

Student Handbook 2014-2015

Elizabeth L. Ryder - Principal

eryder@access.k12.wv.us

Sandie Sperry - Counselor

ssperry@access.k12.wv.us

Pam Johnson – Secretary

pkjohnson@access.k12.wv.us

Buffalo Middle School
298 Buffalo Creek Road
Kenova, WV 25530

304-429-6062 (Phone) / 304-429-7245 (Fax)

This Agenda Belongs to:

NAME: _____

ADDRESS: _____

CITY/TOWN: _____ ZIP CODE: _____

PHONE: _____

STUDENT NUMBER: _____

PRINCIPAL'S MESSAGE

I would like to welcome you to **OUR** school. We all have a job here. The staff members' job is to educate you so that you can achieve your full potential and become productive citizens. This education may come from your math teacher in a classroom, or a cook or custodian in the cafeteria teaching you social skills. You learn many things at school other than your ABCs! Your job as a student is to come to school daily with your supplies, books, homework, etc. prepared to learn. When we BOTH do our jobs – GREAT things happen!

In saying that, make sure that you take care of **OUR** school by cleaning up after yourself, treating all furniture, books, etc. with respect and be a polite member of the student population. You are expected to follow all classroom and school rules. Please refer to West Virginia Department of Education Policy 4373 (*Expected Behavior in Safe and Supportive Schools*) at www.wvde.com. By establishing guidelines for behavior and seeing that they are followed, it makes a safe and pleasant environment for all of us.

I look forward to watching you grow into the well-adjusted, educated young adults that we all know you can become. Together, as teachers, students, staff and your parents/guardians we can realize your full potential. Open your minds and prepare for a wonderful school year. There are MANY things to learn out there! Let's get started!

In the Spirit of Education,
Elizabeth Ryder, Principal

GENERAL SCHOOL INFORMATION

Main Office -----304-429-6062
Office Fax -----304-429-7245
Principal -----Ext. 13
Counselor -----Ext. 12
Secretary -----Ext. 10
Lunch Bill Questions -----Ext. 11
Web Page -----<http://bms.wayn.k12.wv.us>

MISSION STATEMENT

Buffalo Middle School is committed to providing EACH student with the specialized education necessary to help them realize their full potential. We accomplish this by providing the knowledge, skills, social guidance and understanding necessary to transition from childhood to adolescence on their journey to becoming responsible and productive citizens in our ever-changing society. This is the first step in helping each student reach self-actualization and live happy, well adjusted lives.

DAILY BELL SCHEDULE

7:25 – 7:34	Locker Period
7:34 – 8:29	First Period
8:31 – 9:13	Second Period
9:13 – 9:20	Locker Break
9:20 – 10:02	Third Period
10:04 – 10:45	Fourth Period
10:45 – 11:15	1 st Lunch Rotation
11:15 – 11:45	2 nd Lunch Rotation
11:45 – 12:15	3 rd Lunch Rotation
12:15 – 12:58	6 th Period
1:00 – 1:43	7 th Period
1:45 – 2:29	8 th Period
2:29	Ending Bell
2:35	Bus Line Room

STUDENT SCHEDULE

Period	Subject	Teacher	Room
1 st			
2 nd			
3 rd			
4 th			
5A			
5B			
5C			
6 th			
7 th			
8 th			

FACULTY AND STAFF

Elizabeth Ryder	Principal
Pamela Johnson	Secretary
Theresa Stanley	Sports Advisor
Sandie Sperry	Counselor
TBA	Librarian / Technology
Cheryl Smith	Language Arts 6
Sheri Saunders	Social Studies 6
Pam Hill	Math 6
Terri Tanner	Reading 6
TBA	Science 6
Rose McCallister	Language Arts 7
Steve Diamond	Science 7
Patti Elliott	Social Studies 7
Amy McCloud	Math 7
Jay Brown	WV History 8
Cindy Hatten	Math 8
Kelly Bonar	Science 8
Megan Henderson	R/LA 8
TBA	Special Education
Kay Reed	Special Education
Ryan Wellman	Special Education
Jessica Willis	Special Education
Jeff Moine	Art
Wes Bullington	Music / Choir
Scott Wood	Band
Cindy Reed	Physical Education
Dwayne Ritchie	Health
Elizabeth Whitt	Aide
Kookie Gilkerson	Cook
Carla Workman	Cook
John Stanley	Custodian
Carol Malcolm	Custodian
Rusty Eastham	Custodian

WELCOME TO BUFFALO MIDDLE SCHOOL

Welcome to Buffalo Middle School. We hope to help you develop spirit and pride in your school. Be proud of your school! Take good care of it and feel free to make suggestions for improving it. You will learn necessary and useful skills for the future if you are receptive to our instructions and guidance. We believe the school community, including students, parents, teachers, administration and staff must work together to provide a safe, supportive environment that promotes teaching and learning.

The purpose of this handbook is to provide students and parents with the necessary information concerning the rules and regulations at BMS. Our personnel at school will try to offer every student the opportunity to become an active and productive citizen of BMS. We at BMS believe that each student should have the opportunity to achieve success.

Our goal is to ensure that all students have a positive and rewarding experience at BMS. We have established clear guidelines for academic and social behavior and use discipline in a positive, logical, therapeutic and consistent manner. We encourage you to take an active part in your child's education and school experience. Please read the information within this Handbook and discuss it as parent/guardian and child.

CODE OF CONDUCT FOR WV STUDENTS

All students in the WV public schools shall behave in a manner that promotes a school environment that is nurturing, orderly, safe and conducive to learning and personal-social development.

All Students Shall:

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

WV Board of Education Policy

Earl Ray Tomblin – Governor

Dr. James B. Phares – State Superintendent

STUDENT SERVICES / DEVELOPMENTAL GUIDANCE

Students are encouraged to visit with the counselor for personal guidance and for information on grades, study help, and testing programs. The counselor is available to discuss any home, school or social concerns a student may have.

BMS offers developmental guidance to all students through various programs. These include, but are not limited to: Responsible Student Program (BISON), Rise Above The Hate (RATH), Character Education, classroom interactions, career clusters classes, and student group and/or individual guidance sessions. The counselor will coordinate these activities as they are needed throughout the school year.

ENGRADE - Online Grading System

www.EngradeWV.com

****Connecting Teachers, Students & Parents for SUCCESS!***

You are expected to take advantage of this valuable resource that keeps you up to date on your child's grades, assignments and progress. This is a great method of communication between you and your child's teachers and administrators. If you do not have internet access you are welcome to come to our school Media Center to access the program.

The parent and student will have separate accounts. Additional accounts can be created for families that need more than one adult account. If you need an additional account set up or have forgotten your password, etc. simply call the school and we will assist you in getting back online.

LOCKER RULES

******Lockers are NOT to be shared!******

1. Lockers will ONLY be used during the designated times.
2. Lockers must be kept clean. No food is to be left in the lockers.
3. Books must be stored properly so that locker doors close without being forced.
4. Abusive behavior to lockers is prohibited.
5. Do not "rig" your locker so that you do not have to work the combination to open in.
6. DO NOT GIVE YOUR COMBINATION to anyone!
7. Nothing is to be left on top of the lockers.
8. Do not bring valuables to school like large amounts of money, electronics, etc. BMS cannot be responsible for such items.

Students will be assigned a locker by their first period teacher. The school maintains control over ALL lockers

and reserves the right to inspect these at any time. There will be a Locker Fee to help with the upkeep and maintenance of the lockers. This will be communicated to you at the beginning of each year.

TEXTBOOKS

Our textbooks are furnished free to the students for their use. In accepting these books, the students must remember that they are responsible for the care of the books. Each book is numbered and the student will be responsible for THAT book until he/she is finished with it. Students will be required to keep the textbooks issued to them. Payment must be made for lost and/or damaged textbooks.

GRADE CARDS

Grade cards will be issued every six weeks.

*****Mid-term reports will NOT be issued*****

Letter grades are assigned on the following averages:

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

HONOR ROLL

An Honor Roll will be published every six weeks for students who average 3.00 or better. A student cannot be on the Honor Roll with an Incomplete (I) grade.

PARENT CONFERENCES

There will be two evening conferences scheduled throughout the year. The dates will be provided to you. They are generally in October and February. Conferences during the day with individual teachers and academic teams will be available upon request. Simply call the school secretary at Extension #10 and a conference can be scheduled.

SCHOOL TELEPHONES

BMS is a place of business. The use of the school's phone will be limited to necessity as determined by the administration. After-School arrangements should be made at home before you come to school. In the event

that a message needs to be delivered to a student, every effort will be made to do so from the staff.

CELL PHONES / ELECTRONIC DEVICES

BMS discourages you from bringing your Cell Phone / Electronic Devices to school. They have proven to be a disruption to the educational process, an invasion of privacy at times and too much time is spent addressing the inappropriate usage that could be focused on educational endeavors. You will not be permitted to use your Cell Phone or other Electronic Devices (iPods, video game devices, etc.) during the school day. Parents can call the office phone at any time if they need to communicate with their child. Additionally, if you need to speak with your parent during the day you can simply come to the office and use the telephone there.

Kindle / E-Readers are allowed at school. The internet security does not allow them to connect to the internet. However, the students are not allowed to take pictures with them. If this occurs, a behavior report will be written and they will not be allowed to bring their Kindle / E-Reader back to school.

You are not to carry a cell phone / electronic device on your person at any time. Additionally, the school is not responsible for lost or damaged phones because we do not see the necessity to have them at school. THE PHONE / ELECTRONIC ITEM WILL BE TAKEN EACH TIME YOU HAVE IT.

CONSEQUENCES

First Offense:

If your phone or other electronic device is seen at any time a behavior report will be written, the item will be taken to the office and you will serve detention. You will be able to get your item at the end of the day.

Second Offense:

If there is a second incident, a behavior report will be written, the device will be taken and your

parents will have to pick the item up from school. You will serve In School Suspension.

Third Offense:

If there is a third incident, a behavior report will be written, the item will be taken and your parents will have to pick the phone up and will be informed that you will not be allowed to bring any electronic items back to school or you will be suspended.

After this point if you bring an item back to school you will be suspended.

EARLY DISMISSAL EMERGENCY PROCEDURES

In the event of weather-related or other emergencies that require school to be dismissed early, students **MUST** know their procedure for leaving school. During these times, our telephone lines may be out of order. Therefore, it would be impossible for students to phone their parents. It is extremely necessary that each student and parent develop a plan in the event of any emergency occurring during the school day.

It is imperative that parents and guardians update home, work, cell and emergency numbers as well as addresses and people authorized to pick your child up from school as they change. The school should be able to contact you on a moment's notice if necessary. Please assist us in this daunting, ongoing task.

VISITORS TO SCHOOL

Parents, representatives from organizations, and other visitors are welcome to observe the school upon permission from the administration. All visitors must sign the Visitor Registry and obtain a Visitor's Pass in the main office. Students **may not** bring guests to school (students enrolled in other schools, younger children, relatives, etc.).

WAYNE COUNTY SCHOOLS MEDICATION ADMINISTRATION POLICY DEFINITION AND PURPOSE

The purpose of this policy for the administration of medications at school is to assure that each student is provided necessary medication in a safe, effective manner.

GUIDELINES AND PRECAUTIONS

Whenever possible, the parent or guardian should make arrangements so that it is not necessary for school personnel to administer medication to a student. Only necessary medications should be given while the child is at school. The parent is responsible for insuring that the medication arrives safely at school in an original container. Non-prescription medications that are sent to school must be in the original container also. If medications are sent to school in a plastic bag, they absolutely will not be given. The first dose of medication a child receives **WILL NOT** be given at school.

MEDICATION AUTHORIZATION

Medications will not be administered unless the following requirements are met.

1. Written authorization from a licensed physician must accompany **ALL** medications. This authorization must include the name of the medication, the recommended dosage, the method of administration (oral, inhaler, injection), the time it is to be given, any serious reactions to watch for, and how long this medication is to be given at school (long-term medications are usually prescribed for the duration of the year). ***Physician's name, signature and telephone number must be on the form.***
2. Written permission for the administration of medication in the school setting from the parent or legal guardian must be on file. This applies to **prescription and non-prescription** medication. A review of protocol for giving the medication will be discussed with the parent or legal guardian before obtaining their signed permission.
3. Two emergency phone numbers **MUST** be provided for those students taking medication during the school day. If two numbers cannot

be listed, an Advanced Directive form will be completed and notarized for the school.

4. Non-prescription medications / Over the Counter (OTC) medications should be administered at home. **If the need arises for OTC medications to be administered at school the medication must be accompanied by the same documentation required for prescription medications.**

FIRE DRILLS

Fire drill instructions are posted in each room. Teachers will instruct students on exit doors and procedures for fire drills. Students should exit quickly, but not run. There will be absolutely **NO TALKING** so that further directions can be given if and when necessary.

NON-DISCRIMINATION POLICY STATEMENT

Is it the policy of Wayne County Schools not to discriminate on the basis of sex, marital status, race, color, national origin, religion, age, and disabling condition against the students and employees in the school's educational programs and activities and in employment as required by these laws: Title IX of the Education Amendments of 1972; Title VI of the Civil Rights Act of 1964; Executive Order 11246 (as amended by EO 11375), 1968; Federal Policy Interpretation No. 2 (religious objections to participation in co-educational classes) of 1978; Section 504 to the Rehabilitation Act of 1973; P.L. 94-142 of 1976; and other State and Federal statutes that deal with equity to students and employees.

If you, as a student or an employee, believe you have been discriminated against on the basis of sex, marital status, race, color, national origin, religion, age and disabling condition, you may make a claim that your rights have been denied. This claim or grievance may be filed formally with Mary Lou Perry, Coordinator of Title IX, Wayne County Board of Education, P.O. Box 70, Wayne, WV 25570. 304-272-5116 Ext. 363

SEXUAL HARASSMENT

Sexual Harassment will not be tolerated in Wayne County Public Schools. Incidents should be reported immediately to administrators, school counselors, or

teachers. Sexual harassment includes rumors, name calling, touching, graffiti, threats, and obscene notes or electronic messages.

EXTRACURRICULAR ACTIVITIES

Students must have 2.00 GPA from the preceding semester in order to participate in extracurricular activities. Fall sports go on the GPA from the 2nd Semester of the preceding year.

INSURANCE

An accident insurance coverage plan is offered through Appalachian Life Insurance Company. A choice of year-round, school year only, 24-Hour coverage, or partial day coverage can be purchased for a nominal fee. **All athletes MUST purchase this insurance.**

SPORTSMANSHIP

All students are to refrain from the throwing of objects, booing, heckling, or rowdy conduct at all school activities. Remember that you are a self-respecting young man or woman and that you represent this school and student body of which you should be proud. Your conduct reflects on your home, school, and community. Spectators and participants should be good sports also. You can be disciplined for such behavior whether it occurs at school or at a school function.

DRESS CODE

(girls and boys)

Dress and grooming that causes or is likely to cause disruption of the instructional environment, as determined by the administration of the school, will be prohibited.

1. Students' dress should be neat, clean and properly fitting. This means that it is not too tight, does not show cleavage or any bare skin around the stomach or hip areas.
2. Shorts and skirts must be of a length reaching to six inches above the knee. Pants must also be worn at the waistline without underwear showing.
3. Shirts must cover the body. Mesh shirts, halter-tops, tank-tops, tube tops, muscle shirts, spaghetti straps and cropped shirts are not

proper school attire and are prohibited. The shoulder area should be covered. The width of the shoulder strap should be the width of three adult fingers.

4. Clothing that advertises drugs, alcohol, tobacco, sex, offensive language, or suggestive innuendos are not permitted.
5. Hats / Bandannas / Head coverings are not to be worn to school.
6. Pajamas and house-shoes are prohibited.
7. Chains and studded accessories are prohibited.
8. Facial Piercings are prohibited due to health and safety issues.
9. Jeans with holes above the knees with skin showing are prohibited.
10. Yoga pants, tights, Leggings, etc. are prohibited to be worn – period!

Parents will be called for proper attire!

***Clothing should be appropriate for school. Violators will either be issued proper attire or directed to call home for a change of clothing. These standards will apply to all field trips and other school sponsored activities as well as during the school day.

HALL PASSES AND RESTROOMS

No one is to leave class during the first 10 minutes unless there is a medical condition or emergency that makes it necessary. This is the time that the lesson begins and instruction is being applied. This is valuable time that cannot be recouped. Students should use the restroom during their locker breaks and lunch periods. If a student needs to use the restroom during class they will be issued a Hall Pass.

Only ONE person is to be excused from class at any given time. Whenever a student is out of class, he / she must have a Hall Pass that will be given by the teacher. **The student must sign out when leaving the classroom and sign in when returning.** Students will not be allowed from class to make phone calls, buy supplies or anything that should be taken care of between classes. Every attempt to use the restroom during locker breaks and lunch should be made. Hall travel is very disruptive

to other classes and if you are in the hall you are missing valuable instruction time.

HOT LUNCH / BREAKFAST PROGRAM

Breakfast and Lunch are served daily. Students are asked to pre-pay for lunch and breakfast. You may do this either weekly or monthly. The prices are as follows **(subject to change)**:

✓ Breakfast	\$1.00
✓ Breakfast Reduce	\$0.30
✓ Lunch	\$1.50
✓ Lunch Reduced	\$0.40

LUNCH ROOM BEHAVIORS

Each student is responsible for keeping the cafeteria tables and floor clean. Student behavior in the cafeteria should be based on courtesy and cleanliness. In order to keep the cafeteria clean and attractive, the following rules must be observed.

1. Keep cafeteria line orderly and wait your turn to be served. No jumping line.
2. Keep milk cartons, food and waste paper on the tray.
3. All food must be eaten at the table.
4. Keep tables, seat tops, and floors clean. Notify an adult if a cleanup of any food you dropped or spilled is needed.
5. Talk in a conversational tone of voice while talking to friends.
6. Empty all debris from trays into containers and return trays, dishes and silverware to the receiving window.
7. After being excused, leave the cafeteria in an orderly fashion.
8. Students bringing their lunch are to observe the same rules.
9. Respect the cafeteria duty teachers, cooks and custodian's authority. The adults are there to insure a pleasant and safe lunchtime.

BMS ATTENDANCE PROCEDURES

You are expected to be at school every day for the entire school day!

We believe students must be in attendance to receive the full benefits of the educational system. It is recognized that there is a need for absences for various reasons such as religious holiday observances, failure of buses to run, family crises and those extended illnesses that should be addressed through home-bound instruction offered by the county.

Please call the **school secretary** at Extension #10 by 8:30 a.m. if your child is absent. Notification by phone may substitute for a written excuse. Without notification, a **written excuse is required** upon returning to school. Failure to notify the school will result in an **unexcused** absence being recorded. As per County Policy, you only have five days from the absence to get the parent note or medical excused turned into the school.

It is County Policy that there are only five parent notes per semester allowed to be marked as excused. All additional parent notes will be marked as unexcused unless a conference has been held with the principal and there is need for additional parent notes that semester. ***This will be strictly adhered to at BMS because we believe you need to be in school to receive the full benefits of what we have to offer.***

Students who are habitually tardy and leaving school early will be monitored closely. If this becomes an issue, a conference will be held with their parent / guardian. If it continues, a referral may be made to the County Attendance Office.

Parents will receive a letter when their child has missed 5 days of school. **If a child accumulates 10 unexcused absences then a truancy referral will be made to the County Attendance Director.** If after you are contacted by the Attendance Director the absences continue, an Attendance Petition will be filed by the county with the Court System.

MEDICAL AND DENTAL APPOINTMENTS

Whenever possible, medical and dental appointments should be made after regular school hours. Upon returning to school please provide a written excuse from the doctor's office.

FAMILY VACATIONS

The scheduling of family vacations should occur on dates when school is not in session. Any exception should be requested, in writing, to the principal, by the parent or guardian at least 10 school days in advance for the absence. The student should arrange with his / her teachers to see what will be missed and what can be done prior to or during the vacation. The ONLINE grading system will assist in this task also.

Vacations over the State WESTEST 2 window are totally unacceptable!!

SCHOOL SPONSORED ACTIVITIES ABSENCES

Students absent from school due to participation in school-sponsored activities will be recorded as absent but it will not count against the student. This is only for accountability reasons.

MAKE-UP WORK FOR ABSENCES

Students will be allowed to make up all work missed as a result of being absent from school. It is the responsibility of the student to get the missed work. **It is NOT the responsibility of the teacher to initiate the process.** The teacher will willingly assist the student in obtaining any missed work. All make-up work **MUST** be submitted by the last day of the current six weeks to be counted in the grade. Any exceptions to this rule will be arranged through the principal.

Although assignments may be made up, classroom instruction is lost. **A STUDENT WILL BE PROVIDED ONE DAY FOR EVERY DAY MISSED FROM SCHOOL AND ANY ASSIGNMENTS THEY WERE ASSIGNED PRIOR TO THE ABSENCE ARE DUE THE DAY THE STUDENT RETURNS TO SCHOOL.** An exception is projects / reports / or special assignments that have been assigned which **MUST be turned in by the due date.** If your child must be absent on these days arrangements must be made to turn in the assignment on the due date.

HOMEWORK SHEETS

Homework Sheets will only be provided for students missing three days or more. Students missing fewer days are responsible to get assignments from their teachers upon returning to school. Once make-up work has been given the teacher is **NOT** required to give it again. If the student loses it or simply does not turn it in, they will be issued a zero for the assignment.

TARDINESS TO SCHOOL / CLASS / LEAVING EARLY

Tardiness to school creates a problem. Locker period begins at 7:25 and 1st Period begins at 7:34. **If the student is not in the classroom by 7:34 they are TARDY.** The teacher will be at the door waiting for the students to arrive. They will shut their doors when the Tardy Bell rings and send all students entering after that time to the office to sign in. If the student does not return with a note from the office, they will be sent back. This will be monitored from the office as well as students who leave early on a regular basis.

Students who are habitually tardy and leaving school early will be monitored closely. If this becomes an issue, a conference will be held with their parent / guardian. If it continues, a referral may be made to the County Attendance Office.

LEAVING SCHOOL

If it is necessary for a student to leave school, he / she must be signed out by the parent or have verified, written permission to do so with another individual. If a child is to ride a different bus home, travel home with another student or change his / her normal process for leaving school a note must be provided by the parent, signed by the administration and carried by the child. ***Notes of changes in normal routine are to be given to the child's 1st Period teacher during attendance / lunch count to be turned into the office for verification.***

Students may pick up their note up during the Locker Break after 2nd Period from the office counter. Before a student leaves the school property, he / she **MUST** sign out in the office.

HOMEWORK POLICY

Homework is an important component of a child's education. It provides additional practice and skills and involves the parent in the educational process.

Cooperation between teachers, students and parents will be necessary for this to be accomplished. It is recommended that there be some home study assignments at all instructional levels. The type and amount should vary with the grade. A Middle School student's homework / test preparation time should not exceed 1.5 hours total per day. **Homework is not defined as work that the student did not complete in class due to lack of working or make-up work.**

PROMOTION POLICY

The middle schools in Wayne County provide students with a program of study and a climate conducive to learning so that the student's physical, emotional, social and academic needs will be met. The state currently requires that students have 18 consecutive weeks of physical education every year and music, health and art at least once during their middle school tenure. In the current "technology" savvy world in which we live the state has additionally mandated that students have so many points of "Tech-Steps" in an attempt to prepare them to be technology proficient in our society.

Additional requirements such as reading books, oral presentations, writing compositions, etc. will be assigned as appropriate.

If the student completes the year with two FAILING Grades (Fs) in two of the Core Subjects (Reading, English, Math, Science, Social Studies) for the **YEAR** grade, they can be retained. However, they will have the ability to go to Summer School to take one of the subjects that they failed. If they receive a passing grade, they will be advanced to the next grade level. If a student receives a failing grade in three of the Core Subjects for the year grade, they do not have the opportunity to go to Summer School and will be retained in the current grade.

RETENTION

The following steps will be initiated when a student is being considered for retention.

1. The student's Grade Level Team, the Counselor and the Principal will meet to discuss the student's progress or lack thereof.

2. If retention is possible, the child's parent / guardian will be notified and an intervention conference will be scheduled. From this conference, an intervention plan will be developed. If the parent / guardian does not respond or attend the conference the Grade Level Team will make every attempt to reschedule the meeting.
3. The parent / guardian will be informed by the end of the fourth six weeks of the current school year if the student's progress has not improved and retention is probable.
4. The following factors will serve as a framework when considering retention:
 - ✓ WESTEST 2 / Academic Performance
 - ✓ Academic History
 - ✓ Age / Maturity Level
 - ✓ School Attendance
 - ✓ History of Behavior
 - ✓ Life Experiences
 - ✓ Family Relocations
 - ✓ Emotional Status / Problems
 - ✓ Individual Education Plan (IEP)
 - ✓ Light's Retention Scale
 - ✓ Best Interest of the Student
 - ✓ Other Factors as Determined
5. Based on the review team's recommendation, input from the parent / guardian, policy and the best interest of the student, the principal will make the final decision of promotion, retention or advancement.
6. The principal will notify the parent / guardian of the outcome of this review process. It is the responsibility of the principal to make the final decision on any retention issue.

DISCIPLINE POLICY

We must realize and understand as students at BMS that we are responsible for our behavior while at school or at any school sponsored function. The administration, staff and fellow students are willing to give guidance when needed. We hope students will accept this guidance so that disciplinary action will not be necessary.

Administrators and staff will be responsible for the discipline of the students, exercising the same authority as parents while the students are in their charge. All students will obey the rules and regulations of the schools.

SEVERITY CLAUSE

BMS administration and staff reserves the right to discipline students whose behavior, attitude and / or actions are not in the best interest of themselves and / or the educational program in general.

A student may be suspended from school for indecent, immoral, disruptive or dangerous conduct according to the West Virginia Board of Education Policy 4373. An infraction of a rule could result in a Team Meeting, Detention, Parent Conference, Conference with an Administrator, In-School Suspension, Out-of-School Suspension, Bus Suspension or Alternative School Referral. In extremely serious situations, a Juvenile Petition may be filed and / or Safe Schools Hearing requested.

BMS has met and formulated the following understandings to be used consistently.

1. The faculty has a Right and Duty to model and teach the principles of respect and responsibility and to hold students accountable to those standards of behavior.
2. Teachers will develop a classroom management system to ensure an orderly environment so that their subject matter can be conveyed to the students on a daily basis.
3. The faculty will establish and use consequences in an educational / therapeutic way helping students understand a rule's purpose, what and how they violated it, the consequences to others of their behavior and take responsibility for their actions.
4. Adults and students will be treated with respect at all times and in all situations.
5. Students have the responsibility to be aware of and to follow all school and classroom rules, procedures and regulations.
6. The faculty has the responsibility of ensuring that rules, procedures and regulations are

established, explained to students, monitored and enforced in a fair, consistent and therapeutic manner.

7. Students **WILL** take responsibility for their behavior.

In doing this we hope to create a climate of courtesy, cooperation and respect while providing an environment that is conducive to learning. We will **TEACH** and **MODEL** the behaviors that we expect and provide re-teaching opportunities as needed. Our goal is to reward positive behavior as well as educate students who are exhibiting negative behavior on how it affects them and those around them. The goal of our discipline program is **NOT** to punish students, but to help them understand the reason for rules and regulations while fostering an understanding of how their inappropriate behavior is negatively affecting the education and social opportunities of not only themselves, but that of their friends.

Discipline will be enforced by all staff members at BMS. The staff members are responsible for **ALL** students in their surrounding area, not just their classroom, grade level, etc.

Discipline can be addressed in a variety of ways. There can be anywhere from a Verbal Warning, Written Documentation, Detention, In-School Suspension, Out-of-School Suspension to a referral to the Alternative School. This will be determined based on the severity of the offense as well as the frequency of incidents and prior actions taken.

When a staff member feels that a Behavior Report needs to be written they will fill it out completely and have the student sign at the bottom of the page. They will give the student the **ORIGINAL** copy of the report **to be taken home and signed by the parent / guardian**. The copy will be given to the office and appropriate discipline will be distributed. The staff member writing the report may SUGGEST discipline, but the decision will be made by the administration. Once the student's parent / guardian has signed the form it should be returned to the teacher who wrote the report who in turn will get it to the administration.

STUDENTS REMOVED FROM A CLASSROOM

If the need arises for a student to be removed from a classroom for any reason, the teacher will call the office so that a coverage teacher can be sent to that classroom. The teacher will bring the student to the office and call the parent / guardian to discuss the behavior.

APPROPRIATE BEHAVIOR REWARDS

Throughout the school year various activities will be provided to reward those students who have followed the rules and cooperated in maintaining a positive learning environment. The activities might include recognition at Awards Assemblies, Special Trips, Dances and other honors.

DISCIPLINARY STEPS

It is the goal of BMS for every student to start each day with a Clean Slate. Once their discipline has been served, it is our hope that the student learned from the process and it will not happen again. However, if the behaviors continue they will be reviewed to attempt to discern a pattern and develop a plan to assist the student in abandoning old habits and adhering to the rules of the school. At this point the Student Assistance Team may need to meet to develop a plan to assist the student in getting back on the right track. The parent / guardian will be informed of and invited to this process immediately.

OUT-OF-SCHOOL SUSPENSION

OSS will be assigned at the discretion of the administration. OSS is not something we like to administer because we believe the student needs to be in school to take advantage of the education that we offer. However, there are situations in which we have no other choice but to suspend a student out-of-school. Every attempt will be made to notify the parent / guardian verbally and they will receive a copy of the written suspension. This will be given to the student upon leaving school if at all possible. If not, it will be mailed to them.

A parent may be required to accompany a student back to school for a meeting at the end of the suspension period to discuss a plan to ensure that the behavior

changes in a positive way and all rules and regulations are followed.

Out-of-School Suspension is considered an UNEXCUSED absence because the student's behavior necessitated the suspension. Students will be allowed to make up the work that was missed but work will not be provided over the suspension period unless it exceeds five days. Any work, projects, assignments, etc. that were assigned prior to the suspension is due the day the student returns to school.

It is suggested that the student takes all books home and speaks with fellow students or checks the Online Grading system to complete some of the work during the suspension.

During an Out-of-School Suspension the student is not allowed to:

- ✓ be on any school properties,
- ✓ participate in any school activities, or
- ✓ be in any county vehicles.

BUS SUSPENSION

Students are expected to follow all bus rules and regulations. When they are on the bus the driver must maintain an environment that is free from distractions to ensure the safety of all involved. If a student violates the rules and regulations they may receive anything from a verbal warning, phone call to a parent / guardian, meeting with the principal and bus driver, detention, in-school suspension, suspension from the bus to a referral to the Alternative School depending on the severity and / or duration of the offense.

Students who are suspended from the bus may not ride ANY other bus in the county. This includes buses to sports activities. The bus driver will inform the principal and parent by written / verbal notice. The parent / guardian must provide transportation to and from school for students who are suspended from the bus. The bus is an extension of the school and appropriate behavior is important for the safety of everyone. The student will be counted as an **UNEXCUSED** absence if they are not at school during a bus suspension just as they are when they are suspended Out-of-School.

ALTERNATIVE SCHOOL

Placement in the Wayne County Alternative School will be considered after a reasonable attempt has been made to modify a student's behavior to no avail.

Disruption to the educational process affects the education of all students as well as the climate of the school which will not be tolerated. Certain violations could result in an automatic referral to the Alternative School.

Wayne County Alternative School is Monday through Thursday from 3:30 p.m. to 6:30 p.m. at Wayne Middle School. Parents are responsible for the transportation to and from school.

ZERO TOLERANCE ISSUES

- ✓ Insubordination – refusal to follow the directive of an adult in charge.
- ✓ Profane Language
- ✓ Skipping School or Class
- ✓ Possession of Dangerous Weapons
- ✓ Use / Possession of Drugs, Alcohol or Tobacco
- ✓ Bullying
- ✓ Fighting
- ✓ Defacing Property

TEAM MEETINGS

Each Grade Level Team will meet on a regular basis to discuss the academic progress or regression of the students, any behavioral or emotional issues of the students, collaboration of educational endeavors across the curriculum and various other items. A copy of the meeting notes will be provided to the principal.

The students in each grade level will be divided as equally as possible and split between the teachers to monitor. The teacher will monitor issues such as academics, behaviors, social-emotional issues, etc. If issues arise it is the responsibility of the **Monitor Teacher** to take the appropriate steps to provide assistance to the student. This may be in communicating with the parent, consulting the counselor, having a Student Assistance Meeting, developing a Behavior Plan, etc. The Monitor Teacher will keep notes on the assistance provided. A copy of these notes will be provided to the principal. This way

the burden of paperwork is shared amongst the team instead of having one person responsible and ensures that every student's experience at BMS is the best that it can be. No slipping through the cracks here!!

PARENT / STUDENT NOTIFICATION OF RULES AND REGULATIONS

It is the expectation of BMS that both the parent / guardian and student will read this Handbook in its entirety. We expect them to discuss it as a family. If there are **ANY** questions we encourage them to bring it to our attention immediately and we will be glad to clarify any issues. Every student receives a Handbook and has the opportunity to read and understand what is expected.

The parent / guardian and student will signify that they have done this by signing and dating a form that is provided later in this Handbook.

CHARACTER EDUCATION

Behavior Goals:

- ✓ B – Be Prepared
- ✓ I – Interact Politely & Positively
- ✓ S – Show Respect
- ✓ O – Obey Guidelines
- ✓ N – Need to Succeed

Behavior Guidelines for all Students

Classroom Guidelines:

- ✓ Be prepared with Book, Paper, Pencil, Agenda, Homework and other class materials.
- ✓ Be in the room when the Tardy Bell rings.
- ✓ Use your time Wisely.
- ✓ Be respectful of your teacher, other students and classroom.
- ✓ Be attentive and interactive during instruction.

Hallway Guidelines:

- ✓ Students must walk on the right side of the hallway. Walk within the two squares from the wall.

- ✓ When students are dismissed by the teacher they should go directly to the next classroom quickly.
- ✓ Teachers will be at their doorway during ALL transitions to help monitor the hallway and maintain safety.
- ✓ Lockers must be used during designated times unless permission is given otherwise and you must have a Hall Pass.
- ✓ Students must use the door on the right side when they enter or exit the building.
- ✓ Students must speak in a low voice.
- ✓ Students are to stay in line when they are with their class.
- ✓ Students are to use appropriate language, keep hands to themselves and refrain from horseplay.
- ✓ Students must have a Hall Pass if they are out during class time and have signed out on the Hall Pass Sheet.
- ✓ Students are not to be in the main building in the mornings prior to 7:25 a.m. They are to report to the cafeteria or gym and stay there until dismissed by the supervising staff member.

Bathroom Guidelines:

- ✓ Open the door carefully.
- ✓ Use a conversational voice.
- ✓ Use bathroom for intended purposes only (socialize elsewhere).
- ✓ When finished please flush the toilet and wash your hands disposing of any trash properly.
- ✓ When using the restroom during class time, students must have a Hall Pass and sign the Hall Pass Sign-Out Sheet.
- ✓ Vandalism is an Antisocial activity that attacks fellow students and will be dealt with accordingly.

Lunchroom Guidelines:

- ✓ Lunch count will be taken daily in 1st Period. Students Tardy to school are to inform the office if they are eating in the cafeteria upon signing in.

- ✓ Enter cafeteria quietly and be seated to be dismissed to be served. Students bringing their lunch should go directly to a table and have a seat.
- ✓ Use the finger sensor or speak clearly to the individual.
- ✓ Use Hand Sanitizer before proceeding.
- ✓ Always speak in a low voice to one another.
- ✓ Once you have received your tray please find a seat and remain there.
- ✓ When finished, return tray, dishes and silverware to receiving window and return to your **ORIGINAL** seat.
- ✓ Teachers will dismiss tables when the table and surrounding areas are clean.
- ✓ Show respect for the authority of the cafeteria duty teachers, cooks and custodians.

Bus Line Guidelines:

- ✓ Students will report directly to their designated bus line room upon completion of using their locker.
- ✓ Students will be **seated** and remain in their designated bus line room until they are walked to their bus by the staff member.
- ✓ Students will keep hands, feet, book bags, and other belongings to themselves. **Horseplay is prohibited and will be disciplined.**
- ✓ Students must wait to board their bus until the staff member gives them permission.
- ✓ Permission to leave the bus room for any reason must be given by the staff member on duty.
- ✓ Students who walk home or are picked up after school are to go to their bus room and wait to be dismissed. Once they have been dismissed they are to leave the school property immediately.
- ✓ Students walking towards Buffalo Elementary School are to follow the traffic patterns established by the school and only cross at the designated places and obey directions given by staff members.
- ✓ Students must report immediately to after school activities. (Students are not allowed to linger in front of the building or in the Media Center).

Assembly Guidelines:

- ✓ Students are to report to the gym or designated area in a single file line with their teacher.
- ✓ Students will enter the bleachers and sit in their designated classroom area.
- ✓ The Teacher will **sit with the classroom** that she is monitoring.
- ✓ Students are to enter and exit the bleachers in a quiet manner.
- ✓ All students must walk inside of the black section and remain off of the playing area of the gym.
- ✓ 6th Grade Students will exit the bleachers in a single file line to their right. 7th and 8th Grade

Students will exit the bleachers in a single file line to their left at the direction of the staff in charge.

- ✓ While in an assembly you must sit on the bleachers facing the gym floor.
- ✓ Students are to show respect to the speaker / performance by listening attentively and participating appropriately. (Raise hand for questions; applaud at appropriate times, etc.).

Verification of Receiving a Copy of the BMS Handbook

By signing below my child and I are verifying that we received a copy of the Buffalo Middle School Handbook and discussed it as a family. If we had any questions or concerns we have called the school to discuss them with the principal.

My child pledges to follow all rules and regulations contained within this Handbook and as a family we pledge to assist in the process and support the school so that he / she can receive a quality education free from any distractions.

Student: _____ Date: _____

Parent: _____ Date: _____

Comments: _____

Please tear this page out of the Agenda and have your child return it to school to his / her first period teacher.