

MARLINTON MIDDLE SCHOOL

STUDENT HANDBOOK 2018-2019

“Because You’re Worth It”

Dustin Lambert
Principal

Melissa Hill-Doss
Counselor

Karen McCoy
Secretary

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This student handbook belongs to:

Name _____

Address _____

City _____ State _____ Zip _____

Phone _____ Advisor Teacher _____

**COOPERATION
RESPONSIBILITY
EXCELLENCE
WINNING ATTITUDE**

MARLINTON MIDDLE SCHOOL

Mission Statement

Marlinton Middle School is dedicated to promoting an environment for educational, physical, emotional and social development through:

- *C Cooperation*
- *R Responsibility*
- *E Excellence*
- *W Winning Attitude*

Core Beliefs and Values

The staff of Marlinton Middle School believes that the school operates effectively and efficiently to meet the needs of all students when all school staff collaborate between grade levels & subject areas, have high expectations for achievement & behavior, and create & hold a positive attitude & atmosphere toward learning and achievement; and when all students attend school regularly, demonstrate respect for the learning environment & other individuals, and work to their potential.

MARLINTON MIDDLE SCHOOL STAFF

Office Staff

Dustin Lambert, Principal
Melissa Hill-Doss, Counselor
Karen McCoy, Secretary

dllambert@k12.wv.us
mdoss@k12.wv.us
kgmccoy@k12.wv.us

Instructional Faculty

Cindy Shreve, 6th Grade Science/Social Studies
Louisa Kiner, 6th Grade Math
Stephanie Burns, 6th Grade Reading/Language Arts, County ELA Coach
Seth Kiriluk, 7th and 8th Grade Social Studies
Teresa Rhea, 7th Grade Math, Keyboarding
Jan Jonese, 7th/8th Grade Reading/Language Arts, Yearbook
Denise Sharp, 7th and 8th Grade Science
Nebraska Scotchie, 8th Grade Math, Math I, Computer Science
Jessica McNabb, Physical Ed./Health
Richard McLaughlin, Music, Band and Choir
Shirlene Groseclose, Spanish
Margaret Baker, Art
Jessica McLaughlin, Resource
Jennifer McCarty, Resource

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sgrosec@k12.wv.us
mlbaker@k12.wv.us
jmclaughlin@k12.wv.us
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Support Staff

Erica Marks, Special Topics
Sharla Sherman, Librarian/Media Specialist
Felicia Smith, Instructional Aide
Becky Davis, Instructional Aide
Tonja Armstrong, Instructional Aide
Dottie Shamblin, Aide
Jennifer Chestnut, Speech Pathologist
Jenny Friel, School Nurse
Lisa Dennison, County Food Coordinator/Alt. Education/In-School
Margaret Worth, Academic Intervention, Horticulture
Ollie Barkley, Head Custodian
Roy Shearer, Custodian
Lora Sue Miller, Cafeteria Manager
Sherri Howe, Cook

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TERM DATES

1 st 9 Weeks	August 15 to October 16	Progress Reports September 14	Report Cards October 23
2 nd 9 Weeks	October 17 to December 21	Progress Reports November 27	Report Cards January 4
3 rd 9 Weeks	January 2 to March 7	Progress Reports February 1	Report Cards March 14
4 th 9 Weeks	March 8 to May 21	Progress Reports April 9	Report Cards (tentatively May 21)

ATTENDANCE

West Virginia law requires attendance at school for children between the ages of six and sixteen and over who elect to stay in school. The privilege of attending school places upon students the responsibility of faithful attendance. Keep in mind, attendance and good grades go hand-in-hand. Student absences will be EXCUSED only for the following reasons:

- ✓ Illness or injury of the student*
- ✓ Medical or dental appointment
- ✓ Illness or injury in family and student's presence is deemed essential by physician
- ✓ Calamity, such as fire, flood, or family emergency
- ✓ Death in the family
- ✓ School-approved curricular or extra-curricular activities
- ✓ Legal obligation
- ✓ Failure of bus to run or extremely hazardous conditions
- ✓ Observance of religious holidays
- ✓ Leaves of educational value with prior approval of principal (including college visits)

*Parents may verify an absence due to illness or injury for no more than five total days in a semester, but not to exceed three consecutive days. Anytime a student visits a doctor, parents should ask for a doctor's excuse slip. A doctor's excuse will be required for absences of more than three consecutive days. A doctor's excuse will also be required for any absences over the ten parental excuses. *Excuses must be presented directly upon return to school. Excuses must include: student name and grade level; reason for absence; signature of parent/guardian; dates of absence; date of note.*

Any absence not meeting the above requirements shall be considered unexcused. Days missed because of suspension from school will count as unexcused absences. **All requests to leave school for educational leave must be approved through the principal two weeks prior to the trip. See Appendix A.**

Parents who plan to meet or pick up students during regular school hours must come to the office to do so. Only a parent/guardian can sign a student out of school. All students must sign out in the office when leaving school, and sign back in upon return to or when arriving late to school. REMEMBER: ½ days will also be counted toward total number of days absent. Students WILL be counted absent when not in school BUT absences may be excused or unexcused. It is the responsibility of the student to contact teachers in accordance with our make-up policy when he/she is absent from school.

Excessive tardiness also directly affects student work habits and grades. Students are to be in class ready to begin work at assigned times. Upon reaching a third tardy in any one class, a student will be assigned to noon detention or after school detention. Upon receiving a fifth tardy, a referral will be made to the Pocahontas County Attendance Director for additional action.

GRADE CARDS AND GRADING SYSTEM

Grade cards are distributed four times during the school year at nine-week intervals. Progress reports will be sent home at the mid-term of each grading period. See School Calendar for dates. Please sign and return grade cards and progress reports to your child's teacher as soon as possible.

Grades are determined as follows:

92.50-100	A	4 points
84.50-92.49	B	3 points
74.50-84.49	C	2 points
64.50-74.49	D	1 point
0-64.49	F	0 points

MAKE-UP WORK

On the day a student returns to class following an absence, he/she must contact the teacher regarding make-up work. If the student was aware of the class assignment, he/she should be prepared to complete the work upon return to class. It is the responsibility of the student excused for a school-related activity to make arrangements for missed work.

Parents may contact the school to request missed assignments and books be sent home with another student or left in the office for parent pick-up. These requests should be made before 8:00 am. Suspended students must make up their assignments upon return to school.

CLASS WORK/HOMEWORK/MISSING WORK POLICY

One of the MMS goals is to help our students develop into responsible, productive citizens. The students will practice being responsible by having class work and homework prepared on time. Individual teachers have discretion to decide if point deductions are appropriate for late and/or missing work. **ALL MISSING WORK MUST BE SUBMITTED TO TEACHERS AT LEAST 2 DAYS PRIOR TO REPORT CARDS.**

SCHOOL ARRIVAL AND DISMISSAL

Students **MUST** arrive at MMS no later than 8:00AM. Any late arrival or early dismissal must be signed in or out in the school office **by a parent/guardian**. **The school will not admit students before 7:30 AM because there is no staff on duty. All students should be off school grounds by 3:40 pm unless participating in a teacher-supervised extra-curricular activity.**

Every student is expected to act in such a manner that the bus driver is able to operate his/her vehicle under the safest possible conditions at all times. Loud talking, singing, throwing objects, etc. will not be tolerated. Any student who persists in disorderly conduct or refuses to submit to the authority of the driver may not be allowed to continue to ride the bus. Students riding the bus to school must return home by that bus unless parents write a note in advance that is approved by the principal. Students must obey safety regulations posted in the bus. The driver is in complete charge of his/her bus. Students are expected to respect him/her at all times. **Students will not be permitted to ride a different bus unless the parent/guardian sends a note to school to make the request and the principal approves it.** Students are expected to ride home on the same bus on which they came to school and get off at the same bus stop. If there is a change to this, the parent must send a note to school that day with the child.

INCLEMENT WEATHER

There are times that necessitate the closing of school. i.e. weather conditions, power or facility malfunctions, etc. The Pocahontas County Board of Education rarely makes these decisions before the morning of the school day in question. They will, at that time, make every effort to contact television and radio stations serving the area. They will also send a call to your phone by a phone based system called school messenger. **If at any time you do not wish to continue with this service contact Ruth Bland at the Pocahontas County Board of Education Office to have your number removed.** You can also search the West Virginia Department of Education Website and view all school closings across the state.

Pocahontas County Board of Education has a two-hour delay schedule, a three-hour delay schedule and a snow route system when weather warrants such an action to continue to have school.

HALL PASS

All students will need to possess a hall pass provided by the teacher when in the hallways during class.

LOCKERS

Each student is assigned a locker for the storage of books, equipment, jackets, caps, etc. It is the student's responsibility to see that his/her locker is kept locked and in order at all times. School combination locks are to be used. Since lockers are a part of the building, students are expected to keep them in good, usable condition. Get study materials for your morning classes when you are dismissed to homeroom and materials needed for the afternoon after lunch period. No one should leave class to go to his/her locker without permission. **Hats, jackets, caps, coats, backpacks, purses, electronic devices, etc. WILL be kept in lockers during the school day.**

DRESS

School, like the workplace, requires professionalism in dress. While the Board recognizes that student dress as well as appearance is a matter of expression and are subject to fads and fashion, nevertheless, the Board expects that students and teachers appear at school clothed and groomed in an appropriate manner which is dictated by good taste. Good taste excludes clothing promoting alcohol, drugs, tobacco, sex, and profanity. **REVEALING CLOTHING IS NOT APPROPRIATE!** Revealing clothing can be defined as any garment that allows any part of the midriff section, chest, and/or the back to be shown whether standing or sitting. Straps on tops must be a minimum of 3" inches wide. Undergarments must not be seen. Tube tops are not permitted. Baggy pants that allow underwear to be seen are not appropriate. Pajama pants or tops are not permitted at school. Skirts and shorts must be no shorter than mid-thigh when student is standing. Pants with holes above the fingertip level are prohibited. Students who wear leggings to school must have outerwear over them. Clothing restrictions also apply to Physical Education class.

Hats and caps will be removed upon entering the building and placed in the student's locker and are to remain there until the end of the day. A separate hat may be brought for use in physical education classes and remain in the student's gym locker. Hats are NOT to be carried in hallways. Scarves and other head coverings will not be permitted for male or female students. Any article of clothing that violates the above guidelines will not be permitted and the student will need either to change the article of clothing or contact a family member to come to school to pick up his/her child (or to bring acceptable clothing).

The school administration reserves the right to determine what is considered disruptive or unacceptable for the educational environment.

TEXTBOOKS

Textbooks are made available to all students through the Pocahontas County Board of Education. You are responsible for any lost or damaged textbooks. New or additional textbooks will not be issued until previous fines or replacement costs have been paid.

FOOD SERVICE

Free Breakfast and Lunch is provided to students in Pocahontas County Schools. Adults may purchase a meal at the following prices: Adult Breakfast=\$2.50; Adult Lunch=\$4.25. Extra Milk for students and adults = \$0.40.

In order to keep the cafeteria clean and attractive, the following rules must be observed:

- ✓ Empty all debris from trays into proper containers.
- ✓ Return trays, dishes, and silverware to the receiving window.
- ✓ Keep tables, chairs, and floors clean.
- ✓ Talk in conversational voices.
- ✓ Keep the cafeteria lines orderly.
- ✓ Clean up any food you spill or drop.
- ✓ Respect cafeteria staff and duty teachers' authority.
- ✓ All food must be consumed in the Commons Area.
- ✓ No gum in the cafeteria
- ✓ There is a filtered water bottle filling station/cups available in the commons area. Students need a wide, clear bottle to fill from station. Also, available often will be a fruit infused water station at lunch.

SCHOOL ATHLETICS

Pocahontas County Board of Education requires all students participating in sports (football, basketball or cheerleading) to obtain the school insurance or provide written proof of coverage under other insurance. Students wishing to participate in these activities must have at least a 2.0 grade point average for the previous semester and must maintain a 2.0 grade point average to remain eligible. School officials will check grades periodically. Students must be present in school and participate in P.E. in order to participate in extra-curricular activities that evening. Sports related activities at Marlinton Middle School are under strict guidance of the West Virginia Secondary School Activities Commission (WVSSAC). A copy of the handbook is on file in the office.

MEDICATION

NO prescription medications may be dispensed at school without a doctor's prescription. Over-the-counter medications may be dispensed from the school office with written parent authorization. Medications must be brought to school by a parent and must be in the original container. ALL medications must be left in the school office when the child arrives at school. Please bring ONLY the amount of medication the child needs to take during school hours. In addition, students requiring daily, long-term medications are required to have written instructions and authorization signed by the parent and physician and shall include: *child's name, name of medication, purpose of medication, time to be administered, dosage, possible side effects, and termination date for administering the medication.* Necessary forms for prescription and over-the-counter medications are available in the office.

CIVIL RIGHTS COMPLIANCE

In accordance with Federal law and US Department of Agriculture (USDA) policy, this Institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, disability and retaliation.

To file a complaint alleging discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue SW, Washington, DC 20250-9410 or call, toll free, (866)632-9992 (Voice). Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay at (800)877-8339 or (800)845-6136 (Spanish). USDA is an equal opportunity provider and employer.

CODE OF STUDENT CONDUCT

The administration, faculty, and staff of Marlinton Middle School believe it is the responsibility of each student to behave in such a manner that does not threaten, interfere with, or deprive any student of his/her right to an education.

The purpose of the Student Code of Conduct is to provide regulations governing the behavior of students which help to promote a positive learning environment. This code sets forth standards of behavior for students.

In order for every student to have the opportunity to reach his/her full potential, every student in the public schools of West Virginia shall:

1. Attend school faithfully, complete assignments on time, and work to his/her full potential.
2. Behave in a manner that does not disrupt classroom learning or the operation of the school.
3. Obey teachers, principals, and others in authority.
4. Refrain from aggressive or threatening behavior towards fellow students, teachers, and other school staff.
5. Refrain from possession or use of any weapons, illegal drugs, alcohol, or tobacco products.

Marlinton Middle School Code of Conduct incorporates the discipline procedures of lunch detention, in-class exclusion, suspension, and expulsion.

MMS COPPERHEAD COPS

The Copperhead COPS Program is a positive intervention program designed to Catch Outstanding Productive Students who are demonstrating the PBIS CREW Standards (Cooperation, Responsibility, Excellence, and/or Winning Attitude).

Staff members give "tickets" to students who go above and beyond the norm in attendance, academics, and behavior. Weekly tickets are given for perfect attendance and perfect discipline records. All other tickets are given at staff members' discretion for the demonstration of excellence.

Weekly ticket drawings are held for small incentives and coupons. Larger rewards take place at the end of each nine weeks.

LUNCH DETENTION

Marlinton Middle School recognizes the need for intervention in our discipline matrix. As prescribed in policy 4373, schools are permitted to develop a lunch detention program to help correct misconduct in a level one violation. Therefore, MMS will have lunch detention daily for students who have been referred by teachers for discipline as recommended in the level one matrix. Students will spend the lunch hour in the lunch detention room. Students in detention will be required to engage in some form of physical activity as facilitated by the supervising teacher. We value wellness in our school and believe physical activity to be important to every child regardless of discipline issues. Students will also be required to write a detention essay to be submitted within 24 hours of serving the lunch detention.

SMOKING/TOBACCO CONTROL POLICY

The Pocahontas County Board of Education, in order to comply with the West Virginia State Board of Education Policy #2422.5A, prohibits the use of tobacco products in all board of education buildings and on all board of education grounds. Any student caught in possession and/or use of tobacco will be recommended for an out-of-school suspension following a conference with parent/guardian and signature on a tobacco contract which outlines related policy, procedures, and punishment. In addition, a criminal complaint will be filed with the magistrate's office and will involve a fine and court costs.

SEARCHES

Searches of school property used by students, personal property of students, and personal searches may be conducted by school officials when considered necessary to maintain the proper school environment, protect other students and/or check for stolen articles or illegal items. **Lockers are the property of the school and may be searched at any time.** School officials are careful not to abuse students' right to privacy and students may reasonably expect lockers, personal property, and selves will not be searched unless reasonable suspicion or probable cause exists for such a search.

HARASSMENT/BULLYING

Harassment/Bullying behavior is any word, look, sign, or act that hurts a person's body, feelings, or things. Marlinton Middle School will not tolerate these behaviors and penalty for such will be severe. MMS adopts a "zero tolerance" for bullying or harassing behavior. The following are different levels of bullying behavior: *Rumor/Gossip, Gestures, Stare/Leer, Writing graffiti, threats, name-calling, taunting/ridiculing/demeaning, stealing, damaging property, sexual harassment, stalking, intimidation, spitting, shoving, punching, hitting/kicking, flashing weapons.* If you are aware of any bullying or harassing behaviors taking place at MMS, report immediately to a teacher or an administrator.

ARTICLES PROHIBITED AT MMS

Problems arise each year because students bring articles to class which interfere in some way with normal school procedure. Such items include CD players, laser pointers, cell phones, beepers, cameras, iPods, mp3 players, hand-held games, or other digital flash electronic equipment. These items should not be brought to school except by teacher request. Such items shall remain in students' lockers during the course of the school day. Articles of this nature shall be confiscated by school officials and turned over to the office if they are not kept in the appropriate areas. Parents may make arrangements to pick up the item(s) from the office. (See SAFE SCHOOLS ACT).

SNACKS AND BEVERAGES

Classroom snacks are at the discretion of the classroom teacher. Beverages are permitted to be carried with students throughout the instructional day. However, these beverages **MUST be in a clear container with a sealable lid.** The only beverage permitted in classrooms is water.

The privilege to eat snacks will be determined by student behavior during snack time. No juice or soda machines are accessible to students. Students may purchase water in the morning and during lunch from Ms. Doss. **NO GLASS BOTTLES ARE PERMITTED IN SCHOOL. NO BOTTLES OR OPEN CONTAINERS ARE PERMITTED IN THE HALLWAYS.** Students cannot purchase soft drinks or snacks **at any time during meal or instructional times.** **Energy drinks are not permitted at school.** Students may bring flavor packets to school for bottled water, but they must be mixed into the water in the presence of a staff member. Additionally, classroom teachers have the discretion to prohibit water bottles from their classrooms. The plastic bottles are disruptive when crushed and some students are not mindful of others when they are consuming their drinks. The ultimate decision rests with the classroom teacher as to whether students can have water bottles in the classroom.

Soda products may not be sold or distributed at Marlinton Middle School during normal school hours.

West Virginia State Code requires all snacks provided by parents and students to be store bought items with nutritional labels.

SAFE SCHOOLS ACT

The Safe Schools Act was passed by the WV Legislature in 1995. It mandates that a student must be expelled from school for twelve calendar months if he/she commits any of the following:

- Possesses a firearm or other dangerous or deadly weapon on the grounds or bus.
- Physically assaults a school employee.
- Sells narcotic drugs on school grounds or at a school-sponsored function.

In addition, the bill also makes it a felony to possess a firearm or other deadly weapon at school and increases the penalty for malicious wounding or abducting students within 1,000 feet of a school.

A deadly weapon means an instrument which is designed to be used to produce serious bodily injury or death, or is readily adaptable to such use. The term deadly weapon shall include, but not be limited to, the following list: blackjack, knife, machete, false knuckles, or firearm. If a student or parent has any questions about this law, please contact the school administration.

TELEPHONE USE

Students are not permitted to use the telephone or to be called to the phone without permission from teacher or office staff. Permission will be granted only for emergency calls.

PHYSICAL EDUCATION

All students will need to change clothing and shoes for physical education class. Changing shoes applies when recess is in the gym. Students must become familiar with the grading procedure of the P.E. teacher and behave accordingly.

Students are not allowed to have aerosol cans in their lockers. All aerosol cans found in student lockers or in student possession will be confiscated. Students need to bring a note from a doctor to be excused from taking a P.E. class. **Hats for P.E. class** are to be kept in the gym lockers.

VISITORS

ALL visitors must report to the school office and sign in/out. *Parents are always welcome and encouraged to visit MMS. However, students are not permitted to bring visitors to school for the day.*

DANCE POLICY

Dances at Marlinton Middle School create a positive, social atmosphere in which students feel comfortable and safe, featuring music that is appealing to a variety of students.

The following is a list of requirements and expectations for attending dances at Marlinton Middle School.

Requirements and Expectations During and After the Dances

Students must abide by all School Rules/Policies at dances.

1. Dances are for students of Marlinton Middle School **and Green Bank Elementary/Middle School (GBEMS students will only be allowed to attend if their conduct at MMS is in good standing).**
2. Students shall be picked up by parent or guardian no later than 15 minutes after the designated time, or the student(s) will not be allowed to attend the next dance.
3. Students (**at either school**) that commit a level two or three discipline infraction two weeks prior to the dance will be declared ineligible for the dance.
4. Students who consistently demonstrate behaviors that are disrespectful toward authority or peers as determined by the administration will be ineligible for the dance.
5. Sexually suggestive dancing will result in a student being removed from the dance. Parents will be called to pick up the student.
6. Students are not to bunch up in tightly packed groups or bounce or push into each other. Running is not allowed.
7. Students are expected to comply with the directions of teachers and parent chaperones.
8. Public displays of affection are not allowed.

Dress Code

We understand certain dresses and other attire are appropriate for dances that may not always adhere to the school policy. Male students are not permitted to remove dress shirts throughout the dance. Students are asked to dress in good taste and modesty to represent Marlinton Middle School well in our community.

Remember: Attending a dance is a privilege, not a right!

PARENT INVOLVEMENT & VOLUNTEERS

During the first week of school, each child will bring home a Parent Sign-Up Sheet (with instructions) for parents to volunteer for such activities as PTO, Local School Improvement Council, tutoring, library assistant, etc. Please take a moment to look this over and consider becoming a MMS volunteer parent. All volunteers must have school volunteer training by the principal.

CITIZENS GRIEVANCE POLICY

The school principal has an appeal procedure for citizens who claim a violation of state law, policies, or rules and regulations of the West Virginia State Board of Education. It can also be found at <http://wvde.state.wv.us/>. Reference Appendix B.

PARENT-TEACHER CONFERENCES

Parents are encouraged to have conferences with their child's teacher, especially when questions or concerns arise. It is important to contact the teacher or school ahead of time so that the conference can be arranged during the teacher's planning time or during the scheduled parent-teacher conference time on ISE days (IS days will be announced in the monthly newsletters). Parents are urged to resolve questions or problems with teachers by starting first with the teacher and if the issue cannot be resolved then involve the principal. Teachers will not be called out of class for conferences. All conferences must be prearranged to limit interruption in instructional time. Electronic communication with instructors is a wonderful way of keeping in touch and having a direct route to the classroom teacher. All staff members have an email address, included in this handbook; parents are encouraged to use email to contact their child's teacher.

DISCRIMINATION PROHIBITED

As required by federal laws and regulations, the Pocahontas County Board of Education does not discriminate on the basis of sex, race, color, religion, handicapping condition, or national origin in employment or in its educational programs and activities. Inquiries may be referred to the Title IX Coordinator, Pocahontas County Board of Education, 926 Fifth Avenue, Marlinton, WV 24954, Phone: 799-4505; or to the Department of Education's Director of the Office for Civil Rights.

FOREIGN LANGUAGE

Eighth grade Spanish I will be offered for a high school credit to be completed in one year.

OUTSIDE SERVICES (MENTORS)

Additional services may be provided for students needing extra help with their behaviors. These services include seeing persons from the following agencies: magistrate, public defender, therapist, sheriff's dept., counseling, etc. The Respect and Protect SAT determines when/if a child sees the outside mentors. Students may be assigned mentors for both good and bad behaviors. The mentors will see children at assigned times only.

POCAHONTAS COUNTY DEFINITION OF VIOLENCE

Violence is any mean word, look, sign, or act that hurts a person's body, feelings, or things.

COMPUTER USE

At the beginning of the school year, students will bring home a Pocahontas County Acceptable Use Policy (AUP) which must be signed by both parent and student and returned to school. Students without this form on file have no computer privileges at MMS. Violations of the policy will result in loss of computer privileges.

STUDENTS OWING FINANCIAL, ETC. OBLIGATIONS

Students owing financial or other obligations to the school may be denied access to field trips, after school activities, or extra-curricular activities until these obligations are met. These obligations include, but are not restricted to, lunch bills, overdue or lost library books, lost or damaged textbooks, fundraising monies or items not turned in, sports uniforms not turned in, field trip money not turned in, important forms not turned in on time, etc.

GENERAL FIELD TRIP STANDARDS

(RECREATIONAL)

A student's behavioral record, grades, and attendance will be used in determining field trip eligibility.

QUALIFICATIONS PER SEMESTER

- No more than 1 day Out-of-School Suspension
- No more than 2 ISS assignments
- No more than 5 unexcused absences
- No alternative education placements for discipline
- No expulsions
- No Level 4 discipline referrals

Students in the juvenile court system may be denied field trips.

OVERNIGHT TRIP STANDARDS

QUALIFICATIONS PER YEAR

- No more than 2 Out-of-School Suspensions
- No more than 4 ISS assignments
- No more than 5 tardies
- No Alternative Education Placements
- No more than 5 unexcused absences
- No expulsions
- No Level 4 discipline referrals

Students in the juvenile court system may be denied field trips.

EDUCATIONAL FIELD TRIP STANDARDS WILL BE REVIEWED CASE BY CASE AT THE DISCRETION OF THE ADMINISTRATION.

WELCOME TO THE LIBRARY

All MMS students are required to be reading independently on a continuing basis. The MMS library has books of every sort to keep a variety of readers interested and engaged. The library is also a place for all students to study, read quietly, or to research ideas of interest. In order to keep the library useful and functional for all of the above purposes, all library users agree to:

- ❖ Be respectful and quiet in the library so others can focus.
- ❖ Be friendly and helpful to your librarian and to library volunteers.
- ❖ Treat books kindly and return them to their proper places.
- ❖ Return books on time.
- ❖ Pay for a replacement book if lost. **Remember, if you check it out, you are responsible for it until it's back in the return book slot.
- ❖ Clean up after yourself.
- ❖ Try new books and work towards an ever-longer "I've read that!" list.

Students who have not returned or paid for overdue books will not be allowed to check out books until the librarian receives books or payment.

NOTE FROM THE OFFICE

PARENTS: Please let your child know before school each day where he/she is to go after school. If the child needs a note, please send it to school with him/her. It is very difficult for the office to keep track of doing this for a multitude of students.

Appendix A

**TITLE 126
PROCEDURAL RULE
BOARD OF EDUCATION**

**SERIES 188
CONFLICT RESOLUTION PROCESS FOR CITIZENS (7211)**

§126-188-1. General.

1.1. Scope. - The purpose of this conflicts resolution process is to provide a way for citizens to work with county school district administrative officials in seeking solutions to problems when there is a failure to provide a high quality education that resources permit the school district to provide or for violation of any other legal duty. Both the schools and the citizenry of the community are better served when a sincere effort is made to find constructive solutions to problems that arise. It is the intent of this process to provide a simple, straightforward, and easily understood method for resolving problems at the lowest possible administrative level, as fairly and as quickly as possible. The procedures set forth herein are not deemed to be a pre-condition to seeking relief in some other forum.

1.2. Authority. - W. Va. Constitution, Article XII, §2 and W. Va. Code §18-2-5.

1.3. Filing Date. - July 11, 2014

1.4. Effective Date. - August 11, 2014

1.5. Repeal of Former Rule. - This procedural rule repeals and replaces W. Va. 126CSR188 West Virginia Board of Education Policy 7211, Appeals Procedure for Citizens, filed September 8, 1987, and effective October 9, 1987.

§126-188-2. Definitions.

2.1. Days. - Days shall mean the days the business office of the county board of education is open. Such offices are generally closed on Saturdays, Sundays, and official holidays. Claims appropriately brought to the school principal at Level 1 must be made at least ten days before the end of the school year. If this deadline cannot be met, a claim may be brought at the beginning of next school year.

2.2. Dispute Resolution Process. - The dispute resolution process is the method by which one or more citizens presents a claim of a violation of state law or the policies, rules and regulations of the West Virginia Board of Education (“WVBE”). The written claim must identify the specific state law or WVBE policy, rule or regulation which is alleged to be violated, and shall include as much information as possible to describe the violation. Copies of the policies, rules and regulations of the WVBE are to be available for public review at each county board of education office or at a link to <http://wvde.state.wv.us/policies/> on the county board of education website.

2.2.a. The dispute resolution process shall not apply to any situation where the school district is without authority to act, or where a remedy is specifically established by law, such as for the placement of exceptional children. Neither shall the term apply when a citizen has a personal complaint about a school employee. Each county board of education shall establish its own specific procedures to handle complaints about school employees and for other citizen complaints not governed by this policy.

2.3. State Law. - State law shall mean the constitution, statutes, judicial law, and administrative law of the State of West Virginia.

§126-188-3. Procedure.

3.1. Distribution of Conflict Resolution Process. - Copies of this policy will be readily accessible to citizens at the office of the State Superintendent of Schools (“State Superintendent”), the West Virginia Department of Education website, the office of each county board of education, the website for each county board of education and at each public school.

3.1.a. Each county shall notify parents annually of this policy and its contents. Notification may be accomplished by use of a student handbook, inclusion on the county website or other reasonable means.

3.2. Claim Forms. - The State Superintendent shall prepare and make available appropriate forms for each claim level. Such forms shall be available on the West Virginia Department of Education website, at the office of the State Superintendent, at the office of each county board of education, and at each public school.

3.3. Filing of Claims. - The citizen claimant making the written claim shall provide as much information as possible when the claim is filed; however, additional supportive information may be presented at any level.

3.4. Time Limits. - Since it is important that a claim be processed as rapidly as possible, the number of days indicated at each level should be considered the maximum. A time limit may, however, be extended by mutual agreement or by the unavailability of the citizen claimant.

3.5. Privacy of Conferences and Hearings. - All conferences and hearings held during the conflict resolution process shall be conducted in private.

3.6. Representation. - The citizen claimant may have the assistance of a representative at any level.

3.7. Written Decisions. - All decisions rendered shall be in writing, setting forth the decision and the reasons therefor. The decision shall be transmitted promptly to all parties.

§126-188-4. Processing of Claims.

4.1. Level 1. - A written claim shall be filed with the principal by the citizen or by a group of citizens. The claim shall be on the prescribed form and be signed by all persons making the claim. The principal or his/her designee ("Level 1 administrator") shall meet with the citizen claimant for an informal conference within ten (10) days of receipt of the claim. A written decision by the Level 1 administrator shall be made within fifteen (15) days after the informal conference. A copy of the Level 2 claim form shall be included with the decision.

4.2. Level 2. - Within fifteen (15) days after receiving the decision of the Level 1 administrator, an aggrieved citizen claimant may request in writing a conference or a hearing with the county superintendent on the prescribed form. The county superintendent or his/her designee ("Level 2 administrator") shall, within fifteen (15) days, conduct a conference or a hearing with the citizen claimant in an attempt to resolve the claim. In the event that the citizen claimant requests a hearing, he/she may present witnesses to testify under oath, and the Level 2 administrator may also take testimony from staff members deemed necessary to render a decision. Hearings shall be recorded. The Level 2 administrator shall issue a written decision within fifteen (15) days following a conference and twenty-five (25) days following a hearing. A copy of the Level 3 claim form shall be included with the decision.

4.3. Level 3. - If the citizen claimant is not satisfied with the decision of the Level 2 administrator, he or she may request in writing on the prescribed form a review by the State Superintendent within thirty (30) days of receipt of the decision. A copy of the Level 1 and 2 decisions and any supporting documents shall accompany the request for a review. In the event a Level 2 hearing was conducted, the Level 2 administrator shall forward a transcript of the hearing to the State Superintendent.

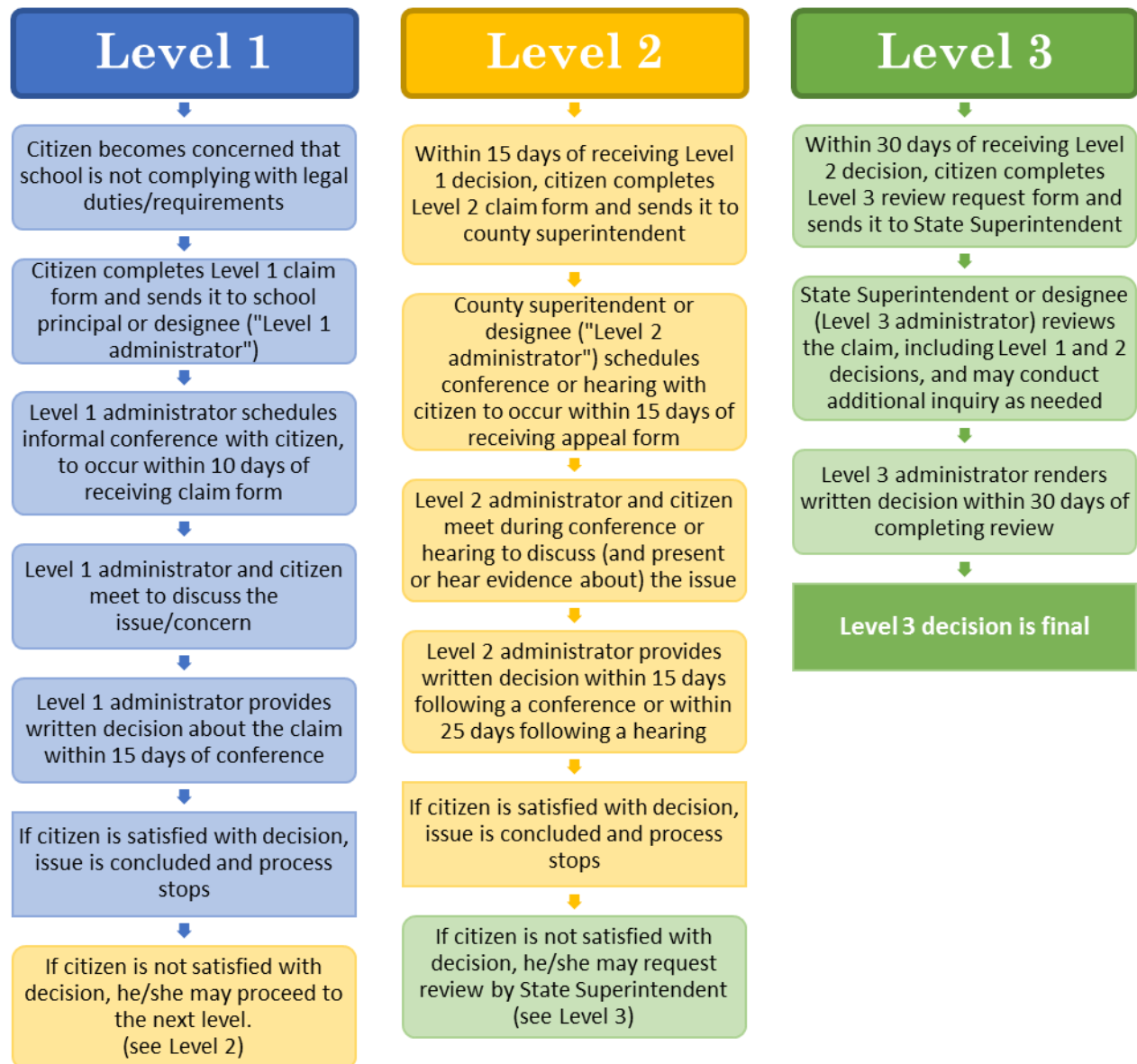
4.3.a. The State Superintendent or designee ("Level 3 administrator") shall conduct a review of the claim, which will, at a minimum, consist of reviewing the record from Levels 1 and 2. He/she may also conduct an additional inquiry if necessary for resolution of the claim by contacting the citizen claimant, the county superintendent or any other individual who may be of assistance and by requesting additional documents from any source.

4.3.b. Upon completion of the review, the Level 3 administrator shall render a written decision within thirty (30) days. The decision shall set out any information that the Level 3 administrator obtained during his/her additional inquiry and relied upon in making the decision. The decision by the Level 3 administrator shall be final.

§126-188-5. Severability.

5.1. If any provision of this rule or the application thereof to any person or circumstance is held invalid, such invalidity shall not affect other provisions or applications of this rule.

West Virginia Citizens' Conflict Resolution Process



The Citizens' Conflict Resolution Process is to be used when a citizen believes a school or county school system has violated state law or the policies, rules, and regulations of the WVBE. The process is not to be used in situations where the county does not have the authority to act or where there is another solution specifically provided by law (such as with the placement of exceptional students). It is also not to be used for personal complaints about school or county employees. Personal complaints about employees and other citizen complaints not governed by this process must be filed pursuant to the county school system's specific procedures.

Educational Leave Pre-Approval Form

(This form must be approved by the principal of your school prior to departure.)

Each day that will be counted as an educational field trip status must include an educational element. Please include your itinerary below.

Day 1.

Day 2.

Day 3.

Day 4.

Day 5.

Pre-Approved _____ Not Approved _____

Principal's signature _____ Date: _____

Reasons: _____

If your educational trip has been pre-approved, you must complete the following steps within 5 days of your return.

1. On a separate sheet of paper, please include a paragraph of where and what you have learned each day.
2. A photograph, drawing or brochure of educational visit or place for each day.

All your make-up work returned for your classes within 3 days of return on trip.

Marlinton Middle School

Student and Parent Receipt of 2018-19 Student Handbook

I have received and understand the Marlinton Middle School Student Handbook.

Student Signature _____

Parent Signature _____

Date _____