 **Elkins Middle School**

**Randolph County Schools**

**Student Handbook**

**2022-2023**



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

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

**Nick Alfred, Principal | Dawn Kittle, Assistant Principal | Ernie Gooding, Assistant Principal**

 Dear Parent and Student,

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

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

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

 The Staff & Administration of Elkins Middle School

**ELKINS MIDDLE SCHOOL MISSION STATEMENT**

**“PURPOSE, PRIDE, PERSPECTIVE”**  In Preparation for Tomorrow’s Leaders

**CLOSED CAMPUS**

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

**STUDENT ARRIVAL TIME**

Parent drop off begins at 7:00 AM in the Phil Gainer Center Parking lot. Those students will enter through the cafeteria door. Bus students will enter through the front door beginning at 7:10 AM. At this time, students will report directly to their 1st period classes.

**PICKING UP STUDENTS EARLY**

If a student needs to be picked up from school early, they will need to be picked up by an authorized person that is listed on their emergency care form. **Also, unless it is absolutely necessary, we ask that you do not call between 2:15 and 2:45 p.m. to leave a message for your child. This is a very busy time in the office for the secretaries. We appreciate your cooperation in these matters.**

# Cell Phones

# Student cell phone use during the day is prohibited. This includes audio devices connected to cell phones such as ear buds, air pods or Bluetooth headphones. *All cell phones must be off and out of sight.* If a student has their phone out during the school day, it will result in the phone being taken. For the first offense the student may pick their phone up at the end of the school day. The second and each occurrence afterwards will require the parent to come in and sign to receive the phone back. If your student continues to have their phone out during the day, disciplinary action may be taken.

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

###### NOTES FROM PARENTS

If there is to be any change in a student's daily schedule at school due to any reason, a written note is required. For your child's protection, we will not accept phone calls. Notes will be needed for the following reasons:

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

# MEDICATION

 School personnel may administer medications under the following guidelines:

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

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

**LOCKERS**

Lockers will be assigned to all 6th and 7th grade students. Lockers are optional for 8th grade students and available upon request.

# DRESS CODE

Some attire can cause disruptions to the learning environment, and therefore, cannot be permitted. While guidelines are stated here, the issue of attire is so broad that individual situations may need to be interpreted by school administrators. Attire viewed as disruptive, lewd, discriminatory, rude, crude, vulgar, unsafe, or promoting illegal activities, are inappropriate. Prohibited are any insignia, markings, or ornamentation that advocates discrimination against a racial religious, minority, or gender group; attire with sexually implicit or explicit graphics, attire that advertises or encourages the use of alcohol, tobacco, or drug-related products, any accessory with spikes (raised or not); heavy chains; heavy bands around the neck; ***short shorts or short skirts (the length of shorts, skirts, and dresses are to be at the tip of the fingers, when arms are extended down the side.)*** No cuts, slits, holes, etc. will be higher than this standard; pants below normal waistline; underwear showing; spaghetti strap tops, shirts with revealing enlarged armholes. There should be no exposure between the top of the pants, shorts, etc. and the shirt. If normal movement (walking, bending, twisting, etc.) causes exposure, the attire is not appropriate. The “square rule” will be used to determine what shirt is appropriate. **SQUARE RULE:** Tuck thumbs in the armpit and extend fingers upward-straps must come out this far. Tuck thumbs in armpit and extend fingers across the chest-the top must be at least as high as the index finger with no holes, slits, etc., lower than this. This would also extend to the back. Strap shirts or tank tops are not permitted. All shirts must have sleeves that are hemmed. No cut off, or cut out shirts are permitted. No underwear worn as outerwear is permitted. **Hats, caps or other head apparel that cover the face are not to be worn in the building during the regular school day.** Hair bands, scrunchies, clips, barrettes are permissible. There are other forms of dress that are not permissible. Some examples would be: Facial painting, any t-shirt that is racially biased, **piercings (P.E. teachers will require all participants to remove all body piercing before participation for the safety of the students.)**, desecration of the American flag, chains, studded bracelets or spikes. (State law considers these as weapons.) Students will be provided with an opportunity to comply with the dress code. Non-compliance with school rules will result in parent notification to bring clothes to school or (student will be sent home only if they refuse to comply). Time out of class will be an unexcused absence. Repeat violations of this Dress Code could result in disciplinary action.

**Child Nutrition**

Randolph County Board of Education qualifies for the Community Eligibility Provision (CEP) for the 2022-23 school year. In this provision, breakfast and lunch will be provided FREE to ALL students on each day school is in session. In addition, our school participates in the “Grab and Go Breakfast Program,” this provides an alternative breakfast for all students. Students will give their WVEIS number as they pass through the point of service line.

Randolph County participates in offer vs serve during meal service. Students are offered 4 items at breakfast and are required to take at least 3 items. At lunch students are offered 5 items and are required to take at least 3 items. A monthly menu is posted at the school and on the Randolph County Board of Education website (<https://boe.rand.k12.wv.us>). A student who has special dietary needs must have the Children with Disabilities and Special Dietary Needs form completed by the physician and returned to school. Please be advised that our school follows WVDE Policy 4321.1.

Adult Price Breakfast ‑$3.00 Lunch ‑$3.75

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

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits.  Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339.  Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](http://www.ocio.usda.gov/sites/default/files/docs/2012/Complain_combined_6_8_12.pdf), (AD-3027) found online at: <http://www.ascr.usda.gov/complaint_filing_cust.html>, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

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

          Office of the Assistant Secretary for Civil Rights

          1400 Independence Avenue, SW

          Washington, D.C. 20250-9410;

(2)      fax: (202) 690-7442; or

(3)      email: program.intake@usda.gov.

This institution is an equal opportunity provider.

# SPECIAL DIETARY NEEDS

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

**SCHOOL NUTRITION STANDARDS**

The eight-page guideline for all school nutrition and snacks’ standards is entitled Policy

 4321.1 “Standards for School Nutrition,” and is available for review. Basic foods and beverages that are acceptable for other foods served outside of the breakfast or lunch programs are: bottled water, l00% fruit or vegetable juice, non-fat or l% flavored or unflavored milk, pretzels, whole grain products (crackers, bagels, breads), cheese or cheese products, yogurt, fresh fruit and vegetables – sent whole and cut-up at the school/class, vegetable/fruit trays commercially prepared and sealed with a label,

Nuts (check about student allergies), seeds, other packaged items that meet guidelines in Section 5.1 of Policy 4321.1. **Parents may not bring fast food in for their child. (i.e., for lunch).**  **Food cannot be shared with others.**

**EMERGENCY CLOSING OF SCHOOLS**

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

1. WBOY-TV (CLARKSBURG)

 2. WKKW (CLARKSBURG)

3. WELK (ELKINS)

4. WDNE (ELKINS)

5. WBTQ (BUCKHANNON)

6. WDTV-TV (CLARKSBURG)

 7. WFBY (CLARKSBURG)

 8. WBUC (BUCKHANNON)

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

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

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

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

# TWO/THREE-HOUR DELAYS

 The buses will run two/three hours later than usual and the school will open two/three hours later also (depending on the length of the delay). Breakfast, lunch and classes will be held as usual. Dismissal will be held at the usual time .**EMERGENCY PHONE NUMBERS**

Elkins Middle School: 304-636-9176

Randolph County Board Of Education: 304-636-9150

Randolph County Bus Garage: 304-636-9160

# TITLE IX

It is the policy of Randolph County Board of Education not to discriminate for employment on the basis of sex, marital status, race, color, national origin, religion, age, or handicapping condition. Nondiscrimination is required by Title IX of the Education Amendments of 1972. For information or assistance contact, Joseph Arbogast, Assistant Superintendent, at 636-9150, ext. 105

 **NOTIFICATION**

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

**REPORT CARDS**

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

Parents are encouraged to check student’s academic progress utilizing Live Grades. The website is https://webtools.livegrades.com **.** At the beginning of the school year each student will receive necessary information to access Live Grades.

# GRADING SCALE

90 -100 A

80 - 89 B

70 - 79 C

 60 - 69 D

 59 – 0 F

 **CLASSES**

At EMS all of our students take core classes consisting of English Language Arts, Math, Science, and Social Studies. In addition, each student takes classes in Related Arts and Electives. At the end of their eighth grade year, our students will choose a career concentration which will be entered into their Personalized Education Plan. **Note: A career major will not be selected until later.**

**CLUBS**

Elkins Middle School has a variety of clubs that meet monthly. If students do not want to be in a club, they will be in a study hall during club time

 **Project ISAAC**

Elkins Middle School offers an after-school tutoring program called Project Isaac. This program is offered Monday – Thursday from 3pm till 4:55. There is no charge to participate in this program. Limited transportation is available upon request.

# HOMEWORK

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

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

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

#  POSITIVE BEHAVIOR INTERVENTIONS & SUPPORT

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

# ATHLETICS

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

**STUDENT DRUG TESTING POLICY**

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

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

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

# EXCUSED FROM CLASSROOMS

For learning to take place, it is important for students to be in class participating in the instructional activities. Students will not be permitted to leave class **for the first ten minutes or the last ten minutes of class**. The rationale for this is that students are given ample time and opportunity between classes for a bathroom break, drink of water, etc. Therefore, students will not be dismissed from class unless the teacher believes a real need exists.

**CODE OF CONDUCT**

 All students enrolled in Randolph County Schools shall behave in a manner that promotes a school environment that is nurturing, orderly, safe and conducive to learning and personal-social development. Students are expected to model the following behaviors:

1. Create an atmosphere free from bullying, intimidation, and harassment.

2. Demonstrate honesty and trustworthiness.

3. Treat others with respect, deal peacefully with anger, and use good manners,

 and be considerate of the feelings of others.

4. Demonstrate responsibility, use self-control, and be self-disciplined.

5. Demonstrate fairness, play by the rules, and not take advantage of others.

6. Demonstrate good citizenship by obeying laws and rules, respect authority,

 and cooperate with others.

7. Demonstrate compassion and caring.

8. Students are only to be out of class for emergencies

**POLICY 4373**

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

As a part of Policy 4373, Randolph County has established an alternative learning center for those students who cannot perform properly in a normal educational setting.

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

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

# DISCIPLINE PLAN

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

1. Teachers can teach.
2. Students can learn.

3. Students will be safe from harm.

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

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

1. Maintain a safe and clean environment.

1. Engage in productive work.

1. Be responsible for your own actions.
2. Respect everyone.
3. Gum chewing, candy or other objects in the mouth will not be permitted.
4. Non-school related electronic devices should not be on school grounds because of problems with theft, inattention in classes, and breakage.

**POSITIVE REINFORCEMENT BY SCHOOL STAFF AND TEACHERS**

1. Letters of commendation

2. Team recognition

3. Special student awards and recognition

4. Special activities

5. Passes to Special Events

**CONSEQUENCES**

1. A student's failure to cooperate will be viewed on an individual basis and the circumstances of the incident involved explored.
2. Most misconduct will be handled by the teachers individually, or as teams.
3. Principals will handle the following misconduct: verbal or mental harassment, fighting, skipping or misbehaving in detention, truancy, extreme cases of insubordination, destruction of property, possession of tobacco, alcohol, illegal drugs or weapons, and any other serious misconduct.
4. Social Probation- Students who are placed on “Social Probation” will not be permitted to attend any after-school activities
5. Repeat chronic misconduct by a student will result in the student being referred for discipline to the provisions of Policy 4373. This policy provides, among other things, for the suspension from school of those students who exhibit chronic misconduct.

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

**AFTER-SCHOOL DETENTION (ASD)**

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

**IN-SCHOOL SUSPENSION (ISS)**

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

**ELKINS MIDDLE SCHOOL ATTENDANCE POLICY**

 School attendance is compulsory in the public schools of West Virginia for all enrolled students. It is the legal responsibility of the parent / guardian / custodian to make sure their child attends school regularly and on time. An absence is defined as “Not being physically present in the school facility for any reason.” Absences are calculated to the nearest half day and full day, including time missed due to being tardy or leaving early. Written verification by a parent or physician is required within three days of a student’s return to school. **Students have twice the number of days they were absent to make up work.** Please review the Attendance Policy on the Randolph County Schools’ Website for details.

# TRUANCY

Truancy includes, but is not limited to:

1. Ten unexcused Days absent yearly.

 \*If a student misses 23 minutes of class through tardiness or

 early departure, it is considered a class absence.

1. Leaving school grounds for all or part of a day without permission.

 **CONSEQUENCES FOR TRUANCY**

1. Parent notification, Administrative Discipline

1. Referral to the Attendance Officer, Administrative Discipline
2. Referral to Magistrate Court, Referral to Juvenile Court, Administrative Discipline

 **EXCUSED ABSENCES**

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

#  GUM, CANDY, PAPERWADS, ETC. POLICY

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

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

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

# TOBACCO CONSEQUENCES

1. First Offense - It shall be defined as the initial time a student of the school

system is charged and proven to be in possession and/or use of a tobacco product, tobacco-derived product, alternative nicotine product, or vapor product.

Following a due process hearing and a conference at the school, which shall include the student, parents/guardians, building principal and other staff members or persons involved, a five (5) day out-of-school suspension will be imposed, and the student and his or her parent or guardian must participate in an approved educational class concerning tobacco usage.

1. Second Offense – See the description of First Offense; however, this second

offense is related to the entire school tenure of that student, not just one (1) school year or term.

Following a due process hearing and a conference at the school, which shall include the student, parents/guardians, building principal and other staff members or persons involved, a ten (10) day out-of-school suspension from school classes, and all other activities on school grounds, or other grounds involving school students in a scheduled activity, and the loss of social privileges (attendance at school dances, including prom and homecoming, participation in athletics, or attendance at athletic events) for 365 days.

1. Third Offense – See the description of Second Offense; however, this third

offense is related to the entire school tenure of that student, not just one (1) school year or term.

The student will be recommended for expulsion, not to exceed 365 days, pursuant to Board policy 5500 and West Virginia State Board of Education policy 4373.

In all three (3) violations, a report will be made with the Magistrate Court under

§16-9A-3 and §16-9A-4. Students are reminded that every person who shall smoke a cigarette or cigarettes, pipe, cigar or other implement of any type or nature, designed, used or employed for smoking any tobacco or tobacco product; or who shall use any tobacco product, whether chewing tobacco, snuff or otherwise, in any building or part thereof used for instructional purposes, in any school of this State, as defined in

§18-1-1 of the West Virginia Code, or on any lot or grounds actually used for instructional purposes of any such school of this State, while such school is occupied for school purposes, shall be guilty of a misdemeanor, and, upon conviction thereof, shall be punished for each offense by a fine of not less than one (1) nor more than five (5) dollars.

**BEHAVIOR AT EXTRA-CURRICULAR EVENTS**

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

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

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

**ATTENTION PARENTS: AFTER AN EXTRACURRICULAR EVENT WE WILL PROVIDE 2O MINUTES OF SUPERVISED TIME. YOU MUST PICK UP YOUR CHILD WITHIN THIS TIME FRAME.**

# CAFETERIA / LUNCH RULES

1. No gum.
2. No line jumping or horseplay.
3. Once seated, stay at table while eating until a dismissal signal is given.
4. No throwing of food or other objects.

1. Table and surrounding areas must be free of litter, before dismissal. All people at the table are equally responsible.

# INTERNET USAGE

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

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

**Acceptable Use**

1. You are expected to use the network to pursue intellectual activities,

 seek resources, and access libraries and other types of learning

 activities.

2. Use of the network to access obscene or pornographic material is

 prohibited.

 3. Any use of the network to facilitate illegal activity is prohibited.

4. Using profanity, obscene language, harassing or insulting others

 is prohibited.

5. Unauthorized use of copyrighted material is prohibited.

6. Illegal software installation or inserting disks from home into the computers is prohibited.

7. No use of the network will serve to disrupt the use of the network by others.

8. Hardware or software will not be destroyed, modified, or abused in any way.

9. Entering chat rooms is prohibited. No E-mailing or on-line Games.

 10. Revealing personal information including personal addresses and

 telephone numbers of yourself or others is prohibited.

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

**GRADES**

**GUIDELINES FOR MIDDLE SCHOOLS**

**NINE WEEKS TESTS**

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

A. Quarterly and/or semester grades will be determined by using the following:

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

|  |  |
| --- | --- |
|   | The grade representative of those assessments will be computed as follows: |

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

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  B. | **Semester grades will be computed as follows:** **1. First Semester-**The average of the first and second nine weeks will equal the semester grade.**2. Second Semester-** The average of the third and fourth nine weeks will equal the second semester grade.**\*\*\* Final grades will be determined by averaging the two semester grades.** **WITHDRAWAL PROCEDURES** Students moving to another school must follow a certain procedures to ensure that the transition is made with all school records and withdrawal information processed correctly. Parents should assist students with the following:1. All Randolph County Schools textbooks must be returned to the teachers who provided them.
2. An official Withdrawal Form from our school’s office should be circulated and signed by the student’s teachers.
3. The Withdrawal Form must be reviewed by the School Librarian to indicate no book fees are owed to the Library.
4. The Withdrawal Form must be reviewed by our Finance Secretary to determine if lunch bills are paid.

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

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| 2260 - Nondiscrimination and Access to Equal Educational Opportunity | 5610.04 - Suspension of School Transportation Privileges and Exclusion from the School Bus |
| 2260.F8 - Notice of Nondiscrimination and Grievance Procedures (Including Title II, Title VI, Title VII, and Title IX, Section 504, and ADA) | 5611 - Disciple-Student Due Process Rights |
| 2340.F2 - Parent Consent for Trip | 5771 - Due Process Rights (Search and Seizure) |
| 2416 - Student Privacy and Parental Access to Information | 5771.F2 - Record of Student Search and Seizure |
| 2431 - Interscholastic Athletics  | 5772 - Weapons |
| 2431.F1 -Parent Acknowledgement of Risk and Release | 5902 - Employee Code of Conduct (WVBE Policy) |
| 2431.F2 -Student Acknowledgment of Risk and Release | 6700 - Fair Labor Standards Act (FLSA) |
| 2623D -Testing Code of Ethics | 7211 - Appeals Procedures for Citizens |
| 3122 - Nondiscrimination and Equal Employment Opportunity | 5771 - Due Process Rights (Search and Seizure) |
| 3122.F8 - Notice of Nondiscrimination and Grievance Procedures (Including Title II, Title VI, Title VII, and Title IX, Section 504, and ADA) | 5771.F2 - Record of Student Search and Seizure |
| 3122.01.F2 - Certification Regarding Drug Free Workplace | 5772 - Weapons |
| 3122.01.F3 - Memorandum to Staff Members on Federal Regulations Concerning Drug Prevention | 5902 - Employee Code of Conduct (WVBE Policy) |
| 3160.F1 - Emergency Medical Authorization Permit | 6700 - Fair Labor Standards Act (FLSA) |
| 3170 - Student Abuse and Neglect | 7211 - Appeals Procedures for Citizens |
| 3213 - Students Supervision and Welfare | 7217 - Weapons |
| 3217 - Weapons | 7430.F1 - Physicians Certification for Use of a Respirator |
| 3362 - Anti-Harassment and Violence | 7430.F2 - Acknowledgment Training |
| 3430.01 - FMLA Leave | 7430.F3 - Parent Notification Authorization7440.01 - Video Surveillance and Electronic Monitoring |
| 4122 - Nondiscrimination and Equal Employment Opportunity | 8310 - Public Records |
| 4122.F8 - Notice of Nondiscrimination and Grievance Procedures (Including Title II, Title VI, Title VII, and Title IX, Section 504, and ADA) | 8330 - Student Records |
| 4170 - Student Abuse and Neglect | 7430.F3 - Parent Notification Authorization7440.01 - Video Surveillance and Electronic Monitoring |
| 4217 - Weapons | 8310 - Public Records |
| 4362 - Anti-Harassment and Violence | 8330 - Student Records |
| 4372 - Student Rights and Responsibilities (WVBE Policy) | 7430.F3 - Parent Notification Authorization7440.01 - Video Surveillance and Electronic Monitoring |
| 4373 - Student Code of Conduct | 8310 - Public Records |
| 4430.01 - FMLA Leave | 8330 - Student Records |
| 5230 - Late Arrival and Early Dismissal | 8330.F4 - Consent for Student Record Release |
| 5310 - Health Services | 8330.F9A - Parental Permission for Release of Publication of Students Photograph/Image |
| 5341.F1 - Emergency Medial Authorization Permit | 8431 - Asbestos in Schools |
| 5517 - Anti-Harassment and Violence | 8453.01.F2 - Training Record |
| 5517.01 - Aggressive Behavior Towards Students | 9130.F4 - Notification to Public Regarding Inspection of Instruction Materials |
| 5530 - Substance Abuse Prevention | 9150 - School Visitors |

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