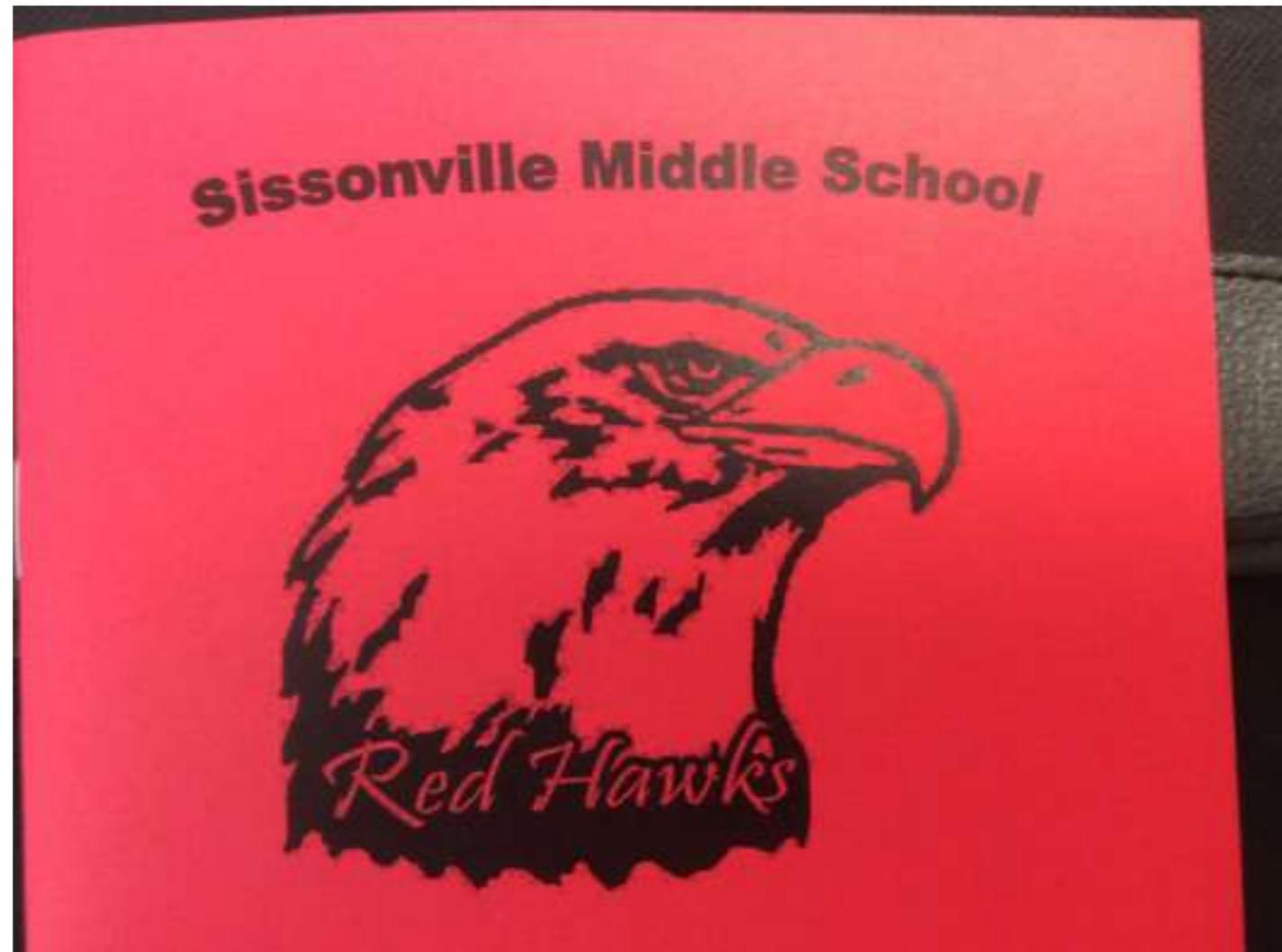


# SMS Student Handbook



# Sissonville Middle School



# Attendance

## ***An excused absence from school will include absences for the following reasons:***

- Illness or injury of the student with verification from a physician.
- Medical and/or dental appointment verified in writing from the physician or dentist.
- Illness verified by the parent not to exceed three (3) consecutive or five (5) total days per school year.
- Calamity, such as an emergency situation approved by the principal.
- Death in the family not to exceed three (3) days for each occurrence.
- School approved curricular or extracurricular activities.
- Legal obligation with verification.
- Failure of bus to run or extremely hazardous conditions.
- Observance of religious holidays.

If a student is absent, the parent should call before school to provide the reason for the absence. If the

school is not notified a pre-recorded phone message will notify the home that the student was absent from school that day.

In the event a student has five (5) unexcused absences the school will notify the parents in writing. The

school social worker is contacted when a student's unexcused absences are excessive (10 days or more.)

Sissonville Middle School does not recognize leaves of educational value unrelated to school functions or activities.



# **Bus Policy and Searches**

All students are expected to follow all bus policies as described in Kanawha County Schools “Star Player” bus policy pamphlet. Students must ride their assigned bus. Students WILL NOT be allowed to ride a different bus than their own. Parent notes WILL NOT be accepted to allow students to ride a different school bus.

## **Searches**

Under ordinary circumstances the search of a student by a teacher or other school official is permitted, if there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating either the law or rules of the school. The extent of the search must be reasonably related to the objectives of a search and not excessively intrusive in light of the sex of the student and nature of the infraction. Any searches of students will be conducted in the presence of an adult witness. Any contraband property discovered as a result of a search may be confiscated. A student's locker may be searched if there are reasonable grounds to suspect that the search will turn up evidence that a student has violated or is violating either the law or rules of the school. Such searches will be conducted in the presence of an adult witness. Furthermore, by accepting a locker a student shall be deemed to have consented to the periodic inspection thereof. The school principal shall retain keys to all

lockers in order to affect such inspections. Canine Assisted Locker/Facility Inspections. School principals are authorized to arrange for the use of canines that have been trained in the detection of unlawful drugs or explosives to assist in periodic inspections of student lockers, other school facility areas or ground. Any unlawful drugs or explosives that are discovered as a result of a canine assisted inspection may serve as a basis for student disciplinary action and/or criminal violations.



# Cell Phone Policy

Students are permitted to bring cell phones to school, however, cell phones may not be heard, used or cause

a disruption of any kind while students are at school. Individual teachers may establish more strict rules in their class.

If a phone is heard, used, or causes a disruption, the teacher may take the phone. Cell phones may NEVER be taken into the bathroom, locker room or other areas where pictures may be taken of other students.

Students in 7th and 8th grade may use their cell phones during lunch based on the behaviors of each group.

Incidents of disrespect to others or disrespect to the building will result in suspension of lunch cell phone privileges for the grade level. This privilege is based on administration discretion and can be suspended or eliminated at any point with no prior notice.

## **The consequence for cell phone offenses are:**

1st Offense The phone will remain in the office until the end of the school day- the student may pick

2nd Offense The parent must come to the office and have a conference with the Principal before the parent can retrieve the phone.

3rd Offense The parent must come to the office and have a conference with the Principal before the before the cell phone can be retrieved cell phone can be retrieved, the student will lose the privilege to bring a cell phone to school, and the student will be subject to disciplinary action.

4th Offense The parent must come to the office and have a conference with the Principal before the up the phone at the end of the school day parent can retrieve the phone. Cell phones can be retrieved, and the student will lose the privilege to bring a cell phone to school.



# Check-Out Procedures

Students may be checked out of school early by a parent/guardian due to an emergency or doctor/dental appointment. PARENTS: Please do not check your student out early on a daily basis for convenience. Students may not be checked out by another adult unless their name appears on the student's emergency card or the office has received a written note that is verified by phone with a parent/guardian signature. When students are away from school critical class time and assignments that may not be made up will be missed. Student will not be permitted to be signed out after 3:15 – per LSIC approval.

## School Opening

Sissonville Middle School will allow students in the building beginning at 7:50 a.m. Parents wishing to drop students off at school before 7:50 a.m. must meet with the Principal and sign a waiver for their child. Any child that has received permission to enter the building early that causes a disruption will be denied the privilege of entering the building before 7:45 a.m. Students report to class at 8:25. Classes begin promptly at 8:40.

## School Dismissal

Sissonville Middle School will dismiss 5th grade students at 3:35 p.m. daily and the remaining students will be dismissed at 3:40 p.m. Parents may wait out front and the student will meet them at the front of the building. Parents are asked to

wait until 3:40 p.m. to pick up their student as classes may be disturbed due interruptions caused by students leaving school before afternoon dismissal time. Parents must not use or park in the two bus lanes from 3:15-4:00. Any car parked during this time will be blocked by school buses and will have to wait for all buses to leave.



# Behavior

## **Detention Period**

Detention Period may be held during lunch and will be assigned by the teachers or administration.

Students report to lunch detention and will then be dismissed to get their lunch. The students will eat silently and will be dismissed in an orderly manner to clean their trays and use the restroom before returning to class.

## **Dress Code**

Student's dress, choice of clothing and grooming practices should be appropriate for the school environment.

Students must follow common practices of modesty, cleanliness and neatness. Students must dress within acceptable standards and in such a manner that it does not cause a distraction to the academic atmosphere.

Any clothing, accessories, symbols, jewelry, or other paraphernalia, which depicts or suggests association with a gang shall not be brought to school, worn at school, or in any way be present at any school related event.

Any question regarding the acceptability of clothing must be obtained BEFORE it is brought/worn to school.

***Teachers and administrators are responsible for enforcing the student dress code policy. It is the responsibility of the students and parents that the student adheres to***

## **Sissonville Middle School dress code as follows:**

Dress Code as follows:

I. 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 and accessories that may be used as weapons, which have drug emblems, contain obscenities, tobacco or alcoholic beverage references, which may be considered derogatory towards a race, culture or religion, or which may be considered sexual harassment.

II. Crop tops; tube tops, halters, and sleeveless tops are unacceptable. SLEEVELESS TOPS ARE NOT TO BE WORN AT SISSONVILLE MIDDLE SCHOOL. Sleeves must cover the crown of the shoulder, and there must be fabric below the hem of the shirt sleeve. 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, even in movement.

III. Dresses and skirts should be at mid-thigh. Shorts must have at least a four-inch inseam and be in good taste.

IV. Form-fitting pants, such as spandex, or bicycle pants, or torn pants are considered inappropriate. Students must wear their trousers or overalls properly – the waist at the waist, no sagging.

V. All students must wear shoes. Flip-flops may be worn to school, however they are not recommended due to safety issues. Sissonville Middle School is not responsible for any injury caused by wearing flip-flops to school.

VI. Piercings are limited to the ear only. No other piercings are permitted and must be removed while in school.

VII. Hair should be kept neat, clean, and reasonably styled. Any type of head covering is unacceptable and should not be worn/brought to school. Bandanas may not be worn under any circumstance. Chain or spike jewelry is unacceptable. Any student who is in violation of Sissonville Middle School's dress code will be asked to change or remove the violation of the dress code. Students who refuse to adhere to the dress code will be placed in the Alternate Learning Center (ALC). A third violation of the dress code may result in an office conference with parents, administrator, student, and teacher.



## **Expected Behaviors**

All students can and will behave in an appropriate manner. Students learn best in an environment in which rules and standards of behavior have been clearly communicated.

### **\*Before School Behavior\***

I. Enter the building at the front double doors at the appropriate time. No students are allowed in the building until 7:50 a.m. without a signed waiver from the parent and principal. Parents wanting to drop student off early MUST schedule a meeting with the principal to complete a waiver.

II. Study or work on your homework in the cafeteria.

III. Go to the gym, sit with your grade level and wait to be dismissed.

IV. When you arrive to school and if you plan on eating breakfast, do so immediately. If you do not intend to eat breakfast, go to the gym so those wishing to eat breakfast may find a seat.

V. When the bell rings, go to your locker, then go to class, do not remain in the hall or cafeteria and visit.

### **\*Behavior During the Pledge of Allegiance and Announcements\***

I. You will stand and pledge the flag, or you will stand quietly without talking until the pledge is completed.

II. After the pledge is completed, you will be seated and prepare to listen to announcements.

### **\*Behavior During Class Change\***

I. Walk in the hall.

II. Talk at a normal speaking level, do not speak loudly or yell.

III. Go to the restroom if permitted and if time allows.

IV. Get a drink of water if permitted and if time allows

V. Arrive to class on time with all materials needed for the class.

### **\*Behavior at Lockers\***

I. You may go to your assigned locker at times specified by the team or with a pass from a teacher.

II. Open your locker door.

III. Get the necessary materials from your locker and deposit personal possessions.

IV. The contents of the locker must be arranged so that nothing hangs out of the closed locker.

V. Close the locker door quietly.

VI. In order to decorate your lockers, you may use mirrors and decorations that attach with magnets only.

#### \*Break Behaviors\*

Break will be determined by the team. During the break you may do the following:

I. Observe the appropriate class change behavior.

II. Have a snack that you brought from home or purchased from the machines, if break is in the cafeteria. No food or drink is allowed in the grade level hallways.

III. Show pride in yourself and your school by keeping the building litter free and be courteous to others.

IV. Remember break is a privilege that must be earned. Break may be denied at any time due to inappropriate behavior.

#### \*After School Behavior\*

I. Observe your teacher's rules for dismissal from class.

II. Observe hall behavior.

III. Observe locker behavior.

IV. Students who walk to school are to leave the school campus as soon as they are dismissed from the classroom, exit the building, and leave campus.

#### \*Behavior During the Absence of the Regular Teacher\*

I. Substitute teachers are guests in the building and will be treated with respect.

II. You will follow all standard classroom rules and school rules and procedures when you have a substitute teacher. Substitutes may refer students whose behavior does not follow standard guidelines, to the team leader or the office.

III. You will be responsible for any work assigned to you by a substitute teacher.

IV. You will follow the substitute's instructions in the absence of your teacher.

#### \*Cafeteria Behavior\*

I. Observe behavior for dismissal.

II. Observe behavior for class change.

III. Observe behavior for lockers.

IV. Walk to the end of either serving line around the outer edge of the tables.

V. Stop behind the last person in line and move forward only when the person in front of you moves forward.

VI. Pick up all necessary eating utensils and food while you are in line. You will not be permitted to return to the line to pick up anything.

VII. You may purchase extra milk from the teacher or staff member taking lunch numbers.

VIII. Walk to the table.

IX. Sit down to eat.

X. When you have finished eating; clean the area where you have eaten, walk to the tray return window, dump scraps in the garbage pail, and place your tray on the shelf.

XI. If you drop an item or make a mess, you will be expected to pick up the item dropped or clean up the mess.

XII. When the teachers or administration raise their hand you are to sit down, stop talking and listen to announcements.

XIII. If weather permits, students will be taken outside. All food and drink must remain in the cafeteria.

**\*Fire Drill Behavior\***

I. You must leave all materials in the room

II. You will move silently and in a single file through the designated exit from the classroom you are in.

III. You will continue in single file to the designated area outside.

IV. Remain quiet and wait for the teacher to take roll.

V. At the sound of the bell, you will return to the classroom (without talking) using the same route by which you left the building.

VI. Teachers will assign the following duties: turning off all equipment; turning off lights; closing doors

**\*Assembly Behavior\***

I. Leave all materials in the room unless instructed to do otherwise.

II. Walk to the gymnasium quietly.

III. Once inside the gymnasium, wait to be directed to your seat by the teacher or principal in charge.

IV. Enter the bleachers by walking in the aisles, do not climb over seats from one row to another.

V. You may applaud when appropriate.

VI. Show your disapproval by remaining quiet.

VII. You will be dismissed from the assembly by the teacher or principal in charge.

VIII. Return to your classroom quietly.

\*\* Assemblies are for looking, listening and learning. They are extensions of the classroom and should be considered as such by both teachers and students. The standards of behavior in assemblies are the same as classroom standards with special emphasis on courtesy to the performers, speakers or guests. This means whistling, booing, stomping and other rude expressions are unacceptable.

**\*Dance Behavior\***

I. You will be permitted to dance, buy refreshments, use restrooms, or stand and socialize with your friends. It is too crowded to run and chase one another.

II. You may leave only if your parent or guardian comes into the building to get you.

III. Dances are for Sissonville Middle School students only, students from other schools are not allowed.

IV. Students currently under suspension or having on-going disciplinary problems may not be allowed to attend.

**\*Guest in the Classroom Behavior\***

I. Students continue with their assigned work when a guest is in the classroom.

II. Students will wait until the guest and the teacher have finished their conversation before asking a question.

**Student Behavior**

Students are to behave in a manner that will allow the school to have an orderly, nurturing and safe environment that is conducive to learning. Students shall be subject to the provisions of a code of conduct in the following circumstances:

- While on property owned by Kanawha County Schools.
- During time periods when a student is scheduled to attend school or other activities conducted under the auspices of Kanawha County Schools.
- During any extracurricular activity or trip conducted under the auspices of Kanawha County Schools in which a student elects to participate.
- While a student is in transit to or from school or an extracurricular activity, including transit on a school bus until they reach their home.

Student offenses are classified into four categories. The following specific offenses will be considered a violation of Kanawha County School Student Code of Conduct.

**Level I Violations**

- Cell Phones and other electronic communication devices. The use of cell phone, pagers, “beepers”, PDAs or

similar electronic communication devices are not permitted during school from the beginning of the first instructional period through the end of the last instructional period. This includes between class periods, as well as on school-sponsored trips and “behind-the-wheel” driver education classes. “Using” refers to, not only the making and/or receiving of calls, but also using the device for any other purpose. Subject to appropriate school regulation, electronic communication devices may be used during lunch time. During the instructional day, electronic communication devices may be used, with administrative permission, for emergencies only. The use of electronic communication devices while on school buses is strictly prohibited unless an emergency situation arises and students have permission from the bus driver. Electronic communication devices may be used if such devices are not capable of being used to communicate with any other device. This prohibition is not intended to prohibit students from using electronic communication devices for curricular purposes under the direction and supervision of a teacher.

Electronic communication devices are to remain turned off during the times that students are not permitted to use the phones.

Electronic communication devices will not be used to take photographs or videos during the school day.

Also, electronic communication devices will not be used to take photographs or videos of any type in the restrooms,

locker rooms or other private areas at any time, or at any other time that causes a disruption at school.

Each school shall establish reasonable rules for the use of electronic communication devices by students participating in extracurricular activities and athletics. Such rules shall be provided to the students at the beginning of the school year.

Kanawha County Schools shall not be responsible for lost, damaged or stolen cell phones or other electronic communication devices.

Any use of electronic devices during the instructional school day, in violation of this policy, without permission of a teacher for curricular purposes or the administrative staff shall be considered a disciplinary violation. In addition to the penalties otherwise imposed by this policy the following penalties apply to electronic communication device misuse.

See SMS Cell Phone Policy for specific details.

- Cheating/Academic Misconduct. A student will not plagiarize or copy the work of others or break rules to gain advantage in a competitive situation. A student will not cheat, gain unauthorized access to, or tamper with educational materials, including, without limitation, cheating through the use of a technological or electronic device.

The response to cheating may include both academic sanctions in addition to other types of discipline.

- Deceit. A student will not deliberately conceal or misrepresent the truth, deceive another or cause another to be deceived by false or misleading statements.

- Disruptive/Disrespectful Conduct. A student will not exhibit behavior that violates classroom/school rules, results in distraction and obstruction of the educational process or that is discourteous, impolite, bad mannered and/or rude.

Behavior is considered disruptive and/or disrespectful if a teacher is prevented from starting an activity or lesson, or has to stop instruction to address the disruption.

- Failure to Serve Detention. A student will not fail to serve an assigned detention of which students and/or parents/guardian have been notified.

- Falsifying Identity. A student will not use another person's identification or give false identification to any school official with intent to deceive school personnel or falsely obtain money or property.

- Inappropriate Appearance. A student will not dress or groom in a manner that disrupts the educational process or is detrimental to the health, safety or welfare of others. A student will not dress in a manner that is distracting or indecent, to the extent that it interferes with the teaching and learning process, including wearing any apparel that

displays or promotes behavior and/or items prohibited by this policy. See SMS Dress Code for specific details

- Inappropriate Displays of Affection. Students will not engage in inappropriate displays of affection, such as kissing or embraces of an intimate nature.

- Inappropriate Language. A student will not orally, in writing, electronically, or with photographs or drawings, use profanity in general context (not directed toward any individual or group).

- Possession of Inappropriate Personal Property. A student will not possess personal property that is prohibited by school rules or that is disruptive to teaching and learning.

- Skipping Classes. A student will not fail to report to the school's assigned class or activity without prior permission, knowledge or excuse by the school or by the parent/guardian.

- Tardiness. A student will not fail to be in his/her place of instruction at the assigned time without a valid excuse.

### **Level II Violations**

- Gang Related Activity. A student will not, by use of violence, force, coercion, threat of violence or gang activity, cause disruption or obstruction to the educational process. Gangs are defined as organized groups of students and/or

adults who engage in activities that threaten the safety of the general populace, compromise the general community order, and/or interfere with the school district's educational mission. Gang activity includes: Wearing or displaying any clothing, jewelry, colors, or insignia that intentionally identifies the student as a member of a gang, or otherwise symbolizes support of a gang; Using any word, phrase, written symbol or gesture that intentionally identifies a student as a member of gang, or otherwise symbolizes support of a gang; Gathering of two or more persons for purposes of engaging in activities or discussions promoting gangs; Recruiting student(s) for gangs.

- Habitual Violation of School Rules or Policies. A student will not habitually violate school rules or policies. As used herein, habitual violation means three or more violations of school rules or policies within the same school year, which have resulted in the student being suspended for ten or more days cumulatively, and which have been documented to the student and the parent/guardian.

- Insubordination. A student will not ignore or refuse to comply with directions or instructions given by school authorities. Refusing to open a book, complete an assignment, work with another student, work in a group, take a test or do any other class- or school-related activity not listed herein, refusing to leave a hallway when requested by a school staff member, or running away from school staff when told to stop, all constitute insubordination/unruly conduct.

- Leaving School Without Permission. A student will not leave the school building, campus of school activity for which the student is enrolled without permission from authorized school personnel-this includes at the end of the school day to cross Rt. 21.

- Physical Fight without Injury. A student will not engage in a physical altercation using blows in an attempt to harm or overpower another person or persons.

- Possession of Imitation Weapon. A student will not possess any object fashioned to imitate or look like a weapon, or any item which by virtue of its shape or design gives the appearance of any deadly weapon (e.g., fake or toy knives or guns, fake bombs, fireworks fuse, explosive devices, detonators, etc.).

- Possession of Knife not meeting Dangerous Weapon Definition. A student will not possess a knife or knife-like implement under 3½ inches in length.

- Profane Language/Obscene Gesture/Indecent Act Toward an Employee or Student. A student will not direct profane language, obscene gestures or indecent acts towards a school employee or a fellow student. This inappropriate behavior includes but is not limited to, verbal, written, electronic and/or illustrative communications intended to offend and/or humiliate.

- Technology Misuse. A student will not violate the terms of WVBE Policy 2460, Safety and Acceptable Use of the Internet by Students and Educators or Kanawha County Schools Administrative Regulation J33A “Student Telecommunications Network Access.” See SMS Technology Offenses for specific details.

### **Level III Violations**

- Battery Against a Student. A student will not unlawfully and intentionally injure another student.

- Defacing School Property/Vandalism. A student will not willfully cause defacement of or damage to property of the school or others. Actions such as writing in school textbooks or library books, writing on desks or walls, carving into woodwork, desks, or tables, and spray painting surfaces are acts of defacement.

- False Fire Alarm. A student will not knowingly and willingly set off a fire alarm without cause.

- Fraud/Forgery. A student will not deceive another or cause another to be deceived by false or misleading information or sign the name of another person in order to obtain anything of value or defraud authorities.

- Gambling. A student will not engage in any game of chance or contest wherein money or other items of monetary value are awarded to the winner, except for those games and contests authorized as official school functions.

- Hazing. A student will not haze or conspire to engage in the hazing of another person. “Hazing” means to cause any action or situation which recklessly or intentionally endangers the mental or physical health or safety of another person or persons to destroy or remove public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in, any activity or organization, including both co-curricular and extra-curricular activities.

- Larceny. A student will not, without permission, take another person’s property nor have another person’s property in his or her possession. Property valued at \$1,000 or more will increase this behavior to a Level 4 because it is considered a felony in accordance with West Virginia Code §61-3-13.

- Sexting. A student will not produce or share sexually explicit photos, videos, e-mail, text or chat by cell phone or other electronic device. This may include activity occurring outside of normal school times and locations if such activity has the effect of disrupting the educational process in the school.

- Sexual Misconduct. A student will not publicly and indecently expose themselves, display or transmit any drawing or photograph of a sexual nature, or commit an indecent act of a sexual nature on school property, on a school bus or at a school sponsored event.

- Threat of Injury/Assault Against an Employee or Student. A student will not threaten (verbal or written) or attempt to injure another student, teacher, administrator or other school personnel. This includes posting material on the internet or social networking sites, i.e., Facebook, etc., which has the effect of disrupting the educational process in the school or causes embarrassment, discomfort, or a reluctance to participate in school activities.

- Trespassing. A student will not enter upon the premises of the county school system property without authorization from proper school authorities.

- Harassment/Bullying/Intimidation. A student will not bully/intimidate/harass another student. According to West Virginia Code §18-2C-2, "harassment, intimidation or bullying" means any intentional gesture, or any intentional electronic, written, verbal or physical act, communication, transmission or threat that: 1) a reasonable person under the circumstances should know will have the effect of harming a student, damaging a student's property, placing a student in reasonable fear of harm to his or her person, and/or placing a student in reasonable fear of damage to his or her property; 2) is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or emotionally abusive educational environment for a student; or 3) disrupts or interferes with the orderly operation of the school. An electronic act, communication, transmission or threat includes but is not limited to one which is administered via telephone, wireless phone, computer, pager or any electronic or wireless device whatsoever, and

includes but is not limited to transmission of any image or voice, email or text message using any such device.

This includes posting material on the internet or social networking sites, i.e., Facebook, etc., which has the effect of disrupting the educational process in the school or causes embarrassment, discomfort, or a reluctance to participate in school activities. Acts of harassment, intimidation, or bullying that are reasonably perceived as being motivated by any actual or perceived differentiating characteristic, or by association with a person who has or is perceived to have one or more of these characteristics, shall be reported using the following list: race; color; religion; ancestry; national origin; gender; socioeconomic status; academic status; gender identity or expression; physical appearance; sexual orientation mental/ physical/ developmental/ sensory disability; or other characteristic.

- Imitation Drugs: Possession, Use Distribution or Sale. A student will not possess, use, distribute or sell any substance that is expressly represented or implied to be a controlled substance or simulate the effect and/or the appearance (color, shape, size and markings) of a controlled substance.

- Inhalant Abuse. A student will not deliberately inhale or sniff common products found in homes, schools and communities with the purpose of "getting high". The action may be referred to as huffing, sniffing, dusting and/or bagging.

- Possession/Use of Substances Containing Tobacco and/or Nicotine. A student will not unlawfully possess, use or be under the influence of any substance containing tobacco and/or nicotine or any paraphernalia intended for the manufacture, sale and/or use of tobacco/nicotine products in any building/area under the control of Kanawha County Schools, including all activities or events sponsored by Kanawha County Schools. See KCS Policy J25 for specific details concerning consequences for Tobacco violations.

#### **Level IV Violations**

- Battery Against a School Employee. A student will not commit a battery by unlawfully and intentionally making physical contact of an insulting or provoking nature with the person of a school employee as outlined in W.Va. Code §61-2-15(b). This includes actions which may occur outside of regular school times and locations.

- Felony. A student will not commit an act or engage in conduct that would constitute a felony under the laws of this state if committed by an adult as outlined in W.Va. Code §18A-5-1a(b)(i). Such acts that would constitute a felony include, but are not limited to, arson (W.Va. Code §61-3-1), malicious wounding or unlawful wounding (W.Va. Code §61-2-9), bomb threat (W.Va. Code §61-6-17), sexual assault (W.Va. Code §61-8B-3), terrorist act or false information about a terrorist act, hoax terrorist act (W.Va. Code §61-6-24), burglary

(W.Va. Code §61-3-11), robbery (W.Va. Code §61-2-12), and grand larceny (W.Va. Code §61-3-13)

- Illegal Substance Related Behaviors. A student will not unlawfully possess, use, be under the influence of, distribute or sell any substance containing alcohol, over-the-counter drugs, prescription drugs, marijuana, narcotics, any other substance included in the Uniform Controlled Substances Act as described in West Virginia Code §60A-1-101, et seq. or any paraphernalia intended for the manufacture, sale and/or use of illegal substances in any building/area under the control of Kanawha County Schools, including all activities or events sponsored by Kanawha County Schools. This includes violations of WVBE Policy 2422.8—Medication Administration, instances of prescription drug abuse, and the possession, use, being under the influence, distribution or sell of any substance that have known mind altering or function-altering effects upon the human body or that impair one's ability to safely perform his or her activities, specifically including, but not limited to, prescriptions drugs and over-the-counter medications; alcohol, drugs, and other substances made illegal under federal or state law; "synthetic or designer" drugs. See KCS Policy J25 for specific details concerning consequences for Illegal Substance violations.

- Possession of a firearm or deadly weapon. According to W.Va. Code §18A-5-1a(a), a student will not possess a

firearm or deadly weapon as defined in W.Va. Code §61-7-2, on any school bus as defined in W.Va. Code §17A-1-1, or in or on any public or private primary or secondary education building, structure, facility or grounds thereof, including any vocational education building, structure, facility or grounds thereof, or at any school-sponsored function as defined in W.Va. Code §61-7-11a. Notice of disciplinary action involving a firearm violation must be submitted by a principal within 72 hours of a violation. As defined in W.Va. Code §61-7-2, a "deadly weapon" means any device intended to cause injury or bodily harm, any device used in a threatening manner that could cause injury or bodily harm, or any device that is primarily used for self-protection. Deadly weapons include, but are not limited to, blackjack, gravity knife, knife, switchblade knife, nunchuka, metallic or false knuckles, pistol, or revolver. The term deadly weapon also includes explosive, chemical, biological or radiological materials. A deadly weapon may also include the use of a legitimate tool, instrument, or equipment as a weapon including, but not limited to, pens, pencils, compasses, or combs, with the intent to harm another. For purposes of this policy deadly weapon also includes any instrument which is designed to be used to produce serious bodily injury or death, or is readily adaptable to such use. Examples of such weapons include, but are not limited to blank pistol, signal pistol, starter pistol, stun-gun or other device designed to produce an electrical shock, pellet gun, or BB gun; any razor

(e.g., straight, regular, retractable, etc.); any defensive device (e.g., gas repellent, mace, stun-gun chemical sprays, etc.); chains, club, nightstick, rings, pipe, studded or pointed bracelets, ax handles, bullets, ammunition of any type, fireworks of any type and size, smoke bomb, stink bomb, any type of homemade bomb.

- Sale of a narcotic drug. According to W.Va. Code §18A-5-1a, a student will not sell a narcotic drug, as defined in W.Va. Code §60A-1-101, on the premises of an educational facility, at a school-sponsored function or on a school bus.



### **Tardy to Class**

Students must arrive in their assigned class in a timely manner so that instruction may promptly begin.

Students that do not promptly arrive in class will be considered tardy to class. If a student is tardy 3 times to a class, the student will receive lunch detention. Continued excessive tardiness to class will result in additional lunch detention referrals and/or In-School Suspension.

### **Tardy to School**

Students must arrive on time to school each day so that no classroom instruction is missed. Students that do not arrive to school before the morning tardy bell rings must check in the office and receive a permit to class. Any student that is tardy to school three times will receive a day of lunch detention. Continued tardiness to school may result in placement in additional, more serious consequences that may include lunch detention and possibly In-School Suspension.

### **Technology Offenses**

All students may use computers, iPads, the internet, and others types of technology to help enhance academic requirements. No student shall misuse, or inappropriately use computers, or other forms of technology.

Any student that participates in inappropriate technology use or technology abuse will lose their rights to use technology while in school. Each student and parent must sign an acceptable use form concerning use of technology in school each school year. Inappropriate technology use consists of viewing unauthorized (not explicit) web sites and use of any program and/or web site that is unrelated to an academic assignment. Technology abuse consists of viewing of explicit web sites, downloading programs from the internet, installing unauthorized software, unauthorized use of other student's computer accounts, and any other serious abuse of technology.

*Ipad violation are included in the Consequences of Inappropriate Behavior chart.*



## **iPads**

### *Reminder:*

As agreed to by all students and parents/guardians per the revised KCS technology acceptable use policy, and in accordance with WVDE Policy 2360 and KCS Policy J33A, students will use iPads during school for educational purposes only, will refrain from cyber-bullying, and are responsible for the care of their iPad at all times! Please know any violation or repetitive violations of the aforementioned policies may result in a student losing all iPad privileges permanently. iPads remain the property of KCS and all data, apps, messages, emails and activities can and will be reviewed by members of Apple, WVDE and KCS technology department members.

### *General Information:*

The iPad is a technology tool. Just as textbooks or classroom resource/material, students are responsible for the care of and responsibility of bringing the iPad to class. If the iPad is required for class participation and the student fails to bring it to class, the consequences will mirror that of coming unprepared to class. Therefore, the consequences for not having the iPad in class due to leaving it at home, failing to have the iPad fully charged, or leaving it in a locker will be at the discretion of the classroom teacher in accordance with his/her classroom rules, policies, and procedures.

## **Locker Policy**

Students will be provided with lockers by the school. The student may use the locker for the school year, but the locker remains the property of Sissonville Middle School. Students must place coats and backpacks in their locker at the beginning of the school day and may not take them to class. A student must keep the combination of the lock private-do not tell anyone your combination. The school is not responsible for items missing from lockers.

Lockers may be searched by the administration at any time if there is probable cause that it contains contraband of any kind.

### **Off Limits**

The following areas are off limits to students:

- I. Back of school/back field without supervision
  - II. Sitting on the floor in the hallways
  - III. Parking lot, front of building, across Rt. 21 and either side of the building at all times
  - IV. Other "team"/"grade" areas other than your own
  - V. The band and chorus hallway before first bell.
  - VI. Custodian and kitchen areas
- Types of Disciplinary Actions

**The types of disciplinary actions Sissonville Middle School may use include:**

I. Loss of Break

II. Lunch Detention

III. If a mess is made, the student may be asked to clean it up

IV. Placement in In-School Suspension (ISS)

Sissonville Middle School will provide an In-School Suspension (ISS) for students with disciplinary problems. ISS will be monitored by teachers. Students will be assigned to ISS by the administration. This will be an all day assignment. Students assigned to ISS will be required to sit silently and work on assignments. The only communication allowed in ISS is with the teacher. Students will not be permitted to sleep or lay their heads down. ISS is designed to provide students an opportunity to correct their behavior before Out-of-School Suspension is assigned.

V. Conduct Contract

VI. Loss of Extra-Curricular Privileges – If a student has received ISS or OSS the student may be excluded from attending extra-curricular events such as ball games, school sponsored dances, concerts, and other non-academic school related functions.

VII. If a student breaks or damages something,

VII. the parent/student may be asked to pay for the repair or replacement of the item.

VIII. Out of School Suspension (OSS)

IX. Referral to Kanawha County School's Student Assistance Team for possible placement in alternative school

IX. Referral to Kanawha County School's General Counsel for a hearing for possible expulsion from school.

## Consequences of Inappropriate Behavior

The following is a list of possible consequences for certain inappropriate behavior. This list is a suggestion and consequences may be increased by Sissonville Middle School administration at any time and without pre-warning and/or pre-notification based on the specifics of each individual case. Parents will be notified of the consequence in writing, by telephone, or in person during a conference.

Offense	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
Harassment	1 day lunch d-hall	3 days lunch detention	1 ISS
Harassment, Threat of Physical Harm, Disrespect to Students,	1 ISS	3 ISS	3 OSS
Fighting	3 OSS	5 OSS	County SAT - 10 OSS
Profanity to Peers	3 lunch d-hall	5 lunch d-hall	3 ISS
Profanity to Staff	3 OSS	5 OSS	10 OSS
Misconduct/Disruption in Class	1 day lunch d-hall	3 lunch d-hall	County SAT
Off-Limits Area Violation	1 lunch d-hall	3 lunch d-hall	5 lunch d-hall
Stealing	Restitution 1-3 ISS	Restitution 1-3 OSS	Restitution County SAT - 5 OSS
Defiance of School Personnel	3 lunch d-hall	3 ISS	3 OSS
Improper Attire - Dress Code Violation	Change Attire	Change Attire Parent Notification Possible	P/T Conference 1 day ISS
Throwing Objects	5 days lunch detention	3 ISS	3 OSS
Public Display of Affection	1 lunch d-hall	3 lunch d-hall	1-3 ISS
Cell Phones/MP3 Players/ PSP/ GameBoys/Toys/Other Non-Academic Materials	Confiscate Returned to student end of the school day from the office	Confiscate Parent must pick-up item	Confiscate Loss of Privilege
Cheating	Zero for the grade Parent Notification	Zero for the Grade 1 ISS	Zero for the Grade 3 ISS
Technology Abuse	Technology Susp. 1 Semester 1 ISS	Technology Privileges Revoked 3 ISS	Technology Privileges Revoked 3 OSS
Technology Violation	10 day Technology Suspension	9 Week Technology Suspension 5 days lunch d-hall	Technology Privileges Revoked 3 ISS
Tardy (3 tardies to class/school)	1 day lunch d-hall	3 days lunch d-hall	5 days lunch detention
Skipping Class (10 minutes or more late arriving to class)	1 ISS	2 ISS	3 ISS
Leaving School Without Permission	OSS - 1 day for each class missed	OSS - 2 days for each class missed Conduct Contract	OSS - 3 days for each class missed County SAT
Pulling Fire Alarm	3 OSS Fire Marshal notification	County SAT - 10 OSS Fire Marshal notification	County SAT - 10 OSS Fire Marshal notification
Destruction to School Property	3 OSS Restitution	County SAT - 5-10 OSS Restitution	County SAT - 10 OSS Restitution
Vandalism	3 days ISS Remove/Clean	3 days OSS Remove/Clean	5 days OSS Remove/Clean
Use or Possession of Tobacco Products	1 OSS (Use) Confiscate material. Smoking ed. class-school. Criminal charges filed.	3 OSS (Use) Confiscate material. Smoking cessation class. Criminal charges filed.	5 OSS (Use) Confiscate material. Criminal charges filed.
Possession, or Use of Unauthorized Drugs or Alcohol	10 OSS Drug Education Class Police notification	County SAT - 10 OSS Police notification	10 OSS Expulsion Police notification
Distribution of Unauthorized or Illegal Drugs or Alcohol	County SAT - 10 OSS Police notification	10 OSS Expulsion Police notification	10 OSS Expulsion Police notification
Possession of Dangerous Weapon	10 OSS Expulsion Police notification	10 OSS Expulsion Police notification	10 OSS Expulsion Police notification
Possession of Contraband, Explosives, or Fireworks	10 OSS Expulsion Police notification	10 OSS Expulsion Police notification	10 OSS Expulsion Police notification
Assault on School Personnel	10 OSS Expulsion Police notification	10 OSS Expulsion Police notification	10 OSS Expulsion Police notification

P/T Conference - Parent Teacher Conference  
OSS - Out of School Suspension

ISS - In School Suspension (ALC)  
County SAT - Student record to be reviewed at the Board

# Field Trips and Visitors

Field trips used as a reward may occur throughout the school year. Each group will establish their own specific guidelines and share these expectations with the students and parents through memos sent home with the student and/or by posting these expectations on the SMS Website and/or on Engrade. While participating in the field trip all Sissonville Middle Schools and Kanawha County Schools rules apply.

## Visitors

Parents and other adults who have business at the school must report to the office, sign in and pick up a visitor's badge. All visitors are expected to leave promptly when their business is completed. No school age children are allowed to visit at any time during the school day, unless special permission is authorized by the principal.



# Homework

The following set of suggestions and expectations can be used to help decrease tension associated with homework and increase student's learning.

At home, provide a place to complete homework. This should be in an uncluttered, quiet space to study. Establish a schedule for completing homework. Homework should be started soon after arriving at home.

Information from class will be fresher at this time rather than later in the evening. Reasonable time expectations for homework in middle school have been established as 60-90 minutes of homework each night. Each teacher will establish his/her grading policy. Check with each teacher to understand what expectations the teacher has, but generally each homework assignment will be graded for content and timeliness. The grade received for a late assignment may reflect that lateness.

DASH is daily summary of all class activities for the day for 6th -8th grade students. Fifth grade students' assignments are maintained by the classroom teacher. Students will be provided one free agenda book at the beginning of the school year. Students should use this agenda book to write down the assignments from each class each day.

Parents and students may review daily assignments and student grades in the agenda and/or on Engrade. An account has been established for each student. Parents may also establish an account by signing up at school. The Engrade website address is: <https://www.egradewv.com>.

## Textbooks

Textbooks in all subjects are purchased by the Board of Education. Textbooks may be assigned to students. Students are responsible for the books assigned to them and must pay for lost, stolen, or defaced books. When a student transfers to another school or at any time when requested to do so by the principal, the student shall return books assigned to them and pay for any books lost, stolen, or defaced.



# Honor Roll

Students will be recognized for academic achievement at the end of each nine weeks. The criteria for recognition are based on Grade Point Average (GPA) are as follows:

Principal's List 4.0

A Honor Roll 3.5 – 3.99

B Honor Roll 3.0 – 3.49

## Promotion of Students

In order to be promoted from grades 6th to 7th; grades 7th to 8th; and grades 8th to 9th a student must pass 6 semester classes (Semester grades are the grades given at the end of the second nine weeks, in January, and at the end of the fourth nine weeks, in June) in the following classes:

English Mathematics Science Social Studies

Any student who does not pass the required number of semester classes will be reviewed by the Student Assistance Team for consideration of promotion or retention. Eighth grade students who are retained and have passed the required number of semester classes may be promoted to high school, but must first be reviewed by the Student Assistance Team and a representative of the high school.

## Make Up Work and Evaluation

Teachers will allow one day for each day's absence for students to make up missed work assignments and/or tests that are missed due to an excused absence. Any student that is absent one or two days may receive their makeup work upon their return to school or may check Engrade daily. Twenty-four (24) hour notice will be required for make-up work requests due to an excused absence of three days or more.

## Testing

All Sissonville Middle School will participate in state-wide testing, known as Smarter Balanced Assessment. Students may also participate in other types of testing as well. Parents are asked to make sure the student is in attendance on the testing dates. The following are testing windows or general times, that testing will occur. Specific dates for testing at Sissonville Middle School will be scheduled later in the school year.

ACT Explore (Last week of October-8th grade only)

Golden Horseshoe (Last week of March-8th grade only)

Smarter Balanced Assessment (April-May)

# **Breakfast/Lunch/Medication**

Cafeteria lunches are to be charged. Breakfasts and lunches are to be eaten in the cafeteria. The price of breakfast is \$1.65 per day for students and lunch is \$2.10 per day for students. The cost of an additional milk is \$0.45. (Prices may be subject to change without notice.) Free or reduced lunches are based on family income; eligibility forms will be given to all students. Parents need to complete the form and mail it to the address on the form. Forms are provided at the beginning of the school year.

## **Medication in School**

The school is not primarily responsible for the administration of medication to a student; that is the responsibility of the parent. Medication should be administered to the student outside of the school when possible, such as before school and/or after school. If medication is required to be administered during school hours to facilitate the student's health and regular school attendance, medication can be administered, but specific procedures must be followed. The procedure is as follows:

I. All prescription medication must have a written order and dosage instruction from the student's physician if the medication will be administered for more than 21 days. The student's physician must complete a form

furnished by the school nurse or administration. The written dosage order and form must be given to the school before any medication will be administered.

II. If a prescription medication will be administered for a period of 21 days or less, then the school must receive an order from the student's physician and note of permission from the parent before any medication will be administered.

III. Prescription medication must be sent to the school in a container clearly and accurately labeled by a pharmacist or physician. Only one kind of medication may be included in a single bottle or container.

IV. Medication must be brought to the office where it will be stored in a locked, centrally located cabinet. No medication is allowed outside of the office's locked cabinet. The student may keep no medication of any kind.

V. Non-prescription medication may be administered for a period of up to 3 school days. Non-prescription medication must be sent to school in the manufacturer's container, labeled with the student's name and a note containing written directions from the parent. At the end of the school year all medication, both prescription and non-prescription, must be picked up from the office by the parent. No medication will be sent home with the student. The school will dispose of any medication not picked up by the parent by the last day of school for the students.

# Safe Ideas

## Safe Ideas for Tough Decisions

### \*Smart Practices\*

- I. Don't listen to second hand statements (gossip/rumors)
- II. Don't react to what your friends tell you someone said. They may have heard the statement incorrectly.
- III. Don't make inflammatory statements to or about others ("I can whip Fred.") Someone will tell Fred.
- IV. Don't write notes, texts, or comments that are in poor taste about other people. The comments will most certainly get back to the person who was wronged. This includes handwritten notes, text-messages, e-mails, or comments on social media networking sites.
- V. Don't deliver messages for others. If you get a message, bring it to the teacher or office and we will look over it together.
- VI. Mind your own business. Don't take sides when a rumor is started.
- VII. If you find yourself involved in a conflict, gather all your facts and go to the Principal, Assistant Principal, or Counselor. They will do their best to end it as soon as possible.

## If You "Feel" Threatened

- I. Go to the nearest adult and explain what happened.
- II. If necessary, have someone walk you to the office or send someone for the Assistant Principal.
- III. If it is not an emergency, send a note to the office and report the problem as soon as possible.
- IV. The Administration will bring in both parties and try to resolve the situation as fairly as possible.
- V. If necessary, other people (counselor, peer mediation team, witnesses, teachers, or others) will be called in to assist.

## If Someone Tries to Start a Fight

- I. If you hear about it before it happens, come to the office as soon as possible. It will be dealt with immediately.
- II. If someone comes after you, go to the nearest adult and explain what is happening.
- III. Don't argue with an aggressive student – That does not help resolve the issue.
- IV. Don't put your hands on any student for any reason – including “just playing.”

V. Do everything in your power to keep from fighting.

VI. Students who are involved will be brought to the office and dealt with accordingly. If both students were willing participants and neither tried to resolve the conflict, then both will be punished equally.

VII. \*\*Threatening other students is not acceptable and will not be tolerated! Aggressive students will be punished! Make sure you are not an aggressive student! July 2015 - June 2016



***Kanawha County Schools Calendar All information is current as of the beginning of the 2015-2016 school year – changes may be made as needed due to weather, legislative changes, and other extenuating circumstances.***

8-10 Student First Day

9-7 Labor Day – No School

9-11 2-Hour Early Out

9-11 1st Nine Weeks Mid-Term

10-9 End of 1st Nine Weeks

10-9 2-Hour Early

10-12 Parent Teacher Conference/Faculty Senate – No Students

11-10 Veteran’s Day Assembly

11-11 Veteran’s Day – No School

11-13 2-Hour Early Out

11-13 2nd Nine Weeks Mid-Term

11-23/27 Thanksgiving Break

12-15 FINALS – Spanish & Anatomy

12-16 FINALS – Math & Social Studies

12-17 FINALS – English & Science

12-18 FINALS – Make-Up Finals

12-18 2-Hour Early Out

12-18 End of 1st Semester

12-21/1-1 Christmas Break

1-4 Begin 2nd Semester

1-15 2-Hour Early Out

1-18 Martin Luther King Day – No School

2-4 3rd Nine Weeks Mid-Term

2-12 2-Hour Early Out

2-15 Continuing Ed/Faculty Senate – No Students

3-11 2-Hour Early Out

3-11 End 3rd Nine Weeks

3-25/4-1 Spring Break (May be used as make up days)

4-15 2-Hour Early Out

5-10 Election Day – No School

5-13 2-Hour Early Out

5-18 FINALS – Spanish & Anatomy

5-19 FINALS – Math & Social Studies

5-20 FINALS – English & Science

5-23/24 FINALS – Make-Up Finals

5-24 Last Day for Students

5-25/6/30 May be used as make up days

