaching process for others.
 Be responsible for and respectful of school materials and equipment.
 Monitor your own progress through your student Livegrades account.

GRADING SCALE

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

MISSING WORK POLICY

When students do not complete and submit work by the due date, the teacher will enter M as a grade. This will average as a zero until the work is complete. This is not intended to punish students but will provide an accurate report as to the student's academic standing within that class if the work isn't eventually turned in. Students may use extended time to complete work during lunch/recess under the supervision of a teacher. This may or may not take place in the Alternative Education room and will be optional to the student and parent to do so.

BACKPACK POLICY

Students are prohibited from carrying backpacks to classes other than PE.
 Students who have a medical illness of some sort that requires the daily use of a backpack may be permitted to do so if a physician verifies the need for such.

LOCKER POLICY

Students are not permitted to share lockers or use a locker that was not assigned to them for any reason.

POSITIVE ENCOURAGEMENT AND STUDENT RECOGNITION

As an influence to students who exhibit positive behavior, some positive consequences will be offered. They include but are not limited to: praise, parental communication, school wide and classroom awards, and special privileges for individual students or classes as determined by teachers and administrators.

STUDENT OF THE QUARTER:

- One student is selected each quarter by teacher vote
- Student will be selected based on character, discipline records, attendance records and academic records
- Students may be selected due to an improvement in any of the areas, but will simply be recognized as Student of the Month.

SEMESTER INCENTIVE ACTIVITIES

- Students who exhibit good character throughout the duration of the semester, will be permitted to participate in a semester incentive activity.
- The activity is provided to students through donations from parents, fundraising events and local business partners.

Tardy to School Policy

(Enforced by Semester)

Tardy to School	Action
1	Recorded
2	Recorded
3	Warning Letter to student/parent: Six tardies will result in Lunch Detention
4	Recorded
5	Recorded
6	One Day Lunch Detention -3pts
7	Two Days Lunch Detention -3pts
8	<ul style="list-style-type: none"> • Three Days Lunch Detention -3pts • Warning Letter: 10 tardies will result in ISS or After School Detention
9	<ul style="list-style-type: none"> • Four Days Lunch Detention -3pts
10	<ul style="list-style-type: none"> • ISS -5pts
11 plus	<ul style="list-style-type: none"> • ISS or Alternative Education Placement -5pts

- Only Doctor's Excuses that are valid on the day that the Tardy occurs will be accepted.
- Parent Notes do not excuse Tardies.
- The Administration reserves the right to alter the discipline consequences Depending on the individual difference and severity of the offense.

LEVEL 1: Minimally Disruptive Behaviors – disrupt the educational process and the orderly

operations of the school but do not pose direct danger to self or others. All Behaviors resulting in ISS or OSS will include a Parent Notification. The administration reserves the right to alter the discipline consequences depending on the individual difference and severity of the offense.

1.7Infraction	1st Offense	2nd Offense	3rd Offense	4th Offense	5th Offense
Cheating	Parent contacted, may be required to redo assignment, loss of grade -0pts	Parent / Teacher/ Student Conference, Loss of grade, 3 Days Lunch Detention -3pts	Habitual Violation Two Days ISS, Guidance Referral -5pts	Habitual Violation Two Days OSS -10pts	Habitual Violation Five Days OSS, Possible Alt Ed. Placement -10pts
Deceit	Student Teacher Conference Possible Referral to Admin. -0pts	Parent Teacher Conference -0pts	Lunch Detention -3pts	Guidance Referral , Habitual Violation Two Days ISS, Possible Suspension -5pts	Habitual Violation Parent/Teacher/Admin. Conf. Two Days OSS -10pts
Disruptive / Disrespectful Conduct	Student Teacher Conference -0pts	Parent Teacher Conference -0pts	Lunch Detention -3pts	Guidance Referral , Habitual Violation Two Days ISS, Possible Suspension -5pts	Habitual Violation Parent/Teacher/Admin. Conf. Two Days OSS -10pts
Inappropriate Displays of Affection	Student Teacher Conference -0pts	Parent Teacher Conference -0pts	Lunch Detention -3pts	Guidance Referral , Habitual Violation Two Days ISS, Possible Suspension -5pts	Parent/Teacher/Admin. Conf. Two Days OSS -10pts
Falsifying Identity	Student Teacher Conference Possible Referral to Admin. -0pts	Parent Teacher Conference -0pts	Lunch Detention -3pts	Guidance Referral , Habitual Violation Two Days ISS, Possible Suspension -5pts	Parent/Teacher/Admin. Conf. Two Days OSS -10pts
Horseplay	Student Teacher Conference -0pts	Lunch Detention -3pts	3 Days Lunch Detention -5 pts	5 Days Lunch Detention -5 pts	1 Day ISS Parent Contact -5 Points
Inappropriate Appearance	Student Teacher Conf. Appropriate dress must be obtained – 0pts	Guidance Referral parent contact 1 Day Lunch Detention -3pts	3 Days Lunch Detention Parent Contacted -- 3pts	Habitual Violation ISS 1 Day -5pts	Habitual Violation OSS 1 Day -10pts
Failure To Serve Detention	1 additional Day lunch detention *entered by detention teacher -3pts	2 additional Days of lunch detention *entered by detention teacher -3pts	Habitual Violation ISS 3 Days -5pts	Habitual Violation ISS 5 Days -5pts	Habitual Violation OSS 5 Days -10pts
Inappropriate Language	3 Days Lunch Detention -5pts	Habitual Violation ISS 1 Day -5pts	Habitual Violation ISS 2 Days -5pts	Habitual Violation OSS 1 Day -10 pts	Habitual Violation OSS 2 Days -5pts
Possession of Inappropriate Personal Property (ie. Cell Phones, Ipods)	Property taken for 2 days & 2 days Lunch Detention -3pts	Property taken for 3 Days and 3 days Lunch Detention -3pts	Habitual Violation Property taken for 4 days and 2 days ISS -5pts	Habitual Violation Property taken for 5 days and 3 days ISS -5pts	Habitual Violation Property taken for 10 days and 5 days ISS, Possible OSS or Alt. Ed. Placement -10pts
Skipping Class	2 Days Lunch Detention -3pts	Parent Contacted, 4 Days Lunch Detention -3pts	Habitual Violation Parent Contacted, 1 Day ISS -5pts	Habitual Violation Parent Contacted, 3 Days ISS -5pts	Habitual Violation Parent Contacted, 5 days of ISS -5pts
Tardiness	Student Teacher Conference -0pts	Parent Teacher Conference -0pts	2 Days Detention Letter Home -3pts	3 Days Detention Letter Home -3pts	Habitual Violation 1 Day ISS, also 1 Day ISS for each additional Tardy -3pts

LEVEL 2: Disruptive and Potentially Harmful Behaviors – disrupt the educational process and/or pose potential harm or danger to self and/or others. The behavior is committed willfully but not in a manner that is intended maliciously to cause harm or danger to self and/or others.

All Behaviors resulting in ISS or OSS will include a Parent Notification.

The administration reserves the right to alter the discipline consequences depending on the individual difference and severity of the offenses.

Infraction	1st Offense	2nd Offense	3rd Offense	4TH Offense	5th Offense
Gang Activity	Admin Conference and Referral to Support Staff -0pts	1 Day ISS -5pts	3 Days ISS -5pts	5 Days ISS -5pts	5 Days OSS -10pts
Physical Fight without injury	Three Days OSS -5pts	Five Days OSS -5pts	Five Days OSS Five Days ISS -10pts	Alt Ed Placement -15pts	
Technology abuse	Loss of technology use for two weeks/possible suspension -5pts	Loss of technology use for 30 days/possible suspension -5pts	Loss of technology use until the end of the semester/possible suspension -5pts	Loss of technology use until the end of the year/possible suspension -5pts	
Habitual Violations of School Rules	10) Parent Contacted, 2 Days of ISS, Possible Suspension -5 pts	15) Parent Meeting, Refer to SPL Behavior Process -10 pts	20) SPL Behavior Contract, Possible Suspension -10 pts	25) SPL Behavior Contract. Possible Suspension -10 pts	30) Alt Ed Placement -15 points

Insubordination	2 Days of ISS -5pts	5 Days of ISS -5pts	3 Days of OSS -10pts	5 Days of OSS -10pts	Alt Ed. Placement -15 pt
Leaving School without Permission	2 Days of ISS -5pts	3 Days of ISS -5pts	5 Days of ISS -5pts	10 Days of ISS -5pts	Alt Ed. Placement -15pts
Pocket Knife	Implement 3.5 inch Rule - 3 Days ISS - 5pts	5 Days of ISS -5pts	5 days of OSS -10pts	Alt Ed Placement -15pts	Alt Ed possible expulsion-15pts
Profane acts or Language toward staff or student	3 Days ISS -5pts	5 Days ISS -5pts	2 Days OSS -10pts	3 Days OSS -10pts	Meeting with Administration for Alt. Ed Placement - 15pts

LEVEL 3: Imminently Dangerous, Illegal and/or Aggressive Behaviors – are willfully committed and are known to be illegal and/or harmful to people and/or property. The principal shall address these inappropriate behaviors in accordance with W. Va. Code §18A-5-1a, subsections (b) through (h)

All Behaviors resulting in ISS or OSS will include a Parent Notification.

The administration reserves the right to alter the discipline consequences depending on the individual differences and severity of the offenses.

Infraction	1st Offense	2nd Offense	3rd Offense	4th Offense	5th Offense
Battery against a student	10 Days OSS- Law enforcement notified, Possible recommendation for expulsion -15pts	Recommendation for Expulsion/ Alt. Ed Placement -15pts			
Defacing school property	ISS, or up to 5 Days OSS, School service , Pay for damages, Law Enforcement -15pts	5 Days OSS, Law enforcement, Pay for damages, School Service -15pts	10 Days OSS, Possible Alt. Ed or Expulsion, Law enforcement, Pay for damages, School service -15pts	Alt Ed or Expulsion -30pts	
Larceny	3 Days OSS -15pts (Law Enforcement may be contacted at any step)	5 Days OSS -15pts	Recommended to BOE for expulsion -15pts		
Hazing	2 Days OSS -15pts	5 Days OSS -15pts	10 Days OSS v	Recommended to BOE for expulsion -30pts	
False Fire Alarm	10 Days OSS Possible Law Enforcement notification, Possible Placement in Alt. Ed. -15pts	10 Days OSS Possible Expulsion -15pts			
Trespassing	Law enforcement notification -15pts				
Gambling	2 Days ISS / Possible Law enforcement -15pts	3 Days ISS / Possible Law enforcement -15pts	3 Days OSS / Possible Law enforcement -15pts	5 Days OSS / Possible Law enforcement -15pts	Possible Alt. Ed Placement -15pts
Fraud/Forgery	Admin Conference/ Referral to Support Staff/ Possible Suspension -15pts	2 Days f ISS -15pts	5 Days Of ISS -15pts	10 Days of ISS -15pts	Referral to Alt ED -15pts
Sexual Misconduct	Referral to Support Staff , Up to 10 Days Suspension, Possible Expulsion -15pts				
Threat of injury against a school Employee or Student	3 Days OSS, Possible Alt. Ed Placement (Possible Law Enforcement Notification) -15pts	5 Days OSS, Possible Alt. Ed Placement (Possible Law Enforcement Notification) -15pts	10 Days OSS, Possible Alt. Ed Placement -15pts	Alt Ed. Placement-15pts	
Harassment / Bullying Intimidation	Parent Contacted, Issue Investigated, Referred to Guidance, Possible Suspension -15pts	2 Days ISS, Anti- Bullying Education -15pts	2 Days of OSS, Possible Alt Ed Placement, Law Enforcement -15pts	5 Days OSS, Possible Alt Ed. Placement, Law Enforcement -15pts	Alt. Ed., Law Enforcement -15pts
Use or Possession of Imitation drugs	5 Days of OSS (Possible Law enforcement notification) -15pts	10 Days of OSS Law enforcement notified -15pts	Alt. Ed Placement Law enforcement notified -15pts	Use or Possession of Imitation drugs -15pts	5 Days of OSS Law enforcement notified -15pts
Possession or Use of Nicotine Products or Tobacco	1 Day ISS, Cessation Program, Possible Police Citation -15pts	2 Days ISS, Police Citation, -15pts	3 days of ISS, Police Citation, -15pts	2 Days of OSS, Police Citation -15pts	Consideration for Alt. Ed Placement, Police Citation -15pts

LEVEL 4: Safe Schools Act Behaviors - are consistent with those addressed in West Virginia Code §18A-5-1a (a) and (b). The following Level 4 behavior definitions are aligned with West Virginia Code §§61-6-17 , 61-6-24 , and 18A-5-1, and in the Gun-Free Schools Act of 1994 . These laws require that the principal, superintendent and county board address Level 4 behaviors in a specific manner as outlined in West Virginia Code §18A-5-1a and paraphrased in Chapter 3, Sections 4 and 5 of this manual. **IMMEDIATE REPORT TO ADMINISTRATION**

Infraction	1st Offense
CP2-CP3. Assault/Battery on school employee	10 Days OSS and recommendation for expulsion, Law Enforcement notification
XF1 Felony	10 Days OSS and recommendation for expulsion, Law Enforcement notification
Illegal Substance Related Behaviors	10 Days OSS and recommendation for expulsion, Law Enforcement notification
WD1-WF1-WF2-WF3-WK1 Possession of a firearm or deadly weapon (No pocketknives are to be carried to school at any time. A knife with a blade of 3 ½ in is considered a "dangerous weapon"	10 Days OSS and recommendation for expulsion, Law Enforcement notification

AUTHORITY OF TEACHERS, PRINCIPALS, BUS OPERATORS AND COUNTY BOARD

§18A-5-1

Authority of teachers and other school personnel; exclusion of students having infectious diseases; suspension or expulsion of disorderly students; corporal punishment abolished

- The teacher/principal/bus operator shall stand in the place of the parent(s), guardian(s) or custodian(s) in exercising authority over the school and has control of all students enrolled in the school from the time they reach the school until they have returned to their respective homes, except that where transportation of students is provided, the driver in charge of the school bus or other mode of transportation shall exercise such authority and control over the students while they are in transit to and from the school.
- Subject to WVBE Policy [2423 – Communicable Disease Control](#), the school administrator or school nurse shall exclude from the school any student known to have or suspected of having any infectious disease, or any student who has been exposed to any infectious disease.
- The teacher or bus driver may exclude from his or her classroom or school bus any student who is guilty of inappropriate behavior as outlined in Chapter 4, Section 2, Levels 1, 2, 3 or 4.
- Any student excluded shall be placed under the control of the principal of the school or a designee.

The excluded student may be admitted to the classroom or school bus only when the principal, or a designee, provides written certification to the teacher that the student may be readmitted and specifies the specific type of disciplinary action, if any, that was taken.

- If the principal finds that disciplinary action is warranted, he or she shall provide written and, if possible, telephonic notice of the action to the parent(s), guardian(s) or custodian(s).
- When a student is excluded from a classroom or a school bus two times in one semester, and after exhausting all reasonable methods of classroom discipline provided in the school discipline plan, the student may be readmitted to the classroom or the school bus only after the principal, teacher and, if possible, the parent(s), guardian(s) or custodian(s) of the student have held a conference to discuss the student's disruptive behavior patterns, and the teacher and the principal agree on a course of discipline for the student and inform the parent(s), guardian(s) or custodian(s) of the course of action.
- If the student's disruptive behavior persists, upon the teacher's request, the principal may, to the extent feasible, transfer the student to another setting.
- A student may not be suspended from school solely for not attending class. Other methods of discipline may be used for the student which may include, but are not limited to, detention, extra class time or alternative class settings.

Corporal punishment of any student by a school employee is prohibited.

RESPONSIBILITY OF SCHOOLS

1. Each school shall develop procedures for the implementation of this policy including a provision for guaranteeing due process for every student.
2. Each school shall develop and maintain policies that provide for alternative education for any student excluded from class or school that is designed to correct the behavior problem exhibited by the student.
3. Schools are encouraged to use in-school suspension, assignment to alternative class, time out or other alternatives to suspension from school.
4. It is suggested that schools form committees composed of the Principal, teachers, support staff, parents and students (where applicable) to design alternatives for their students. Every student suspended from school must take part in an alternative educational experience before their return to school.
5. Programs to provide alternative education as mentioned in #2 and #4 above shall be completed and on file in the Superintendent's Office by the opening of the school year.

SUBSTANCE ABUSE POLICY

The primary responsibility of the school board is to educate students using the broadest possible definition of education. The board also has an obligation to provide protection to all students. Substance use in school presents a serious threat to the academic, social, and emotional health of all students. Consequently, it is the board's responsibility to make every effort to reduce the threat, discipline the offender, and counsel those who need specific education and help.

It is the intent of the Board of Education that programs of intervention and prevention be established to carry out this policy. Further emphasis will be upon community involvement and the education of parents relative to information concerning substance abuse.

PROHIBITION OF TOBACCO PRODUCTS

Recognizing the dangers of tobacco use for students and employees, the Summers County Board of Education has formulated the following regulations concerning the use, possession, or distribution of tobacco products:

1. The use and/or distribution of tobacco products by any person in any building, property, or vehicle owned, leased or operation the Summers County Board of Education is strictly prohibited. This violation is according to WV Code 16-9A-1-4.
2. The use and/or distribution of tobacco products is prohibited in any private building, automobile, or any other vehicle when used for school activities.
3. Students under the age of 21 shall not possess any tobacco product while engaged in any school activity or while they are in any building, property, or operated by the Summers County Board of Education. This prohibition also applies to any and all private buildings, properties, or vehicles that are being used for a school activity.
4. School personnel supervising students off the school ground are prohibited from using tobacco products while in the presence of students or anytime while engaged in any activities directly involving students. This prohibition also applies to any and all private buildings, properties, or vehicles when being used for school activities.
5. Advertising of tobacco products in any form in school buildings, at school functions, and in school publications is strictly prohibited.
6. All students, K-12 shall receive instruction each year on the dangers of tobacco use and on its avoidance.
7. All groups using the areas described in these regulations shall sign an agreement stating they will comply with this policy and that they will announce to students, parents, and public that this policy remains in force on evenings, weekends and all other times that school is not in session.
8. This policy shall be published in the school handbook and be a part of each school's advisory program.
9. A copy of this policy shall be sent to the home of each student as part of the school's parent information packet.
10. The policy shall be published in the local media during the first month of each school year.

EXCERPT FROM STUDENT RIGHTS AND RESPONSIBILITIES HANDBOOK FREE AND SYMBOLIC SPEECH

Students are entitled to exercise the right of free speech in school as well as elsewhere. However, the right of free speech does not include the right to interfere with the orderly conduct of classes, or to disturb the normal operation of the school. Disciplinary action may be taken if a student's speech clearly and immediately incites others to damage property or to physically harm someone. It is important for students to remember that it is their responsibility to be certain that their speech does not violate the constitutional rights of others.

SEARCH AND SEIZURE

The Fourth Amendment to the Constitution protects all citizens from unreasonable searches and seizures.

The Supreme Court has recognized that protections guaranteed by the U.S. Constitution fully apply to young people. Courts have rules, however, that students are not protected from necessary and reasonable search and seizure of any materials in their locker, because it is school property.

Courts have warned that school authorities should be careful not to abuse this right. Students do have rights to privacy and may reasonably expect that their lockers will not be searched unless appropriate school officials consider a search absolutely necessary to maintain the integrity of the school environment and to protect other students.

The principal should have a witness present when a locker is searched.

The guarantees of the Fourth Amendment apply more strictly to personal search and seizure. If a school official plans to search a student, he or she must have "probable cause" or justification for an immediate search (such as to obtain a secreted weapon).

STUDENT GRIEVANCE

The purpose of student grievance procedure is to provide a simple and straight forward solution to solve a student's problem as fairly as possible.

A student with a problem should first discuss the complaint with a teacher or counselor. If not solved, the student should give to the principal, in writing, a description of his complaint. A conference will be held.

The principal shall then give a copy of the complaint to the Title IX coordinator. He will immediately discuss the problem with the student.

If the problem still remains unsolved, the Title IX Coordinator will submit a copy of the complaint to the Superintendent of Schools, who will arrange an informal conference with the student.

At this point, if the problem still remains, the student may request a hearing with the Board of Education.

STUDENT GRIEVANCE PROCEDURES

LEVEL ONE PROCEDURE

- 2.1 The student or employee who has a complaint, and is unable to solve the issue, may address the complaint in writing to the Title IX Coordinator.
- 2.2 The Coordinator's responsibilities are:
 - a. Investigate within five days the circumstances of the complaint.
 - b. Render a decision within ten days after receipt of complaint and notify the complainant.
 - c. Provide the complainant five days to react to the decision before it becomes final.
- 2.3 The Complainant's responsibilities are:
 - a. Within ten days accept the decision in writing addressed to the Title IX Coordinator or
 - b. Disagree with the decision in writing addressed to the Title IX Coordinator. A level two procedure will be initiated.

LEVEL TWO PROCEDURE

- 3.1 Within ten days of receiving 2.3b with the decision, the Title IX Coordinator requests the Superintendent to review the complaint.
- 3.2 The Superintendent will schedule a meeting within ten days of the receipt of the request for review. The participants shall be the complainant, the coordinator, and the Superintendent.
- 3.3 The Superintendent will make a decision within ten days. The complainant and the coordinator will receive copies of the decision.

LEVEL THREE PROCEDURE

- 4.1 Within ten days the complainant may appeal the decision of the Superintendent to the Summers County Board of Education.
- 4.2 The Board may hold a hearing if requested by the complainant within 30 days or at the next regularly scheduled board meeting.
- 4.3 The Board will review all material (written and oral) and make a decision within ten days.

LEVEL FOUR PROCEDURE

- 5.1 Within ten days the student may appeal to the WV State Superintendent of Schools.
- 5.2 Within ten days the employee may appeal to the WV State Grievance Board.

STUDENT RECORDS

As a citizen and as a student, you have a right to privacy of your school records. The Board of Education may not release information from a student's school records to persons other than their parents or guardians without their consent if the student is under eighteen years old, or without the student's consent if he or she is eighteen years old or older, unless the board has been served with a subpoena for that information.

If a student is less than eighteen years of age, his or her parents or guardians are entitled to inspect any and all of the educational records and to challenge the content of those records. If the student is eighteen years old or older he or she has the same rights.

A guidance counselor or other school official may be needed to assist the student, their parents, or their guardians in interpreting the information in their permanent record file. The complete Student Rights and Responsibilities Handbook is available at the school office.

STUDENT WITHDRAWAL AND TRANSFER POLICY

Parents/students are required to **immediately give change of address for new locations** and schools prior to transferring to another school, both in and out of the State of West Virginia. All textbooks, fees, lunch bills and other information must be submitted as soon as possible prior to when the student transfers.

PROCEDURE FOR ASSEMBLIES

Parents and students will attend a number of assemblies and school functions at SMS. The administration will call for each grade level at the appropriate time. Each grade level shall sit in the following areas in the auditorium with their Advisor.

- 5th grade – right side of the auditorium when facing the stage
- 6th grade - last rows in back of auditorium, middle section as needed.
- 7th grade – left side of the auditorium when facing the stage
- 8th grade - front rows in front of auditorium, middle section as needed.

Students are expected to maintain excellent behavior while attending the activity, with no excessive talking, moving around or leaving the auditorium. Students will applaud properly and show utmost respect for those who are conducting the activity.

Dismissal will be conducted by the Principal or designee at the appropriate time.

Activities include the following:

- a. Principal's Assemblies (each 6 weeks)
- b. Pep Rallies
- c. Awards Assemblies, such as and Grade level meetings.
- d. Orientation meetings.
- e. Club meetings.
- f. Other entertaining programs, etc.

Students will be assigned designated areas for seating when attending school functions in the gymnasium.

CLUBS, ORGANIZATIONS AND ATHLETICS

SMS offers the following organizations to be made available to our students for all grade levels.

a. Clubs

- | | |
|---------------------|--|
| 4-H | Mindfulness Club (8 th Grade) |
| Yearbook/Newsletter | Book Club (7 th Grade) |
| Bible Club | |

b. Athletics

Football	Cheerleading
Basketball (Boys, Girls)	Band
Volleyball	Golf

c. Honor Organizations

Hulme-Cundiff Scholars	Junior National Honor Society
------------------------	-------------------------------

SMS HONOR SOCIETY DESCRIPTION

The Summers Middle School Junior Honor Society is an academic/service club. According to this constitution only students who are in 8th grade, 7th grade, or 2nd semester of 6th grade are eligible for selection. The selection process is published on our school website within the bylaws. All teachers will provide input as a testament to the student's character. SMS Honor Society Students must be responsible and able to work well with others. The Society may participate in charity projects and even peer tutoring. If a student is removed from the Honor Society they will not be readmitted in Middle School. If a student is not selected in 6th grade they will have the opportunity to work hard and be selected later.

SMS CAFETERIA POLICIES

All students will have a 30-35 minute lunch period during the regular school day. All students are expected to follow instructions and cafeteria regulations at SMS.

Students are expected to do the following on a daily basis:

1. Follow instruction for safety reasons; sit quietly as lunch numbers are recorded.
2. Sit in assigned seat unless changed by the staff in charge.
3. Maintain order, table manners and cleanliness.
4. Assist in general clean-up after eating breakfast/lunch.
Each student is responsible for his/her area.
5. Cooperate fully with staff that are assigned cafeteria duty for each grade level.

ELECTRONIC DEVICES AND OTHER TOYS

It is the policy of SMS that cell phones, iPods, MP3 players, games, CD players, tape players, playing cards, magazines, not requested by teachers for classroom use, toys, radios, trading cards, pagers, laser lights, lighters and any other toy are not to be brought to school by students. Any student who brings any of these items will have the item taken and returned at the end of that day. Please refer to consequences for Possession of inappropriate property on page 10. **The school assumes no responsibility for any such item when lost or stolen.**

SCHOOL INSURANCE

School insurance is available. Forms will be sent home the first week of school. To participate in athletics, a student must have school insurance or you must have sent a waiver stating that you have insurance on the child. Waivers are available at the school.

PARENT VOLUNTEERS

We appreciate those parents/community persons who serve as volunteers at SMS. If you would like to become a volunteer, contact the school at 466-6030.

Duties as a Volunteer:

1. Volunteers should only have access to directory information from the office:
 - a. Receive bus or walking notes from students, (get Principal's signature)
 - b. Direct incoming calls to staff, hold, and transfer calls
 - c. Meet and direct visitors
 - d. Sign in/out students on the school sign in/out sheet
 - e. Run errands if needed
 - f. Complete general paperwork as directed
2. Volunteers, since they are not paid employees of the school system, will not be responsible for the following:
 - a. Not be left alone with a student
 - b. Not have access to confidential information such as:
 1. student records
 2. student discipline
 3. student health problems
 4. student achievement
 - c. Not examine or grade a student's work, examine academic ability, etc.
 - d. Not perform supervisory duties:
 1. hall duty
 2. bathroom duty
 3. bus duty
 4. cafeteria duty
 5. correct a students behavior
3. Volunteers should use the following format for answering the telephone:

- a. Immediately answer, "Summers Middle School, This is a volunteer."
 - b. Identify themselves, that you are a volunteer, and receive the call.
 - c. Direct the call
 - 1. Students are not to leave class unless it is an emergency or they are sick.
 - d. In the event that the caller begins to express a complaint or concern, please ask them to hold and then transfer the call to the proper person.
 - e. Do not discuss school concerns with others and keep an attitude of confidentiality at all times.
4. **All volunteers must have background checks.**

EMERGENCY CODES AND PROCEDURES

Summers Middle School considers school safety a priority. We will work closely with local law enforcement and medical emergency teams to ensure our school is safe and our crisis management plans are in place. Students and teachers will be involved in periodic drills to practice these crisis management plans. Regular fire drills will be conducted each month with ten drills completed by the end of the school year. Other drills that may be practiced throughout the school year are as follows:

- a. CODE – ORANGE (Evacuation onsite/offsite) This code is utilized in the event that students must evacuate the building and in some certain circumstances evacuate the premises to an off-site location.
- b. CODE – BLUE This code is issued when there is a medical emergency within the school.
- c. CODE – RED This code is issued when the school is on Lock Down.
- e. CODE – GREEN This code is issued when know emergencies have occurred and the school is to operate on a regular schedule
- f. CODE – YELLOW This is a non-emergency LOCK DOWN. Classroom doors will remain locked and no students will be permitted outside of the classroom until CODE GREEN in enacted. During a CODE YELLOW instruction will continue.
- f. Security cameras, talk-about radios (staff only) and telephones in every classroom are being used by key personnel for surveillance and security of our building. In addition all staff members and local law enforcement and EMT are provided an Emergency Operations Plan that explains procedures for each crisis code.

LOST AND FOUND

Any unclaimed clothing items and/or other items will be placed in the balcony. Advisory teachers will be encouraged to escort students to view these items periodically. Students may also look through the lost and found as needed. Lost and Found items will be donated at the end of each 3 week period to comply with fire marshal requirements and maximize the overall cleanliness of our facility. Thanks!

DISCRIMINATION PROHIBITED

As required by Federal laws and regulations, the Summers County Board of Education does not discriminate on the basis of sex, race, color, religion, disability, age and national origin in employment and in the administration of any of its education programs and activities. Inquiries may be directed to Linda Knott, Title IX and Section 504 Coordinator, Summers County Board of Education, 116 Main Street, Hinton WV 25951, 304-466-6006; to the State Elimination of Sex Discrimination Project Coordinator, phone 304-558-7864; or to the U.S. Department of Education's Director of the Office for Civil Rights (800) 421-3481.