



**Elkins Middle School**

Randolph County Schools

# **Student Handbook 2018-2019**



**308 Robert E Lee Avenue | Elkins, WV 26241**

**(304) 636-9176 | Fax: (304) 636 9178 | [ems.rand.k12.wv.us](mailto:ems.rand.k12.wv.us)**

**Angela Wilson, Principal | Eric Lucas, Assistant Principal | Nick Alfred, Assistant Principal**

Dear Parent and Student,

We hope you had an enjoyable summer vacation. The beginning of a new school year fills us with excitement and anticipation, and we hope that you will fully enjoy and benefit from your experiences this year.

The Student/Parent handbook is prepared to help guide your way through Elkins Middle School, and to help ease the anxiety that accompanies a new beginning.

We hope that your experiences are positive, and remember, feel free to contact us about any concerns you may have.

The Staff & Administration of Elkins Middle School

#### **ELKINS MIDDLE SCHOOL MISSION STATEMENT:**

*Purpose, Pride and Perspective in Preparation for Tomorrow's Leaders*

#### **CLOSED CAMPUS**

EMS is a closed campus. Once students arrive on campus, they are not permitted to leave during the school day, unless signed out at the office by an authorized adult. **Student are not permitted to leave for lunch and return.** Siblings under 18 years of age may not sign students out in the office. A principal may call the parent/guardian to confirm before allowing the student to leave. **EMS does not allow students to bring visitors to our school. No exceptions are made to this rule.** At dismissal time, if a student leaves the campus without permission, he or she may not return to ride a bus.

#### **PICKING UP STUDENTS EARLY**

For your child's safety, it will be necessary to stop at the office and sign your child out of school. Your child will then be called to the office for your convenience and to reduce interruptions. This will insure that all students are accounted for at all times. **Also, unless it is absolutely necessary, we ask that you do not call between 2:15 p.m. and 2:45 p.m. to leave a message for your child. This is a very busy time in the office for the secretaries. We appreciate your cooperation in these matters.**

## **TELEPHONE/CELL PHONE/DEVICE USAGE**

The secretaries or nurse will make calls for books and illness. We will not call home for students to stay with other students unless it is an emergency.

Student cell phone use during the day is allowed only during early breakfast and morning bus room (6:45am-7:20am). See below.

- No cell phones in the hallway.
- Cell phones are allowed during early breakfast and morning bus room only from 6:45am-7:20am.
- No music unless you have ear buds or headphones.
- No taking photos (Selfies) or video of other students.
- Only appropriate content is allowed.

### **CELL PHONE/DEVICE CONSEQUENCES**

1. Warning
2. Confiscation of Cell Phone or Device and returned at the end of the day
3. Confiscation of Cell Phone or Device and only returned to parents or guardians and student will be placed on cell phone probation for one (1) Nine Weeks.
4. Confiscation of Cell Phone or Device and only returned to parents or guardians and student will be placed on cell phone probation for the remainder of the year and/or 2 Days OSS.

\*In extraordinary circumstances, violation of cell phone policy may require further discipline according to state policy, including confiscation and possible law enforcement contact.

### **CELL PHONE PROBATION:**

Cell phone probation is a set time where student(s) will not be allowed to have or use any cell phone. The student will be permitted to use school technology for educational purposes.

### **TECHNOLOGY PROBATION:**

Technology probation is a set time where student(s) will not be allowed to have or use any cell phone or electronic device. The student will also not be allowed on school technology unless it is for educational purposes.

## **NOTES FROM PARENTS**

If there is to be any change in a student's daily schedule at school due to any reason, a

written note is required. For your child's protection, we will not accept phone calls. Notes will be needed for the following reasons:

1. Anytime a child is absent from school, including medical or dental appointments.
2. If a child will be visiting or going home with another child after school, a note is required from both parties involved. **Phone calls will not be made home for this reason.**
3. If a child is to be picked up by someone other than the parent.
4. Any time your child is to be excused to leave school grounds with an authorized adult during the day.
5. Any other notes that parents feel are necessary to inform us of the child's activities.

## **MEDICATION**

School personnel may administer medications under the following guidelines:

1. Over-the-counter medications will not be administered at school.
2. Prescription medication must be in the original labeled container.
3. Prescription medications must be accompanied by a physician's order stating what the medication is, how much should be given and at what time it should be given. The order must also be signed by the parent. Phone calls will not be made for this reason.
4. Prescription medication for three times daily administration should not be sent to school.

**\*\*Please remember to ask your pharmacist for a labeled container for school use if your child needs to take medication at school.**

## **LOCKERS**

Each student is assigned a locker. Lockers are equipped with a built in lock. Lockers will need to be cleaned and maintained on regular basis.

## **DRESS CODE**

Some attire can cause disruptions to the learning environment, and therefore, cannot be permitted. While guidelines are stated here, the issue of attire is so broad that individual situations may need to be interpreted by school administrators. Attire viewed as disruptive, lewd, discriminatory, rude, crude, vulgar, unsafe, or promoting illegal activities, are inappropriate. Prohibited are any insignia, markings, or ornamentation that advocates discrimination against a racial, religious, minority, or gender group; attire that signifies membership of, support of, or allegiance to a gang; attire with sexually implicit or explicit graphics; attire that advertises or encourages the use of alcohol, tobacco, or drug-related

products; any accessory with spikes (raised or not); heavy chains; heavy bands around the neck; ***short shorts or short skirts (the length of shorts, skirts, and dresses are to be at the tip of the fingers, when arms are extended down the side)***; No cuts, slits, holes, etc. will be higher than this standard; pants below normal waistline; underwear showing; spaghetti strap tops; shirts with revealing enlarged armholes. There should be no exposure of skin between the top of the pants, shorts, etc. and the shirt. If normal movement (walking, bending, twisting, etc.) causes exposure, the attire is not appropriate. The “square rule” will be used to determine what shirt is appropriate. **SQUARE RULE:** Tuck thumbs in the armpit and extend fingers upward-straps must come out this far. Tuck thumbs in armpit and extend fingers across the chest-the top must be at least as high as the index finger with no holes, slits, etc., lower than this. This would also extend to the back. Strap shirts or tank tops are not permitted. All shirts must have sleeves that are hemmed. No cut off, or cut out shirts are permitted. No underwear worn as outerwear is permitted. Hats, caps or other head apparel are not to be worn in the building during the regular school day. Hair bands, scrunchies, clips, barrettes are permissible. There are other forms of dress that are not permissible. Some examples would be: Facial painting, any t-shirt that is racially biased, piercings (P.E. teachers will require all participants to remove all body piercing before participation for the safety of the students.), desecration of the American flag, chains, studded bracelets or spikes. (State law considers these to be weapons.) Students will be provided with an opportunity to comply with the dress code. Non-compliance with school rules will result in parent notification to bring clothing to school (student will be sent home only if they refuse to comply.) Time out of class will be an unexcused absence. Repeat violations of this Dress Code could result in 1 day of Lunch Detention.

## **FOOD SERVICES**

Elkins Middle School students eat lunch and breakfast free.

Child Breakfast: \$1.00

Child Lunch: \$1.25

Adult Breakfast \$3.00

Adult Lunch: \$3.75

Individual/Extra Milk: \$0.35

**In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.**

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800)

877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) MAIL: U.S. Department of Agriculture

Office of the Assistant Secretary for Civil Rights

1400 Independence Avenue, SW

Washington, D.C. 20250-9410;

(2)FAX: (202) 690-7442; or

(3) EMAIL: [program.intake@usda.gov](mailto:program.intake@usda.gov) .

This institution is an equal opportunity provider.

### **SPECIAL DIETARY NEEDS**

Students who have medical conditions that prompt special dietary needs can get a diet form from the school nurse, the cooks, or from the Child Nutrition office at the Randolph County Board of Education. This form requires a medical statement by a licensed professional.

### **SCHOOL NUTRITION STANDARDS**

The eight-page guideline for all school nutrition and snacks' standards is entitled Policy 4321.1 "Standards for School Nutrition," and is available for review. Basic foods and beverages that are acceptable for other foods served outside of the breakfast or lunch programs are: bottled water, 100% fruit or vegetable juice, non-fat or 1% flavored or unflavored milk, pretzels, whole grain products (crackers, bagels, breads), cheese or cheese products, yogurt, fresh fruit and vegetables (sent whole and cut-up at the school/class), vegetable/fruit trays commercially prepared and sealed with a label, nuts (check about student allergies), seeds, other packaged items that meet guidelines in Section 5.1 of Policy 4321.1.

Students who want to bring their own lunch are expected to bring a packed lunch from home when they arrive at school in the morning. **Fast food deliveries are not permitted at Elkins Middle School.** Students will not be permitted to call home to ask for a packed lunch.

### EMERGENCY CLOSING OF SCHOOLS

A. Scheduled classes for Randolph County Schools will not be canceled unless the health, safety, and/or well-being of the students are threatened by inclement weather or a serious emergency. Should the occasion arise for the closing of schools due to severe weather or for some unforeseen reason, the following radio and TV stations will be notified to make appropriate announcements:

1. WBOY-TV (CLARKSBURG)
2. WKKW (CLARKSBURG)
3. WELK (ELKINS)
4. WDNE (ELKINS)
5. WBTQ (BUCKHANNON)
6. WDTV-TV (CLARKSBURG)
7. WFBY (CLARKSBURG)
8. WBUC (BUCKHANNON)

These stations will be called on the previous day/evening or before 6:30 A.M. on the same day. School messenger will be utilized to inform the parents.

B. Early dismissal from school will be avoided unless it is determined that further delay might result in hazardous conditions endangering student safety. School Messenger, radio and television will be used to notify parents.

C. On certain mornings, it may be necessary for the Superintendent to delay the opening of school for two hours due to certain weather conditions, such as sub-zero temperatures that are expected to moderate during the morning hours. Parent link, radio and television will be used to notify parents.

D. School Messenger is an automated phone system to keep parents informed of school closings and other items relevant to students.

E. Elkins Middle School also posts emergency closures and other emergency or short-notice updates (such as game/event cancellations) on the Elkins Middle School Facebook page.

### TWO-HOUR DELAYS

The buses will run, and schools will open, two hours later than usual (for example, if the

bus normally picks your child up at 6:30am then the bus would pick your child up at 8:30am). Breakfast, lunch and classes will be held as usual. Dismissal will be held at the usual time.

### **THREE-HOUR DELAYS**

The buses will run, and schools will open, three hours later than usual (for example, if the bus normally picks your child up at 6:30am then the bus would pick your child up at 9:30am). Breakfast, lunch and classes will be held as usual. Dismissal will be held at the usual time.

### **TWO-HOUR EARLY DISMISSALS**

The buses will run, and schools will open at the usual time. Breakfast, lunch and classes will be held as usual. Dismissal will be two hours earlier than usual – at 12:41pm (instead of 2:41pm) for first bus, 12:47pm for walkers, and 12:55pm for late bus.

### **THREE-HOUR EARLY DISMISSALS**

The buses will run, and schools will open at the usual time. Breakfast, lunch and classes will be held as usual. Dismissal will be three hours earlier than usual – at 11:41pm (instead of 2:41pm) for first bus, 11:47pm for walkers, and 11:55pm for late bus.

### **EMERGENCY PHONE NUMBERS**

Elkins Middle School: 304-636-9176  
Randolph County Board Of Education: 304-636-9150  
Randolph County Bus Garage: 304-636-9160

**\*Copies of the Master schedule, 2-hour delay schedule, 2-hour early dismissal schedule, 3-hour delay and 3-hour early dismissal schedule are provided at the end of this document.**

### **TITLE IX**

Randolph County Schools is an equal opportunity employer and does not discriminate on the basis of sex, marital status, race, color, national origin, religion, age, or handicapping condition. Nondiscrimination is required by Title IX of the Education Amendments of 1972. For information or assistance contact Amy Smith, Director of Curriculum and Federal Programs, at 636-9150, ext. 138. For Section 504, contact April Senic, Director of Special Education, at 636-9150, ext. 163.



## NOTIFICATION

West Virginia State Law 18-2-9 requires that parents and guardians be notified of the teaching of AIDS and sexually transmitted diseases. This serves as your notification.

## REPORT CARDS

Report cards will be issued to students at 9-week intervals, following the end of each of the year's four grading periods. A midterm report card will be issued midway between each 9-week grading period. The midterm report card will be sent home with each student. Report cards will not be mailed due to expense.

Parents are encouraged to check student's academic progress utilizing LiveGrades. The website is [http:// www.livegrades.com](http://www.livegrades.com). At the beginning of the school year each student will receive necessary information to access LiveGrades.

## GRADING SCALE

- A - 90-100
- B - 80-89
- C – 70-79
- D – 60-69
- F – Below 60

## CLASSES

At EMS all of our students take core classes consisting of English Language Arts, Math, Science, and Social Studies. In addition, each student takes classes in Related Arts (Band, Choir, General Music, Art, PE, Health, FLEX (Exploratory Spanish). Related Arts courses are one semester in length except Band and Choir which are year-long classes. At the end of their eighth grade year, our students will choose a career concentration which will be entered into their Personalized Education Plan. **Note: A career major will not be selected until later.**

## ADVISOR/ADVISEE

Students will be provided an advisor that will meet with them twice a month. This advisor will monitor and assist with their academic progress, behaviors, and scheduling needs. Advisor/Advisee time will also be utilized for, but not limited to, school climate, school climate surveys, school surveys, character education and integrated lessons.

## **CLUBS**

Students at Elkins Middle School will have the opportunity to join a club. There are a wide variety to choose from with varying interests. The purpose of clubs is to further enrich our student's educational experience by being part of a group of students with similar interests and goals. Students will have the opportunity to select a club at the beginning of the year. Students may only alter their clubs with administrative approval. Approval may or may not be granted based on individual circumstances and the administration's discretion.

## **INTERVENTION/ENRICHMENT COURSES**

At Elkins Middle school, we pride ourselves on providing the best education possible to all of our students. At times, students will need assistance or need to be enriched in certain subject areas. Time will be provided during 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> period for each student to have a class specifically for their individual needs. This class will either support a student in an area of concern or enrich a student in an area of success. Scheduling of these classes will be done on an individual basis and individual need.

## **HORNET PERIOD (FORMERLY LINKS) PROGRAM**

Hornet period provides students a time to meet with the same teacher and same group of student's every day. During this time students will receive academic assistance, character education, and reward time for positive behavior.

## **ACADEMIC ASSISTANCE**

Each team has a time set aside for academic support based on the individual student's needs.

## **HOMEWORK**

Homework is vital to a child's school career. Teachers try to assign meaningful and purposeful homework in moderate amounts. Children should be encouraged to do their best and take responsibility for their own homework assignments. Parents can, and should, provide assistance when necessary.

Homework assignments will be coordinated within each team so that students will not have excessive homework one night and no homework the next. School policies will include procedures for grading and returning homework to students. **Your child may have homework daily.**

**Late homework assignments may not be accepted unless a student is absent from school on the day the assignment is due.**

## **POSITIVE BEHAVIOR INTERVENTIONS & SUPPORT**

This program is designed to teach our students the desired and expected behaviors to be exhibited during the school day. A Rewards Program is in place to encourage all students to participate and cooperate. Students are encouraged to modify their behavior so that a positive school climate can exist. Staff, parents, and students are encouraged to implement strategies that promote goodwill and positive attitudes. A positive behavioral approach will help make our campus an enjoyable place in which to learn.

## **ATHLETICS**

The Elkins Middle School Athletic program is governed by West Virginia Secondary School Activities Commission. Students are eligible to participate in the following sports: football, cross country, soccer, cheerleading, basketball, track and softball. Further information is provided in the athletic handbook. Athletes who receive an In-School Suspension or an Out-of-School Suspension may be suspended from athletic participation. Each case will be evaluated on an individual basis. Student athletes may be subject to random drug tests in accordance with Randolph County Policy.

## **STUDENT DRUG TESTING POLICY**

This policy governs only performance-enhancing and illegal drug use by students participating in certain interscholastic extra-curricular activities, and those whose parent or guardian elects to include the student in the random student drug testing selection process. The sanction imposed for violation of this policy include, but are not limited to, limiting the opportunity of any student determined to be in violation of this policy to participate in interscholastic extra-curricular activities. This policy supplements and complements all other policies, rules, and regulations of Randolph County Schools regarding possession or use of illegal drugs.

Participation in school-sponsored interscholastic extra-curricular activities is a privilege. These students carry a responsibility to themselves, their fellow students, their parents, and their school to set the highest possible examples of conduct, sportsmanship, and training, which includes avoiding the use of, and possession of, illegal drugs.

Each activity student and opt-in participant along with their parent/guardian must attend an orientation session prior to becoming a participating student, at which time they will receive and review a copy of the student drug testing policy. The Randolph County Student Drug Testing Policy can be viewed in its entirety on the county website at [boe.rand.k12.wv.us](http://boe.rand.k12.wv.us).

## **EXCUSED FROM CLASSROOMS**

For learning to take place, it is important for students to be in class participating in the instructional activities. Students will not be permitted to leave class **for the first ten minutes or the last ten minutes of class**. The rationale for this is that students are given ample time and opportunity between classes for a bathroom break, drink of water, etc. All students are provided twelve opportunities to use the restroom during the school day. This includes during class changes, as well as before and after lunch and breakfast. Therefore, students will not be dismissed from class unless the teacher believes a real need exists.

## **CODE OF CONDUCT**

All students enrolled in Randolph 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 model the following behaviors:

1. Create an atmosphere free from bullying, intimidation, and harassment.
2. Demonstrate honesty and trustworthiness.
3. Treat others with respect, deal peacefully with anger, use good manners, and be considerate of the feelings of others.
4. Demonstrate responsibility, use self-control, and be self-disciplined.
5. Demonstrate fairness, play by the rules, and not take advantage of others.
6. Demonstrate good citizenship by obeying laws and rules, respect authority, and cooperate with others.
7. Demonstrate compassion and caring.
8. Students are only to be out of class for emergencies.

## **POLICY 4373**

The State of West Virginia has in force Policy 4373. This policy was enacted to provide an atmosphere that is conducive to learning and provides a safe atmosphere for both students and teachers.

As a part of Policy 4373, Randolph County Schools has established an Alternative Learning Center for those students who cannot perform properly in a normal educational setting.

Policy 4373 prohibits: assault and battery on a school employee, possession of a firearm or any other deadly weapon, the sale of narcotic drugs or other controlled substances on the premises of an educational facility or at a school-sponsored function or on the school bus. It also prohibits the commission of any act or conduct that would constitute a felony under the laws of the state if committed by an adult, or possession on the premises of an educational facility or at a school-sponsored function of a controlled substance governed by the West Virginia Controlled Substances Act. It also prohibits: the threatening of or causing injury to a pupil, teacher, administrator or other school personnel, willful disobedience of a teacher, possession of alcohol on the premises of an educational facility or at a school-sponsored event, profanity directed at a school employee, intentional defacement of school property, participating in a physical altercation with another person while under the authority of school personnel or habitually violating school rules. If the act is not covered by Policy 4373, the county discipline policy should be applied.

We will hold unannounced locker cleanouts, and we also reserve the right to search a locker if we have a reasonable suspicion about whether or not contraband is present.

### **DISCIPLINE PLAN**

A discipline plan has been developed for students at Elkins Middle School by Teachers, Principals, and Students. The plan was designed so that:

1. Teachers can teach.
2. Students can learn.
3. Students will be safe from harm.

This discipline plan will not attempt to list a series of rules or punishments for breaking rules. We will, however, explain to the students the expected and appropriate school behavior, and will then expect them to behave accordingly. Behavior expectation will include proper conduct toward self as well as others; taking care of school and personal property; not engaging in disruptive or dangerous behavior and being prepared and ready to learn.

### **EMS Classroom Rules**

All teachers have the following classroom rules:

Rule 1: You must be in the room ready to work when the tardy bell rings.

Rule 2: Be prepared for class (Books, pencil, paper, and any class requirements).

Rule 3: Be respectful of others, their property, and self.

All teachers will have the following classroom expectations of each student:

1. Keep feet, hands, and other objects to yourself.
2. Respect for other students' feelings will be expected.
3. Be on time and prepared for class.
4. Be ready to work when class starts.
5. The teacher will dismiss the class.
6. Gum chewing, candy or other objects in the mouth will not be permitted.
7. Book bags, cell phones, hats, purses and jackets will be left in lockers.
8. No offensive or inappropriate language.
9. MP3 Players or iPods, iPads or tablets, e-Readers/Nook/Kindle, Compact Disk (CD) Players, or other electronic devices should not be on school grounds due to problems with theft, inattention in classes, and breakage.

#### **POSITIVE REINFORCEMENT BY SCHOOL STAFF AND TEACHERS**

1. Letters of commendation
2. Team recognition
3. Special student awards and recognition
4. Special activities
5. Passes to Special Events

#### **CONSEQUENCES**

1. A student's failure to cooperate will be viewed on an individual basis and the circumstances of the incident involved explored.

2. Most misconduct will be handled by the teachers individually, or as teams.
3. Principals will handle the following misconduct: verbal or mental harassment, fighting, skipping or misbehaving in detention, truancy, extreme cases of insubordination, destruction of property, possession of tobacco, alcohol, illegal drugs or weapons, and any other serious misconduct.
4. Repeat chronic misconduct by a student will result in the student being referred for discipline according to the provisions of Policy 4373. This policy provides, among other things, for the suspension from school of those students who exhibit chronic misconduct.

**Inappropriate use of cell phones or any electronic device before, during, or after school may result in confiscation by school administration.**

### **SOCIAL PROBATION**

Students who demonstrate behavior that is incongruous with expected behavior in safe and supportive school may be assigned social probation by a school administrator only. Being assigned Social Probation means the student may not participate in, or attend, any after school or extracurricular activity. Social probation will be assigned for one (1) nine week period. Repeated behavior violations of a similar nature, and/or violation of social probation may result in an extension of social probation for an additional nine weeks, or the remainder of the school year depending on the nature of the infraction.

### **AFTER-SCHOOL DETENTION (ASD)**

In an effort to help make our school day more efficient and effective, students may be assigned after-school detention in order to alleviate missed time in class. After school detention will be from 2:45 p.m. - 3:45 p.m. Students will be assigned a date for this detention, and it is the parent's responsibility to provide transportation home for students.

### **IN-SCHOOL SUSPENSION (ISS)**

In-School Suspension is in lieu of out-of-school suspension (OSS). Students in ISS will be in one classroom for the day and are expected to complete school assignments. Students will eat lunch separate from the other students. Refusal to attend and/or misbehavior in ISS will result in out-of-school suspension.

### **ELKINS MIDDLE SCHOOL ATTENDANCE POLICY**

School attendance is compulsory in the public schools of West Virginia for all enrolled students. It is the legal responsibility of the parent / guardian / custodian to make sure their

child attends school regularly and on time. An absence is defined as “Not being physically present in the school facility for any reason.” Absences are calculated to the nearest half day and full day, including time missed due to being tardy or leaving early. Written verification by a parent or physician is required **no later than** three days after a student’s return to school. **Students have twice the number of days they were absent to make up work.** Please review the Attendance Policy on the Randolph County Schools website for details.

## **TRUANCY**

Truancy includes, but is not limited to:

1. Five unexcused Days absent yearly.  
\*If a student misses 23 minutes of class through tardiness or early departure, it is considered a class absence.
2. Leaving school grounds for all or part of a day without permission.

## **CONSEQUENCES FOR TRUANCY**

1. Parent notification, Administrative Discipline
2. Referral to the School Based Probation Officer, Administrative Discipline
3. Referral to the Attendance Officer, Administrative Discipline
4. Referral to Magistrate Court, Referral to Juvenile Court, Administrative Discipline

## **EXCUSED ABSENCES**

1. Five days excused with parent verification per semester are allowed.
2. More than five days absent requires physician verification.
3. More than three consecutive days absent requires verification from physician.



## EMS TARDY POLICY

School Year 2018-19

Attendance at Elkins Middle School is for the purpose of obtaining an education. Tardies interrupt classes and are generally disruptive. They affect grades and establish bad habits. A student is counted tardy if he/she is not in his/her designated place at the appropriate time. Excused tardies are accepted only when accompanied by a written note for reasons listed below. TARDINESS DUE TO TRAFFIC IS NOT AN EXCUSED TARDY.

- 1) Death in the immediate family
- 2) Medical appointment as verified in writing by the physician or his/her designee
- 3) Miscellaneous causes of an emergency nature approved by the principal, assistant, or a medical authority
- 4) Court summons

### Discipline Action

Tardy Policy to school/ between classes:

NUMBER OF TARDIES	CONSEQUENCES
1-2	Warning
3	Final Warning - Parent must sign student in when arriving late, if tardy is unexcused.
4-5	Lunch Detention - Parent must sign student in when arriving late, if tardy is unexcused.
6-7	After School Detention 2:45 p.m. - 3:45 p.m. - Parent must sign student in when arriving late, if tardy is unexcused.
8-9	After School Detention 2:45 p.m. - 5:30 p.m. - Parent must sign student in when arriving late, if tardy is unexcused.
10+	Referral to County Attendance Officer may result for continued defiance

STUDENTS START 2<sup>ND</sup> SEMESTER WITH CLEAN SLATE

### **GUM, CANDY, PAPERWADS, ETC. POLICY**

Gum, candy, paper-wads, etc., found on carpets, stuck on desks, and stuck in lockers is costly to remove, unsanitary, and unsightly. As a result, candy, gum, etc. are not permitted in school or on school grounds, unless they are consumed during lunch in the cafeteria. Gum is not permitted at any time.

### **TOBACCO, DRUGS, ALCOHOL, AND WEAPONS**

The use of e-cigarettes, vaporizers, juuls, tobacco, alcohol, drugs, the possession of weapons, or the possession of any paraphernalia imitating the items listed previously, is prohibited and will require the implementation of the appropriate school or county policy and/or the notification of the appropriate law enforcement agency as each case warrants.

### **TOBACCO CONSEQUENCES**

1. First Offense - A verbal warning to the student will accompany written notification to parents. The student will be assigned one day of ISS to an intervention program that consists of one of the following: counseling, school/community service, and tobacco education. The violation may be placed before the magistrate to consider fine and court costs.
2. Second Offense - Two-day in-school or after-school suspension, pending availability at the school. Parents and student must meet with school administration and sign a notice outlining future consequences of not following school policy. A student is assigned to an intervention program consisting of one of the following: counseling, school/community service, and tobacco education. The violation will be placed before the local magistrate to consider fine and court costs. The student will be given information and encouragement to attend a cessation clinic.
3. Third Offense - Three days out of school suspension. Assign the student to an intervention program, and the violation will be placed before the local magistrate to consider fine and court cost. The student will be given information and encouragement to attend a cessation clinic.
4. Fourth Offense - Expulsion for remainder of present semester if offense occurs in first or third nine weeks. Expulsion for the semester following the offense, if violations occur

in second or fourth nine weeks.

### **BEHAVIOR AT EXTRA-CURRICULAR EVENTS**

Elkins Middle School has a number of extracurricular events during the school year such as ball games. Home football games are held at Wimer Stadium. When attending football games, students are expected to remain seated in the stands on the **home side only**, except for trips to the refreshment stand or to the bathroom. Students are not to be running around, engaging in horseplay, or bothering the fans and players of either side. Proper language is required. Tobacco use is prohibited. Students on social probation, suspension, or who have been placed at the Alternative Learning Center are not permitted at extracurricular events or on school grounds.

Home volleyball and basketball games are held in the gym at EMS. When attending, students are to sit in the stands **on the home side** during the game, except for trips to the refreshment stand or to the bathroom. Students are not to be running in the halls or in any other rooms.

Spectators are not to harass or bother players, fans, or cheerleaders from either team. Students must remember when attending an extracurricular event that they must follow all school policies and regulations as you would during the regular school day.

**ATTENTION PARENTS: AFTER AN EXTRA-CURRICULAR EVENT WE WILL PROVIDE 20 MINUTES OF SUPERVISED TIME. YOU MUST PICK UP YOUR CHILD WITHIN THIS TIME FRAME.**

### **CAFETERIA / LUNCH RULES**

1. No gum.
2. No line jumping or horseplay.
3. Once seated, stay at table while eating until a dismissal signal is given.
4. No throwing of food or other objects.
5. Table and surrounding areas must be free of litter before dismissal. All people at the table are equally responsible.
6. No fast food deliveries, either by businesses or by parents. Packed lunches must be brought by students when they come to school in the morning. Students will not be permitted to call home for a packed lunch.

### **INTERNET USAGE**

Computer/Internet access is available to students at Elkins Middle School. With this access come certain rights and responsibilities. Computer usage and Internet usage at Elkins Middle School must be consistent with the educational objectives of the school, Randolph County Board of Education, and West Virginia Board of Education.

Your school has rules for acceptable behavior. Likewise, there are correct procedures and rules that govern the use of the information networks. It is important that you understand that your use of this powerful educational tool is a privilege and not a right. Failure to follow the guidelines will result in parent notification and cancellation of your computer/Internet usage for the duration of your time at Elkins Middle School.

### **Acceptable Use**

1. You are expected to use the network to pursue intellectual activities, seek resources, and access libraries and other types of learning activities.
2. Use of the network to access obscene or pornographic material is prohibited.
3. Any use of the network to facilitate illegal activity is prohibited.
4. Using profanity, obscene language, harassing or insulting others is prohibited.
5. Unauthorized use of copyrighted material is prohibited.
6. Illegal software installation or inserting disks from home into the computers is prohibited.
7. No use of the network will serve to disrupt the use of the network by others.
8. Hardware or software will not be destroyed, modified, or abused in any way.
9. Entering chat rooms is prohibited. No emailing or online Games.
10. Revealing personal information including personal addresses and telephone numbers of yourself or others is prohibited.

**NOTE: STUDENTS AND PARENTS MUST SIGN AN ACCEPTABLE USE AUTHORIZATION FORM BEFORE STUDENTS WILL BE ALLOWED TO USE THE INTERNET. A COPY OF THIS FORM MAY BE OBTAINED IN THE LIBRARY MEDIA CENTER.**

## GRADES

### GUIDELINES FOR MIDDLE SCHOOLS

#### NINE WEEKS TESTS

All students will complete a nine weeks test at the conclusion of the first, second, and third nine weeks.

#### END OF COURSE EXAMS

Students who have missed ten or fewer absences during the school year may elect not to take the end of course exam if the following criteria are met (all criteria must be met):

- A. Ten or fewer absences during the school year according to the individual teacher's records as recorded in Live Grades
- B. Passing grade in the course

Any student who misses eleven (11) or more periods of a class, will be required to take the end of course exam for that class. The grade achieved on the end of course exam will count as twenty (20) percent of the student's final grade for that class.

Some students who meet the criteria as outlined above may still opt to take the end of course exam. In addition, students may opt to complete an end of course exam to improve their grade.

**Under this option, the end of course exam will not lower the final grade in the course.**

Students who decide to do this will need to notify his/her teacher a week in advance of the administration of the end of course examination.

#### **Quarterly and/or semester grades will be determined as follows:**

The nine weeks grade will be computed through the use of the following options: tests, quizzes, homework, class work, participation, portfolios, projects, research projects, and others to be determined by the teacher. The grade representative of those assessments will be computed as follows:

**(9 weeks grade x 4, + 9 weeks exam grade, \5 = the 9 weeks grade)**

**Semester grades will be computed as follows:**

**1. First Semester:**

The average of the first and second nine weeks will equal the semester grade.

**2. Second Semester**

\*For students not taking the end of course exam - the average of the third and fourth nine weeks will equal the second semester grade.

\*\*For students who have to take the end of the course exam - The average of the two nine weeks grades x 4, + end of course exam grade, divided by 5 will equal the semester average.

**\*\*\* Final grades will be determined by averaging the two semester grades.**

**EXAMINATION EXEMPTION PROCEDURES**

Any student who has not missed more than the allowable periods (10) of a class per year, and is passing the class, may be exempt from the final examination. Exemptions will not occur during the first semester. Parents may request the Exemption Procedure to review whether their child qualifies.

Exemptions will be made based solely on the following criteria:

- A. School sponsored activities which have prior administrative approval (NOTE: Upon return to the next class meeting, the student must be prepared for that day.) Documented injuries incurred through participation in a school activity shall not penalize the student.
- B. Failure of a bus to run.

- C. Mandatory Military Duty for Students who are actively enlisted in the Armed Services. Appropriate documentation must be provided to the school prior to absences.

(Randolph County Administrative Guideline 5421D)

Students are encouraged to take the examination for the learning experience and to develop test taking skills. Students may elect to take the examination if he or she desires.

### **WITHDRAWAL PROCEDURES**

Students moving to another school must follow a certain procedures to ensure that the transition is made with all school records, and the withdrawal information is processed correctly. Parents should assist students with the following:

1. All Randolph County Schools textbooks must be returned to the teachers who provided them.
2. An official Withdrawal Form from the EMS office should be circulated and signed by the student's teachers.
3. The Withdrawal Form must be reviewed by the School Librarian to indicate no book fees are owed to the Library.
4. The Withdrawal Form must be reviewed by our Finance Secretary to determine if lunch bills are paid.

### **Annual Notices**

Below is a list of annual notices that are to be shared with our students, parents, and staff as part of Randolph County Schools policies and procedures. These notices may be viewed on the Randolph County Schools website at <http://boe.rand.k12.wv.us>, under Current Parents – Annual Notices. A copy of these Annual Notices can also be viewed at the school and a copy can be requested.

2260 - Nondiscrimination and Access to Equal Educational Opportunity	5610.04 - Suspension of School Transportation Privileges and Exclusion from the School Bus
2260.F8 - Notice of Nondiscrimination and Grievance Procedures (Including Title II, Title VI, Title VII, and Title IX, Section 504, and ADA)	5611 - Discipline-Student Due Process Rights
2340.F2 - Parent Consent for Trip	5771 - Due Process Rights (Search and Seizure)
2416 - Student Privacy and Parental Access to Information	5771.F2 - Record of Student Search and Seizure
2431 - Interscholastic Athletics	5772 - Weapons

2431.F1 -Parent Acknowledgement of Risk and Release	5902 - Employee Code of Conduct (WVBE Policy)
2431.F2 -Student Acknowledgment of Risk and Release	6700 - Fair Labor Standards Act (FLSA)
2623D -Testing Code of Ethics	7211 - Appeals Procedures for Citizens
3122 - Nondiscrimination and Equal Employment Opportunity	5771 - Due Process Rights (Search and Seizure)
3122.F8 - Notice of Nondiscrimination and Grievance Procedures (Including Title II, Title VI, Title VII, and Title IX, Section 504, and ADA)	5771.F2 - Record of Student Search and Seizure
3122.01.F2 - Certification Regarding Drug Free Workplace	5772 - Weapons
3122.01.F3 - Memorandum to Staff Members on Federal Regulations Concerning Drug Prevention	5902 - Employee Code of Conduct (WVBE Policy)
3160.F1 - Emergency Medical Authorization Permit	6700 - Fair Labor Standards Act (FLSA)
3170 - Student Abuse and Neglect	7211 - Appeals Procedures for Citizens
3213 - Students Supervision and Welfare	7217 - Weapons
3217 - Weapons	7430.F1 - Physicians Certification for Use of a Respirator
3362 - Anti-Harassment and Violence	7430.F2 - Acknowledgment Training
3430.01 - FMLA Leave	7430.F3 - Parent Notification Authorization 7440.01 - Video Surveillance and Electronic Monitoring
4122 - Nondiscrimination and Equal Employment Opportunity	8310 - Public Records
4122.F8 - Notice of Nondiscrimination and Grievance Procedures (Including Title II, Title VI, Title VII, and Title IX, Section 504, and ADA)	8330 - Student Records
4170 - Student Abuse and Neglect	7430.F3 - Parent Notification Authorization 7440.01 - Video Surveillance and Electronic Monitoring
4217 - Weapons	8310 - Public Records
4362 - Anti-Harassment and Violence	8330 - Student Records
4372 - Student Rights and Responsibilities (WVBE Policy)	7430.F3 - Parent Notification Authorization 7440.01 - Video Surveillance and Electronic Monitoring
4373 - Student Code of Conduct	8310 - Public Records
4430.01 - FMLA Leave	8330 - Student Records
5230 - Late Arrival and Early Dismissal	8330.F4 - Consent for Student Record Release
5310 - Health Services	8330.F9A - Parental Permission for Release of Publication of Students Photograph/Image
5341.F1 - Emergency Medical Authorization Permit	8431 - Asbestos in Schools
5517 - Anti-Harassment and Violence	8453.01.F2 - Training Record
5517.01 - Aggressive Behavior Towards Students	9130.F4 - Notification to Public Regarding Inspection of Instruction Materials
5530 - Substance Abuse Prevention	9150 - School Visitors





# Elkins Middle School

Randolph County Schools

## 2018-2019 Master Bell Schedule

<b>7:05</b>	<b>Staff Report Time</b>	
<b>7:00-7:25*</b>	<b>Breakfast</b>	
<b>7:30*-8:13*</b>	<b>1<sup>st</sup> Period</b>	<b>Purple/Yellow Planning</b>
<b>8:16*-8:59*</b>	<b>2<sup>nd</sup> Period</b>	<b>Purple/Yellow Planning</b>
<b>8:59-9:16*</b>	<b>Grab-N-Go/Homeroom</b>	<b>6<sup>th</sup> Grade Hornet</b>
<b>9:19*-10:02*</b>	<b>3<sup>rd</sup> Period</b>	<b>Blue/Orange Planning</b>
<b>10:05*-10:48*</b>	<b>4<sup>th</sup> Period</b>	<b>Blue/Orange Planning</b>
<b>10:51*-11:34*</b>	<b>5<sup>th</sup> Period</b>	<b>6<sup>th</sup> Grade Lunch</b>
<b>11:37*-12:20*</b>	<b>6<sup>th</sup> Period</b>	<b>7<sup>th</sup> Grade Lunch</b>
<b>12:23*-1:06*</b>	<b>7<sup>th</sup> Period</b>	<b>8<sup>th</sup> Grade Lunch</b>
<b>1:10*-1:53*</b>	<b>8<sup>th</sup> Period</b>	<b>Intervention (7)/Enrichment (7)/Hornet (8)</b>
<b>1:57*-2:40*</b>	<b>9<sup>th</sup> Period</b>	<b>Intervention (8)/Enrichment (8)</b>
<b>2:41</b>	<b>1<sup>st</sup> Bus</b>	<b>Intervention (6)/Enrichment (6)/Hornet (7)</b>
<b>2:47</b>	<b>Walkers</b>	<b>Green/White Planning</b>
<b>2:55</b>	<b>Late Bus</b>	<b>Green/White Planning</b>
<b>3:05</b>	<b>Staff Dismissal</b>	

\*Indicates a bell



# Elkins Middle School

Randolph County Schools

## 2018-2019 2 Hour Early Dismissal Schedule

7:05	Staff Report Time
7:00-7:25*	Breakfast
7:30*-8:00*	1 <sup>st</sup> Period
8:03*-8:33*	2 <sup>nd</sup> Period
8:36*-8:48*	Grab-N-Go/Homeroom
8:51*-9:21*	3 <sup>rd</sup> Period
9:24*-9:54*	4 <sup>th</sup> Period
9:57*-10:27*	8 <sup>th</sup> Period
10:30*-11:00*	5 <sup>th</sup> Period 6 <sup>th</sup> Grade Lunch Intervention (7)/Enrichment (7)/Links (8)
11:03*-11:33*	6 <sup>th</sup> Period 7 <sup>th</sup> Grade Lunch Intervention (6-8)/Enrichment (6-8)
11:37*-12:07*	7 <sup>th</sup> Period 8 <sup>th</sup> Grade Lunch Intervention (6-7)/Enrichment (6-7)/Links (7)
12:11*-12:41*	9 <sup>th</sup> Period
12:41	1 <sup>st</sup> Bus
12:47	Walkers
12:55	Late Bus
1:05	Staff Dismissal

\*Indicates a bell



# Elkins Middle School

Randolph County Schools

## 2018-2019 2-Hour Delay Schedule

9:05	Staff Report Time	
9:00-9:25*	Breakfast	
9:30*-10:00*	1 <sup>st</sup> Period	Purple/Yellow Planning
10:03*-10:33*	2 <sup>nd</sup> Period	Purple/Yellow Planning
10:36*-10:43*	Homeroom	
10:45*-11:15*	5 <sup>th</sup> Period	6 <sup>th</sup> Grade Lunch
11:20*-11:50*	6 <sup>th</sup> Period	7 <sup>th</sup> Grade Lunch
11:55*-12:25*	7 <sup>th</sup> Period	8 <sup>th</sup> Grade Lunch
12:30*-1:00*	3 <sup>rd</sup> Period	Intervention (7-8)/Enrichment (7-8)/Links (8)
1:03*-1:33*	4 <sup>th</sup> Period	Intervention (6-8)/Enrichment (6-8)
1:36*-2:06*	8 <sup>th</sup> Period	Intervention (6-7)/Enrichment (6-7)/Links (7)
2:09*-2:39*	9 <sup>th</sup> Period	Blue/Orange Planning
2:41	1 <sup>st</sup> Bus	Blue/Orange Planning
2:47	Walkers	Green/White Planning
2:55	Late Bus	Green/White Planning
3:05	Staff Dismissal	

\*Indicates a bell



# Elkins Middle School

Randolph County Schools

## 2018-2019 3 Hour Early Dismissal Schedule

7:05	Staff Report Time		
7:00-7:25*	Breakfast		
7:30*-7:52*	1 <sup>st</sup> Period		
7:55*-8:17*	2 <sup>nd</sup> Period		
8:20*-8:42*	3 <sup>rd</sup> Period		
8:45*-9:07*	4 <sup>th</sup> Period		
9:10*-9:32*	8 <sup>th</sup> Period		
9:35*-9:57*	9 <sup>th</sup> Period		
10:00*-10:31* 8)	5 <sup>th</sup> Period	6 <sup>th</sup> Grade Lunch	Intervention (7-8)/Enrichment (7-8)/Links (7-8)
10:34*-11:05*	6 <sup>th</sup> Period	7 <sup>th</sup> Grade Lunch	Intervention (6-8)/Enrichment (6-8)
11:09*-11:41*	7 <sup>th</sup> Period	8 <sup>th</sup> Grade Lunch	Intervention (7)/Enrichment (7)/Links (7)
11:41	1 <sup>st</sup> Bus		
11:47	Walkers		
11:55	Late Bus		
3:05	Staff Dismissal		

\*Indicates a Bell



# Elkins Middle School

Randolph County Schools

## 2018-2019 3 Hour Delay Schedule

9:45	Students begin arriving
10:05-10:30*	Related Arts Planning
10:05-10:20	Students report to Gym/Cafeteria for morning bus room
10:20-10:33	Homeroom
10:33*-11:03*	5 <sup>th</sup> Period
11:06*-11:36*	6 <sup>th</sup> Period
11:39*-12:09*	7 <sup>th</sup> Period
12:13*-12:35*	1 <sup>st</sup> Period
12:38*-1:00*	2 <sup>nd</sup> Period
1:03*-1:25*	3 <sup>rd</sup> Period
1:28*-1:50*	4 <sup>th</sup> Period
1:53*-2:15*	8 <sup>th</sup> Period
2:19*-2:41*	9 <sup>th</sup> Period
2:41	1 <sup>st</sup> Bus
2:47	Walkers
2:55	Late Bus
3:05	Staff Dismissal

\* Indicates a bell



## What is the relationship between SPL and special education?

As a result of the Individuals with Disabilities Education Improvement Act of 2004 (IDEA 2004), a process based on a student's response to scientific, research-based intervention is used in West Virginia as one piece of specific information when determining whether a student has a learning disability. For some students, the three levels of support provided within general education are not enough and special education services may be needed.

When students participate in the SPL process, parents are to be notified about the following:

- The amount and nature of student performance data that would be collected and the general education services provided (i.e., multi-level instruction framework and progress monitoring data);
- Strategies for increasing the student's rate of learning (i.e., research-based instruction) or for filling the gaps; and,
- The parent's right to request an evaluation at any time. If a referral is made, procedures for evaluating and determining eligibility are followed as with any referral to special education.

## How Are Parents Involved in the SPL Process?

Parents are important members of any child's educational team. Being informed about your school's SPL processes and procedures is the first step to becoming an informed, active parent participant in your child's education. Consider asking the following questions:

- What does the SPL framework look like in our school? Who is providing instructional supports? When are they provided? How do you know my child needs additional instructional support?
- Who are the members of our school's problem-solving teams?
- Is there information available about SPL such as an SPL Guidance Document? How is my child's progress being monitored? How often will my child be screened or monitored for progress?
- What communication regarding my child's progress can I expect? Who will provide the information?
- How will I know if my child needs TARGETED or INTENSIVE instruction?
- At what point in the SPL process will parents be informed of their rights under the IDEA 2004, including the right to request an evaluation for special education eligibility?

In addition to asking questions and receiving information from your child's school, the West Virginia Department of Education has a number of resources available at:

<http://wvde.state.wv.us/spl>

<http://wvde.state.wv.us/parents21/>



James B. Phares, Ed.D.  
State Superintendent of Schools

