

Welcome to Milton Middle School, home of the PANTHERS! It is our intent to deliver a high-quality education to each of our students. The purpose of this handbook is to serve as a guide to students and parents. We are extremely excited to begin a new school year. Our challenge to you is to always do your best and have a positive outlook on the tasks set before you. Our promise to you is we will do everything we can to ensure your success.

Have a great year!!

-MMS Staff-

This agenda belongs to:

Name _____

Address _____

City/Town _____

State _____ Zip Code _____

Phone _____

Student No. _____ Homeroom No. _____

Locker Information

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****Administration reserves the right to modify established protocols at any time based upon student safety and educational need. ****

ACCIDENTS

Every accident in the school building, on the school grounds, at practices, or at any athletic event sponsored by the school must be reported immediately to the person in charge and to the school office. Written reports are completed and kept on file.

ADMITS

No admits will be written for any student absent a full day from school. Admits for students missing a partial day must come from the office. Students arriving after school has started, must report to the office to sign in and receive a class admission. Students should not be admitted without a class admission form from the office.

ARRIVAL

All students who arrive to school before 7:25 a.m. are to report to the cafeteria (6th grade) or gymnasium (7th and 8th grade).

ATHLETICS / EXTRA-CURRICULAR ACTIVITIES

Milton Middle School is a member of the West Virginia Secondary School Activities Commission. The school complies with the standards and policies of that Commission. Under the State Department of Education Regulations, students must maintain a 2.0 or "C" average in order to participate in athletics and certain extra-curricular activities. Furthermore, before a student will be certified as eligible for an athletic activity, the student must have on file in the office a copy of their *birth certificate, physical examination, proof of insurance, concussion screening form, and a consent form for inclusion in the random drug screening program*. A student who is absent from school the full day of an activity or event is not eligible to participate.

It is the student's responsibility to check with the teachers of the classes missed for their assignments. They are responsible for turning in any assignments that are due on the day they return to class.

ATHLETIC ACTIVITIES AT MILTON MIDDLE SCHOOL

Fall Sports	Winter Sports	Spring Sports
Football Volleyball Boys Tennis Girls Tennis Cheerleading Boys Cross Country Girls Cross Country	Boys Basketball Girls Basketball Wrestling Cheerleading	Boys Track Girls Track Golf

ATTENDANCE

The administration and faculty of Milton Middle School believe that attendance in the classroom and learning goes hand in hand.

A written parent note or written physician's documentation explaining the absence is required when the student returns to school. The student's first and last name, date, and reason for absence should be included in the written note along with the parent's or guardian's signature.

Immediately upon returning to school, students will ask the teachers for the missed assignment and complete it in a reasonable time—one day for each day absent. It will be the student's responsibility to submit a parent's note or physician's documentation to the office upon his or her return to school. Absences verified by a parent note shall not exceed five school days.

Please Note: Absences are automatically entered as unexcused. To excuse an absence, a written excuse must be turned into the office by a student or parent.

BOOK CARE

Basic textbooks are provided to all students. Books which are damaged or lost must be paid for in the main office. The student must accept the responsibility to care for and return the books furnished to them in the issued condition. Damaged or lost textbooks must be repaired or replaced at the expense of the student. Records may be withheld if a student owes for damage to a textbook or damage to the school until these charges are paid.

BUSES

Remember, good citizenship on the bus will make the bus a safer place for everyone. Being transported by a school bus is a privilege, not a right, and is conditional on good behavior. Students must abide by state regulation governing the transporting of pupils. The school has the legal authority to exclude students who conduct themselves in an unsafe or dangerous manner. Students cannot ride another bus except their regular one with only one exception. No student will be permitted to ride a bus other than the one they are assigned, unless it is an emergency and then they must have a note from his/her guardian, as well as a note from the parent/guardian that resides at the destination. This will be submitted to the office in the morning of the proposed change. The note must contain *student name, address, and phone number* of the destination. The school may contact the home of destination to verify accuracy of the note. *Please include a phone number where you can be reached to verify the note.* These rules are from the Cabell County Transportation Department.

Buses Not Running – Students who normally ride a bus will be counted absent if the bus runs and they do not come to school. If the bus does not make its run, those students who ride it will be exempted from the attendance policy. *It is the responsibility of the parent to send a note to verify bus problems to insure proper documentation.*

CAFETERIA

Our school offers breakfast and lunch to all students and we are a part of the universal free lunch program. We have two serving lines for lunch each day. Students are to wait their turn, in a single file line, as they get their lunch. After they finish eating, students will empty their trays and dispose of trash. Students are to then return to their same seats until they are dismissed. Parents are permitted to bring their child outside food from home or a restaurant for their child only. *Parents may not bring food items to be shared by their child with other students.*

No open beverages (such as fountain drinks or coffee) are to be brought onto the school campus by students. It is acceptable to bring factory-sealed drinks in a backpack or lunch box except for energy drinks, which are not permitted during the school day. Students who violate this policy will be required to throw away the product. Repeat offenses will be considered insubordination. Throughout the school day, **only clear water bottles are permitted.**

CHEATING POLICY

We understand the importance of working as a team; however, it is also important to be able to work as an individual. After being given instructions that the assignment is to be done alone, any help other than from the teacher, will be dealt with in the appropriate manner.

- I. Definition of "Cheating"
 - A. Providing or obtaining answers to schoolwork and testing
 - B. Copying another student's answers with or without his/her knowledge
 - C. Using "cheat sheets" (answers written before doing the assigned schoolwork)
 - D. Adding or changing grades to report cards, test, or daily work
 - E. Plagiarism (the usage of someone else's published material without proper citation) will not be tolerated
- II. Procedures Dealing with Cheating
 - A. Conference is to be held with students involved in cheating and the teacher/team
 - B. Failing grade for assignment
 - C. Notification to student's parents/guardian of cheating incident and the subsequent grade
 - D. Discipline referral noted in students' file for documentation
 - E. Additional incidents of cheating will be considered insubordination

CLOSED CAMPUS

Milton Middle School is a **"CLOSED CAMPUS."** This is for the protection of our students. Students will not be allowed to leave the school grounds until the school day is over or until an approved parent or legal guardian signs them out from the school office. Students are not allowed to leave the school grounds and return without permission from the office. Bus students may not leave and return to school while waiting for their buses. All outside doors are locked during the school day for the protection of our students. The only entrance/exit for visitors is through door #1 (main office).

CLOTHING/APPEARANCE

<u>SHIRTS</u>	<u>PANTS/SHORTS/SKIRTS</u>	<u>GENERAL</u>
<p>1. Shirts shall always conceal undergarments and be at least three fingers in width on the top of the shoulder.</p> <p>2. Side vent shirts (tank tops with low cut sides), crop tops, and spaghetti straps, are prohibited.</p> <p>3. Necklines should be conservative in exposure.</p> <p>4. Shirts must always cover the midriff.</p> <p>5. T-shirts that contain suggestive or inappropriate language are prohibited.</p>	<p>1. Shorts, skirts, and dresses worn must be modest (midthigh) length.</p> <p>2. Holes are permitted if they are below midthigh length.</p>	<p>1. Headgear, including but not limited to hats, visors, caps, and sunglasses, may not be worn during the school day. (Exceptions may be made for religious or medical reasons.)</p> <p>2. Apparel, accessories, buttons, jewelry, or tattoos that depict vulgarity or prohibited substances including, but not limited to, drugs, alcohol, and tobacco are prohibited.</p> <p>3. Pajamas are prohibited except on pajama day.</p> <p>4. Soft soled house shoes/slippers (without a rubber sole) are not permitted.</p>
<p>*If the school identifies items of apparel, accessories, buttons, or jewelry that are not set forth in this dress and appearance code, but that are inappropriate or unsafe, the school may prohibit such items. It is impossible to foresee the fads and fashions of the future; therefore, the school reserves the right to prohibit any that may occur.</p>		

ELECTRONIC AND WIRELESS TECHNOLOGY

Upon entering the building, students will discontinue the use of electronic devices. Devices are not to be turned on or used at any other time during the school day and placed in their lockers. Discipline for violating this policy is as follows:

1st offense – Electronic device is sent to the Assistant Principal's office. Administration will contact home and return the device to the student at the end of the day.

2nd offense – Electronic device is sent to the Assistant Principal's office. Administration will contact home and parent/guardian must pick up the device. It will not be released to the student.

3rd offense – Electronic device is sent to the Assistant Principal's office. Administration will contact home, parent/guardian must pick up the device. Discipline will be administered for insubordination.

- Any such devices lost or stolen will not be the responsibility of the school.
- Exceptions to this policy may be made by a staff member for instructional use of an electronic or wireless device.
- Students are not required to have or use an electronic or wireless device for instructional activities. Alternative methods will be presented for students who do not have such devices or wish to refrain from usage at school.

EMERGENCY INFORMATION AND PROFILE SHEETS

Milton Middle School will maintain emergency information for each student. A form is sent home at the beginning of each school year or completed with each new registration. It is very important that these forms be completed and signed by the parent/guardian for the protection of each student. If a student becomes ill during the school day, the school cannot release that student to anyone whose name is not listed on the emergency sheet. All special medical conditions should be listed on the Emergency Form.

EMERGENCY PROCEDURES

Emergency situations may demand that school be dismissed early. Parents should inform their child of what they are to do if this should occur, and the parent is not home at that time. Please do not depend on the student calling their parent, as time may not allow them to call.

Evacuation – In the event Milton Middle School needs to be evacuated, students will be transported to an alternate location and emergency contacts will be notified.

Lockout – If there is an incident in proximity of Milton Middle School, the students and staff will be placed in lockout. When the lockout is announced, no entry into the building will be permitted. Students and staff will continue with the school day.

Lockdown – If there is a threat outside of Milton Middle School, the students and staff will be placed in lockdown. When the lockdown is announced, all students will report to the nearest classroom. The classroom doors will be locked, lights will be off, students will be kept away from doors and windows, and students will remain quiet.

CRISIS – If an emergency situation occurs at Milton Middle School, the students and staff will be placed in CRISIS and follow appropriate procedures.

Shelter in Place – If an emergency occurs in the community and an evacuation cannot take place, the students and staff will be placed in Shelter in Place. During an active Shelter in Place, no one will be permitted in or out of the building.

Fire Drill – The school will have ten drills conducted during the school year. Each teacher will give instructions to the students during evacuation.

Tornado Safety – In the event of a wind emergency, the school will enact the tornado drill procedures.

FIELD TRIPS

Field Trips are arranged by individual teachers and/or teams and must have educational value. The rules and regulations of the school apply to students during field trips.

HALLWAY BEHAVIOR

As students move throughout the hallways, it is important that they are considerate of the needs of others. Please follow these basic expectations when you are in the hallways and corridors:

- Maintain a reasonable voice level – a conversational volume level is appropriate.
- Walk on the correct side of the hallway to allow others who are moving in the opposite direction adequate space.
- Do not walk in groups or huddle in groups as this disrupts the flow of hallway traffic.
- Keep hands and feet to self, off walls, and lockers.

INCENTIVES AND REWARDS

Students will receive tickets from staff members for displaying behavior that is respectful, responsible, and motivated. When a student receives a ticket, they will keep it with them until lunch. The ticket will allow the student to move to the front of the lunch line and admittance into the "Panther Den" on that day. Tickets may also be used for other incentive opportunities.

LIBRARY

The MMS Media Center is fully automated through the Follett Catalog Plus System with approximately 8,500 books in our computerized card catalog. All students may check out two books at a time for a period of two weeks. Overdue books will have a fine of .05 per day, and all students must pay for lost books.

LOCKERS

Homeroom teachers assign a locker. The locker rental fee is **\$5.00**. Sharing lockers is **prohibited**. Students are responsible for the care of the rented locker.

MEDICATIONS

Cabell County Schools Policy 5330 – Use of Medications

The Board of Education shall not be responsible for the diagnosis and treatment of student illness. The administration of prescribed medication and/or medically-prescribed treatments to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, the student would not be able to attend school if the medication or treatment were not made available during school hours, or if the child is disabled and requires medication to benefit from his/her educational program.

For purposes of this policy, "medication" shall include all medicines including those prescribed by a physician and any non-prescribed (over the counter) drugs, preparations, and/or remedies. "Treatment" refers both to the manner in which a medication is administered and to health-care procedures which require special training, such as catheterization.

Before any prescribed medication or treatment may be administered to any student during school hours, the Board shall require the written prescription from the child's physician accompanied by the written authorization of the parent. Before any non-prescribed medication or treatment may be administered, the Board shall require the prior written consent of the parent along with a waiver of any liability of the County for the administration of the medication. These documents shall be kept in the office of the school nurse and made available to the persons designated by this policy as authorized to administer medication or treatment. No student is allowed to provide or sell any type of over-the-counter medication to another student. **Violations of this rule will be considered violations of Policy - Drug Prevention and of the Student Code of Conduct/Discipline Code.**

Only medication in its original container; labeled with the date, if a prescription; the student's name; and exact dosage will be administered. The Superintendent shall determine a location in each building where the medications to be administered under this policy shall be stored, which shall be a locked storage place, unless the medications require refrigeration in which case, they shall be stored in a refrigerator not commonly used by students. Parents, or students authorized in writing by physician and parents, may administer medication or treatment.

However, students shall be permitted to carry and use, as necessary, an asthma inhaler or an Epi-pen, provided the student has prior written permission from his/her parent and physician and has submitted Form 5330 F3 or Form 5330.02 F1, Authorization for the Possession and Use of Asthma Inhalers or Authorization for Possession and Use of Epi-pens, to the principal and any school nurse assigned to the building.

A special education employee hired on or after July 1, 1989 may be required to administer medications after receiving required training. Other school employees may elect to administer medications after receiving the required training.

The following staff members are designated as being authorized to administer medication and treatment to students:

- A. principal
- B. teacher
- C. school nurse
- D. building secretary
- E. aide
- F. bus operator

Additionally, the Board shall permit the administration by a licensed nurse or other authorized staff member of any medication requiring intravenous or intramuscular injection or the insertion of a device into the body when both the medication and the procedure are prescribed by a physician and the nurse/staff member has completed any and all necessary training.

Students who may require administration of an emergency medication may have such medication stored in the administration or nurse's office and administered in accord with this policy.

All dental disease prevention programs, sponsored by the West Virginia Department of health and administered by school employees, parents, volunteers, employees of local health counties, or employees of the West Virginia Department of Health are conducted in accordance with the rules and regulations of the West Virginia Department of Health are exempt from all requirements of this policy.

PARENT CONFERENCES WITH TEACHERS

Parents may schedule conferences with individual teachers or with their child's team of core teachers. All conferences are scheduled during the teachers' planning period. Parents can call the school office at 304-743-7308 to arrange for the teacher to call and schedule a conference or contact the teacher via email or Schoology.

PAYMENT OF CHARGES AND FINES

Lost book charges, library fines, failure to return athletic equipment, etc. are the student's responsibility. Any student who incurs delinquent charges, fines and/or fees can be restricted from attending school-sponsored events. Any student not taking care of charges can be denied the right to attend extra-curricular events at the school.

PERSONAL PROPERTY

Anything lost or stolen will not be the responsibility of Milton Middle School. Students are advised against bringing costly personal property and large sums of money to school. Articles that have been found are to be deposited in the Lost and Found (located in the main office).

PROMOTION / RETENTION POLICY

To be promoted to the next grade level, students must earn five total credits. Two of the required five credits must be in Language Arts and Mathematics.

REPORT CARDS, GRADING SYSTEM, & HONOR ROLL CRITERIA

Report Cards will be issued at the end of each grading term. In addition, progress reports will be sent during each grading term. Parents will also have access to Schoology (online school information) for daily checks of student progress.

GRADING SCALE:

A - 90-100%

B - 80-89%

C - 70-79%

D - 60-69%

F - 0 - 59%

HONOR ROLL: The honor roll is compiled at the end of each grading period. A 3.00 GPA is necessary to be placed on the honor roll.

SOLICITATION

Students are not permitted to sell items at school excluding school approved fundraisers.

TARDINESS

Students are expected to be in the building when the tardy bell rings at 7:25. Any student that enters the school after 7:25 will be marked tardy by the office. At the 3rd tardy, students will be issued a behavior report. In addition to being on time to start each day, students are to be on time for each class. Teachers will keep track of tardies to class. At the 3rd tardy to an individual class, the teacher will write a behavior report. Tardy count is reset at semester.

Tardy Policy Consequences

3rd Tardy: Behavior referral, office conference, phone call to parent

6th Tardy: Behavior referral, one day after school detention

9th Tardy: Behavior referral, three days after school detention

*Each additional three tardies will result in a behavior referral and three days of after school detention.

TELEPHONE USAGE

The office telephones may be used by students only in the case of an emergency. If you need to contact your child, please call the school at (304)-743-7308.

VISITORS

All visitors must check in at the main office before going through the building and obtain a visitor badge from the office. Visitors must have photo I.D.



Cabell County Public Schools

Student and Employee Codes of Conduct

Student Code of Conduct

Cabell County Policy File: 5600

All students enrolled in Cabell County 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.

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

The Governor's Helpline
1-866-SAFEWVA

Toll-free | confidential | 24 hours

rev. 06/20

Student Dress and Grooming

Cabell County Policy File: 5511

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 self or others. A student will not dress in a manner that is distractive or indecent, to the extent that it interferes with the teaching and learning process, including wearing any apparel that displays or promotes any drug-, alcohol- or tobacco-related product that is prohibited in school buildings, on school grounds, in school-leased or owned vehicles, and at all school-affiliated functions.

Each Cabell County school will set forth specific descriptions of inappropriate dress and grooming in the student agenda and handbook. In the event a school identifies items of apparel, accessories, buttons or jewelry not set forth in the school handbook but are inappropriate or unsafe, the school may prohibit such items through publication and announcements included in the school newsletter.

Employee Code of Conduct

West Virginia Board of Education
Policy 5902
<http://wvde.state.wv.us>

All Cabell County school employees shall:

- contribute, cooperate, and participate in creating an environment in which all employees/students are accepted and are provided the opportunity to achieve at the highest levels in all areas of development.
 - maintain a safe and healthy environment, free from harassment, intimidation, bullying, substance abuse, and/or violence, and free from bias and discrimination.
 - create a culture of caring through understanding and support.
 - immediately intervene in any code of conduct violation, that has a negative impact on students, in a manner that preserves confidentiality and the dignity of each person.
 - demonstrate responsible citizenship by maintaining a high standard of conduct, self-control, and moral/ethical behavior.
 - comply with all Federal and West Virginia laws, policies, regulations and procedures.
- exhibit professional behavior by showing positive examples of preparedness, communication, fairness, punctuality, attendance, language, and appearance.

Tips for Adults on How to Prevent Violations

- Intervene immediately when any violation occurs.
- Discuss reasons for Codes of Conduct for students.
- Teach students conflict-resolution skills.
- Teach peer-mediation skills.
- Demonstrate through personal actions, the expected behaviors.
- Help students set and achieve personal behavior goals.
- Watch for students who may be victimized and provide intervention and support for them.

2024-2025 Academic Calendar

July

4 - Independence Day

August

6 - Prep Day for Staff

7, 8 - Curriculum Development for Staff

9 - Curriculum Development & Faculty Senate for Staff

12, 13 - Professional Learning for Staff

14 - First Day for Students

September

2 - Labor Day- No School

October

14 - Outside Environment Day

22 - Parent/Teacher Meeting Day & Faculty Senate - No School for Students

November

5 - Election Day - No School

11 - Veterans Day - No School

25, 26, 27, 29 - Out of Calendar Days - No School

28 - Thanksgiving - No School

December

20- Faculty Senate - Two Hour Early Release for Students

23, 24, 26, 27, 30, 31- Out of Calendar Days - No School

25- Christmas Day - No School

January

1 - New Years Day - No School

2 - Curriculum Development for Staff - No School for Students

3 - Professional Learning for Staff - No School for Students

6 - Students Return

20 - Martin Luther King Jr. Day - No School

February

10 - Outside Environment Day

11 - Professional Learning & Faculty Senate - No School for Students

March

24-28 - Spring Break- No School

April

18 - Faculty Senate - Two Hour Early Release for Students

May

26 - Memorial Day - No School

27 - Prep Day & Faculty Senate - No School for Students

28, 29, 30 - Outside Environment Days

June

2 - Outside Environment Day

20 - WV Day

January

Su	M	Tu	W	Th	F	Sa
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February

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23	24	25	26	27	28	

March

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30	31					

April

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May

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June

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July						
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August

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September

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29	30					

October

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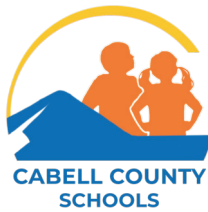
November

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December

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22	23	24	25	26	27	28
29	30	31				





2024-2025

CALENDAR HIGHLIGHTS

**FIRST DAY
OF SCHOOL**

August
14

**OPEN
HOUSE**



High School 8/8
Middle School 8/12
Elementary 8/13
4:00-6:00pm

**LAST DAY
OF SCHOOL**
Pending use
of OSE days

May
23

May
30

HOLIDAYS & BREAKS

FALL BREAK

Nov 25-29



WINTER BREAK

Dec 21-Jan 5



SPRING BREAK

Mar 24-28



FIRST SEMESTER

FIRST GRADING
PERIOD

Aug 14 to
Oct 8

SECOND GRADING
PERIOD

Oct 9 to
Dec 20

SECOND SEMESTER

THIRD GRADING
PERIOD

Jan 6 to
Mar 12

FOURTH GRADING
PERIOD

Mar 13 to
May 23

NO SCHOOL FOR STUDENTS

Sept 2*

LABOR DAY

Oct 22

Parent/Teacher Meetings

Nov 5*

Election Day

Nov 11*

VETERANS DAY

Jan 2 & 3

Teacher Work Days

Jan 20*

MLK JR DAY

Feb 11

Teacher Work Day

May 26*

MEMORIAL DAY

* Schools/Offices Closed

OSE DAYS

(NO SCHOOL UNLESS NEEDED TO
MAKE UP FOR MISSED TIME)

Oct 14

Feb 10

May 28

May 29

May 30

June 2

2 HOUR EARLY RELEASE

Dec 20

Apr 18

GRADUATIONS

 **CMHS** May 22  **HHS** May 23

GENERAL INFORMATION

Vandalism

Our school buildings and equipment are a cost to the taxpayers to construct, purchase, and maintain. Students who destroy or vandalize school property will be required to pay for losses or damage and will be subject to suspension and possible expulsion. If you should damage something by accident, you should report it to the teacher or the office immediately.

Field Trips

Field Trips and excursions are arranged by individual teachers or the county and must have an educational value. When on field trips, students are under the same rules and regulations as if they were at school. If students do not meet behavior expectations on field trips, they can be excluded from future trips

Title IX

As required by federal laws and regulations, the Cabell County Board of Education and our school do not discriminate on the basis of sex, race, color, religion, handicap, marital status, or national origin in employment or in its educational programs and activities.

Technology

Every student must have a signed Acceptable Use Policy on file before having access to any school computer. Failure to follow the AUP will result in loss of computer privileges.

Families Who Are Moving

If you are moving, please let your teacher know, by note or telephone as soon as possible. It will help us greatly in insuring records are kept accurately and are processed in a timely manner.

Telephone/Address Change

If during the school year, you have a change in your telephone number and/or address, you are to notify the office immediately so that your record can be updated. This will insure the school being able to contact the parent/guardian immediately if necessary.

Visitors

Visitors are always welcome and we encourage you to visit your student's classroom. However, for the students' benefit, classroom interruptions should be at a minimum. When you visit, *always* contact the principal first and arrangements will be made for you. **Under no circumstances should a visitor go directly to a room without coming first to the office.**

School Counseling Services

The purpose of the guidance program is to help each student achieve his/her highest growth mentally, emotionally, and socially. We try to do this incorporating the following:

1. Lead classroom developmental guidance sessions throughout the school year.
2. Individual counseling sessions whenever a student, a teacher, principal, parent, or the counselor deems it necessary.
3. The counselor welcomes the opportunity to talk things over with any student, parent, or teacher.

CABELL COUNTY POLICY NOTIFICATION

(Please review all policies listed to learn rights and responsibilities of school community members)

Student Handbook

POLICY 5771 Search and Seizure

Administrators are permitted to conduct a random search of any student's locker and its contents at any time.

POLICY 7440.01 - VIDEO SURVEILLANCE AND ELECTRONIC MONITORING

Video Surveillance/Electronic Monitoring Devices are used at this school.

POLICY 5517.01 – BULLYING

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students.

Summary of Board Policy 5517.01 – Bullying

(Policy 5517.01 is available for review at www.cabellschools.com)

Bullying, including cyberbullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all school activities in the County, including school activities on and off of school property at any school-sponsored, school-approved or school-related activity or function, such as a field trip or athletic event where students are under the school's control, or where an employee is engaged in school business in monitoring student activity. This policy shall also apply to students while on a school bus and at a school bus stop.

Students' off-campus misconduct that might reasonably be expected to cause disruption in the school may constitute a violation of this policy and cause the student to be subject to discipline at school. Such off-campus misconduct would include, but is in no manner limited to, blogs and social media postings and/or other electronic communications created for the purpose of inviting others to participate in disruptive, hateful, or otherwise prohibited misconduct towards a student, staff member, or other member of the school community.

Any student or student's parent/guardian who believes the student has been or is the victim of bullying should immediately report the situation to the building principal or assistant principal. The student may also report concerns to a teacher, counselor or staff member with whom the student feels comfortable who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

POLICY 5516 - STUDENT HAZING

The Board of Education believes that hazing activities of any type are inconsistent with the educational process and prohibits all such activities.

POLICY 5611 - DISCIPLINE – STUDENT DUE PROCESS RIGHTS

The Board of Education recognizes that students have certain Due Process rights when facing disciplinary action.

POLICY 5512 - USE OF TOBACCO BY STUDENTS

The Board of Education is committed to providing students, staff, and visitors with tobacco and smoke-free environment.

POLICY 5530 - SUBSTANCE ABUSE PREVENTION

The misuse of drugs, including alcohol, is a serious problem with disciplinary and legal consequences if caught engaging in such activity on school property.

POLICY 5500 - STUDENT CODE OF CONDUCT

The purpose of this policy is to classify inappropriate student behavior and to identify appropriate and meaningful interventions and consequences for violations.

POLICY 5600 - STUDENT DISCIPLINE

The policy sets forth unacceptable behaviors that undermine a school's efforts to create a positive school climate/culture.

POLICY 5772 – WEAPONS

The Board prohibits students from possessing or carrying or causing the possession or carrying of any firearm or other deadly weapon on any setting that is under the control and supervision of the Board

POLICY 5517 - ANTI-HARASSMENT AND VIOLENCE

Racial, sexual, and religious/ethnic harassment is a form of discrimination which violates Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. 2000e, et seq., Title IX of the Education Amendments of 1972, 20 U.S.C. 1681, et seq., and WV Code 5-11-1, et seq., the West Virginia Human Rights Act.

General Overview of Board Policy 5517 – Anti-Harassment and Violence

(Policy 5517 is available in its entirety at www.cabellschools.com)

Racial, sexual, and religious/ethnic harassment is a form of discrimination which violates Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. 2000e, et seq., Title IX of the Education Amendments of 1972, 20 U.S.C. 1681, et seq., and WV Code 5-11-1, et seq., the West Virginia Human Rights Act.

It is the policy of the Board of Education to maintain an education and work environment that is free from all forms of unlawful harassment and violence.

This policy applies to any student, staff member or member of the public during any school related activity or during any education sponsored event whether in a building or other property used or operated by the Board of Education or in any other facility being used by the Board.

POLICY 5517.02 - ANTI-HARASSMENT OF PERSONS WITH A DISABILITY

The Board of Education maintains an education and work environment which is free from harassment and violence of person with a mental, physical, developmental, or sensory disability.

Please visit www.cabellschools.com to review all policies for further information

General Overview of Board Policy 5517 – Anti-Harassment and Violence

(Policy 5517 is available in its entirety at www.cabellschools.com)

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Attendance

School attendance is essential for successful growth and development of students. Cabell County School students are expected, and by law, required to attend school until they are 18 years old. When students do not come to school, the value of their education is diminished, and they lose the benefits of regular classroom instruction. When students fall behind and continuously struggle to catch up, they lose confidence in their ability, and may develop negative attitudes toward learning. Students, who attend regularly, develop responsibility, self-discipline & effective work skills needed now, and later, for the workplace or in furthering their education.

Parents Promote Good Attendance

- Make sure your child goes to school every day.
- If you transport your child, have a back-up plan for cold weather.
- Know that school attendance is a parent and student responsibility
- Start the habits of a regular school day at an early age and stay interested in what your child is doing.
- Try to stay involved in the school by attending meetings, field trips, etc.
- Keep in touch with who your child's friends are and their interests
- Make sure your child understands that you do not approve of them being late or absent. Do not allow your child to persuade you into making an excuse for him/her. Talk to your child about issues that may be making him/her late for school
- Help your child understand the attendance policies and procedures
- Contact the school to ask for help/suggestions, when needed
- Keep the school calendar on the refrigerator or on the desktop to know when school is in/ out of session.

Foremost, it is the legal responsibility of the parent(s) to make sure their child attends school regularly and on time. Attendance and reporting to class on time shall be required of all students enrolled in school. Repeated violations of attendance, including repeated tardiness, may result in disciplinary actions which may include, but not limited to, detention, extra class time, and/or alternative class settings.

Attendance Procedures

Excused Absences:

West Virginia Code §18-8-1 and West Virginia Board of Education Policy 4110 permit students to be excused from school for:

- (a) Five (5) absence verified by parent or guardian, annually.
- (b) Doctor excuses-excessive use may result in contacting the physician for verification.
- (c) Hazardous conditions – buses not running
- (d) Death in the immediate family of the student, up to three (3) days

- (e) Observance of regular church ordinances/holidays
- (f) Leaves of educational value(-s) with prior approval of the school principal or Board of Education

A WRITTEN EXCUSE IS REQUIRED WHEN RETURNING TO SCHOOL

When a student has been absent for any reason, an **excuse** is **required** on **the day the student returns to school**. The note must include: *student's name *reason for absence *date(s) of absence *signature of parent/guardian.

Withdrawals

In order to process a student withdrawal quickly, contact the school your child is attending a few days before leaving the school or district, when possible. You should then enroll your child at the new school as soon as you reach your destination. **Your child will not be withdrawn from the school until the new school requests records.**

Late Arrivals/Early Departures

Students are expected to be punctual. Students, who come to school late or leave early, must be checked in and/or out of the office. If your child is late for school, you must send a note.

Departure from the Building

Anytime your child's normal departure from school is changed, **you must send a signed note giving permission for your child to do something different**. A written request is required. **Phone calls are not accepted**. Students are expected to come directly to school and go directly home from school. Students are not permitted to leave the school grounds at noon unless checked out through the office. Students are not to stop at businesses on the way to or from school.

The person picking up a student being excused from school anytime during the day must check the student out at the office. A sign-out sheet is provided for this purpose in the school office. School staff will call for the student to come to the office for pickup.

Parents who share custody or have sole custody of children must provide court documentation to the school. This documentation should be provided to the office at the beginning of each school year or at any time this information changes. Absence of the biological parent or legal guardian's name on the emergency form or in WVEIS will not keep your child from being released to him or her, if legal documentation such as birth certificate or court order do not prohibit the release.

***Court Orders must be followed.**

Useful Information

1. **Suspensions are unexcused absences.** A suspension is within a student's control.
2. **Excessive TARDIES** may result in **discipline action**.
3. A student with a serious medical illness that may routinely result in absences needs to contact the school nurse for additional information on obtaining a chronic medical excuse.
4. A student, who has an accident or medical procedures keeping them at home for more than three weeks, needs to contact the counselor or principal for the procedure to request homebound services. (See Cabell County Homebound Policy for more information)

5. A student who comes to school late or leaves school early is to be signed in or out by a parent in the school office. A student is released by the office staff, not the teacher.
6. If a student is brought to school on days that the buses are not running, it is the responsibility of the parents to arrange for the student to get home in the evening.
7. School records aren't released to parents for the sole purpose of enrolling at another school.

The Process

- ❖ At five (5) unexcused absences, the Director or Assistant Director of Attendance will send written notice to the parent or guardian, stating that within five days of receiving the notice, the parent or guardian, along with the student, will report to the school to conference with the principal or other designee.
- ❖ If the student acquires ten (10) unexcused absences, the Attendance Department may file an informational complaint on the parent and a petition on the child in Circuit Court, as necessary.

Each School creates school-specific procedures and guidelines with attendance. This information is adhering to WV State Code. Please contact your child's school for additional information or clarification.

CCS Digital Parent Note For Absence



BUS SAFETY AND PROCEDURES

Student Conduct on the Bus

Bus transportation is a privilege—conduct causing driver distraction endangers all students and adults on the bus.

Students should be on time at the designated school bus stop and should wait until the bus comes to a complete stop before attempting to board. While on the bus, students should keep hands and heads inside at all times. Remember that loud talking and laughing divert the driver's attention and make safe driving difficult. Horseplay is not permitted around or on the school bus.

Bus riders:

- should never tamper with the bus
- should not leave books, lunches, or other articles on the bus
- should not throw anything out of the bus windows
- are not permitted to leave their seats while the bus is in motion
- are expected to be courteous to fellow pupils and to the driver
- must be absolutely quiet when approaching a railroad crossing
- must obey all instructions given by the driver
- may not bring glass containers, live animals, or large objects on the bus.

Permission to Ride another Bus

- Requests to ride a different bus are to be limited to emergency situations and not for the convenience of social events.
- If there is an emergency situation, the parent or guardian must submit a note to the school office explaining the situation, where the student will be going, and the adult who will receive their student and that person's contact number.
- The school will verify the note with the parent or guardian as well as the adult receiving the student. and then issue a Boarding Pass signed by an administrator to the student.
- If the situation is going to be a long-term arrangement (more than 1 week in duration) or occurring multiple times throughout the school year, then the parent or guardian will need to submit a Change in Bus Assignment Form which can be found under Transportation section of the county website.

Buses Not Running

- If a bus does not make all or part of its run, those students who live at stops that were not completed that day and do not make it to school will have their absences counted as excused.

Bus Lineup

- Students will be given ample time upon dismissal to get to their buses without being left behind.
- Students are to walk, not run, to their evening buses.
- Students are to board the bus in an orderly manner - with no shoving or crowding at the bus door.

Food Service Department

The National School Lunch and Breakfast Programs provide students with free meals that are nutritional, supports overall health and learning, and are in compliance with Cabell County Schools Local Wellness Policy. The After School Snack and Supper Programs are provided to students free of charge in participating schools that qualify. Meals are provided for children in the summer at selected sites. We encourage all students to participate daily in the Food Service Program.

All meals conform to nutritional standards set by USDA and the West Virginia Department of Education, Office of Child Nutrition. All meals are served as a unit that includes one milk per meal.

One breakfast and one lunch are free to students each day. (All previous balances are still due and payable to Cabell County Schools) Students must pay cash at the point of service for 2nd meals and extra milk.

Meal prices are as follows:

	Breakfast	Lunch	Extra Milk
Adult Meals	\$3.00	\$4.00	
2 nd Meals for Students	\$3.00	\$4.00	
Extra Milk for Adults/Students			\$.35

Monthly menus are available at school sites and the Cabell County Schools web site.

Special meals are provided for students who have special dietary needs Request must be accompanied with a completed Medical Plan of Care Form that includes the physician's dietary orders and signature. These forms are available online or from the school nurse.

All other foods and beverages made available on school premises during the school day must meet the requirements set forth by USDA, Cabell County Schools, and the West Virginia Department of Education Office of Child Nutrition.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **mail:**
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. **fax:**
(833) 256-1665 or (202) 690-7442; or
3. **email:** Program.Intake@usda.gov

This institution is an equal opportunity provider.



We Exist to:

Develop the skills, beliefs, and desire to make positive contributions to society.
Partner with the community to ensure all students are safe and valued.
Instill a sense of responsibility and accountability to our community.

Core Beliefs:

Cabell County Schools will have a safe nurturing, compassionate, inviting environment that respects and understand individuals and cultures. We will have challenging and engaging instruction that is responsive to every student every day.

Vision:

Every graduate will be accepted into a career or post-secondary option.

Goals:

Goal 1. Achievement and Growth:

Overall achievement results will raise from 47% proficient to 55.59% proficient in English Language Arts and math scores will raise from 39.22% proficient to 42.97% proficient on the state summative assessment.

Goal 2. Hiring and Retaining Highly Effective Employees

Through established high expectations, Cabell County Schools will follow policy-driven hiring practices, provide high-quality professional development to promote professional growth, and will complete accurate employee evaluations/observations to support and retain highly effective employees.

Goal 3. Integrating Family and Community Engagement

By engaging family and community members, Cabell County Schools will provide a comprehensive system that integrates wraparound services to improve student supports.

Goal 4. Becoming a Model of Continuous Improvement Organization

Cabell County Schools will utilize the continuous improvement framework to achieve operational excellence and increase student learning.

DISCRIMINATION PROHIBITED

As required by federal law and regulations, the Cabell County Board of Education does not discriminate on the basis of sex, race, color, religion, disability, age or national origin in employment or in the administration of any of its education programs and activities. Inquiries may be referred to the principal, assistant principal, a counselor, a teacher, or a first level supervisor. In addition, anyone may make an inquiry to the county Title IX Coordinator, 2850 5th Ave. Huntington, V^W 25702, phone 528-5000, or to the Section 504 Coordinator, 2850 5th Ave., Huntington, V^W 25702, phone 528-5000; or to the State Elimination of Sex Discrimination Project Coordinator, (304) 558-7864; or to the United States Department of Education's Director of the Office of Civil Rights, (215) 596-6795.

NOTE: State and federal laws include Title IX, Education Amendments of 1972, Title VI, Civil Rights Act of 1964, Rehabilitation Act of 1972, Section 504, and other state or federal laws and regulations governing students and employees

DISCRIMINATION PROHIBITED

In accordance with federal law and the United States Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, gender, age, disability, or retaliation. To file a complaint of discrimination, write to USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue SW, Washington, DC 20250-9410 or call 202-720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

Please understand that this form must be returned or your child will participate in the HIV/AIDS and STD component of the health education curriculum. (As per State Superintendent of Schools Interpretation - 8/24/93)

