

SOUTH MIDDLE SCHOOL

Be a Part of the Stallion

H.E.R.D

STUDENT HANDBOOK

2023-2024

500 EAST PARKWAY DRIVE

MORGANTOWN, WV 26501

Phone# (304)291-9340

Fax# (304)291-9306

SOUTH MIDDLE SCHOOL MISSION STATEMENT

South Middle School provides safe and supportive school environment for all students social, emotional, and academic needs to prepare every child for graduation.

TO THE STUDENTS AND PARENTS/GUARDIANS: On behalf of the faculty, we would like to welcome you to South Middle School for the coming year. We are looking forward to assisting you in fulfilling your educational goals. South has a history of fine academic and extracurricular accomplishments. We expect you to meet the goals which have been set, to carry on the tradition, and to make this a better place. You can benefit from everything South Middle School has to offer by being actively involved in your classes and the programs offered. If you encounter difficulties, seek out any of our staff, and we will do our best to help you. We are here to make your years in school as successful, yet educationally challenging, as possible. We welcome the opportunity to help you as you proceed through your middle school career.

Sincerely,
Mrs. Brown
Principal South Middle School

INTRODUCTION

The following information will be helpful to you as we begin another school year. It is important that students and parents be acquainted with the policies and rules necessary in the operation of an active public school.

SCHOOL HOURS



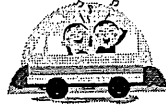
South Middle School hours are 7:00 to 2:30. The doors open at 7:00. First period begins promptly at 7:10. **Students who arrive late to school will need to visit the office for a tardy slip. Five tardies in a class period will equal one absence for that class period.**

ARRIVAL

All students must report directly into the building upon arrival at school for the first bell. Students with transportation problems should have their parents contact the school office. **Please take into consideration the heavy traffic during the morning commute.**

Students with band instruments should take them directly to the band room, then report to first period. When students arrive at school, if they are having a grab-and-go breakfast, they should do so first, then go to their lockers and on to first period. Students are not permitted to visit throughout the school prior to first period.

BUS RIDERS



Bus riders report directly into the building from the bus at the beginning of the day. At the end of the day, when boarding a bus, students are under the supervision of the bus driver and supervising faculty. Bus drivers have been instructed not to stop a bus once in motion. Students should not run after a bus. If a student is planning to ride home on another bus with friends, they must have a note from a parent or guardian, and it must be submitted to the office each morning for approval.

WALKING STUDENTS

Upon leaving the school premises at dismissal time, students who walk are required to go directly home. Students who walk to and from school will be dismissed with the bus students. In the morning students who walk will be admitted to the building no earlier than 7:05. Please provide our main office with a 1 time note to have on file if your child will be a walker for the year.

ATTENDANCE

Regular attendance is essential for satisfactory school progress. Each day, new experiences are presented which, in most cases, cannot be duplicated. A student who knows of a future absence from school because of unusual circumstances should have his/her parent or guardian contact the school office before such absence occurs. The primary responsibility for covering whatever schoolwork has been missed lies with the pupil and parents/guardians. Student attendance is mandated by the Monongalia County School Board policy JE. Copies of this policy may be obtained from the school office. Upon return of the student, a parent and/or medical excuse will be required.

- A. If possible, pupils may make-up tests and or projects missed during their absence by arrangement at a convenient time for the teacher and pupil. Teachers may set a time limit for make-up tests, which will include a reasonable amount of time for the pupil to prepare for the tests.

- B. The teachers will do their best to help students with work missed. Students will be given one day to make up work for each day missed/that they are absent. Many daily assignments are updated and posted on Schoology. If your child is able, they can complete the work posted for the day they are out.
- C. Specific assignments cannot be made in advance for known future absences, although teachers may indicate, if requested by a pupil, the general areas to be covered during the scheduled absence.
- D. Medical and dental appointments should be arranged outside of school hours whenever possible. In instances where it is unavoidable, a medical excuse will be requested.

EXCUSES

When a student is absent, for any reason, they must bring a written excuse from the parent/guardian or medical professional, or the online excuse form can be filled out by going to our school website and clicking on the Online Absence link.

Students will present excuses for absences, or parent requests for early dismissal, to the office before 1st period.

If different arrangements are made for pick-up, students are to check out in the office. An approved adult must be present to sign the student out.

All excuses must be submitted within 3 days of the absence.

LEAVING SCHOOL GROUNDS

No student is permitted to leave school during the school day without the permission of the office. Permission will be granted for:

1. A note must accompany anyone other than persons listed on emergency information. **PHONE CALLS WILL NOT BE ACCEPTED FOR DISMISSAL.**
2. A parent /guardian coming to the school for a student;
3. Illness which requires medical attention outside the school.

ANY STUDENT WHO LEAVES SCHOOL PREMISES AT ANY TIME WITHOUT PERMISSION WILL NOT BE UNDER SCHOOL SUPERVISION, AND THE SCHOOL WILL NOT ACCEPT RESPONSIBILITY FOR THEM. WHEN THIS OCCURS, THE POLICE WILL BE NOTIFIED.

Due to bus line up and traffic in our parking lot, please do not call or try to pick your child up after 1:45.

VISITORS



All visitors must report to the single entrance at the front of the building designated for the main office. A valid drivers license will be required before being admitted to other parts of the building during school hours.

FOOD SERVICE



Breakfast and lunch will continue to be free for all students for the 2023 – 2024 school year. Students may bring their lunches from home, and milk will be free. It is recommended that all families fill out an application for free and reduced breakfast/lunch to qualify for additional benefits that may be available during the school year. Forms can be found online at schoolcafe.com

EXTRA CURRICULAR ACTIVITIES

All students are afforded the opportunity to participate in extra-curricular activities at South Middle School. The school is a member of the WV Secondary Schools Athletic Commission, which regulates athletic and band programs. Among their regulations are the following:

1. A player must reside in the geographical zone designated by the Board of Education.
2. Transferred students must check with the principal to determine eligibility.
3. Players/members must maintain a "C" average (2.0 Grade Point Average) the preceding semester to participate.
4. Players/members must have satisfactory citizenship to participate.
5. Proper behavior must be exhibited at all school functions.

STUDENT CODE OF CONDUCT

All students enrolled in Monongalia 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:

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

HEALTH REQUIREMENTS

Immunizations: “No Shots, No School.” All students entering for the first time are required to have proof of immunization against diphtheria, pertussis, tetanus, polio, mumps, measles, rubella, Hep B and Varicella. For students entering the 7th grade in August 2023, the following records and forms need to be submitted.

- Tdap and MCV4 immunization records (**required**)
- Health check form
- Dental form

MEDICATION

South’s school staff are prohibited from providing or administering any medication, including aspirin; to any student.

Students needing occasional medications, such as penicillin, etc., for colds, earaches, and sore throats, are to take these medications at home if possible. Medication that is prescribed three (3) times a day can be given before the student comes to school, after school, and again at bedtime. However, if medication **MUST** be given at school, it must personally be delivered by the parent/guardian and accompanied by South Middle School’s medication form from a parent/guardian that includes the name of the medication and instructions for its administration (time and dosage) and must be signed off by a licensed prescriber. This form is available on South’s website under Departments-Nurses Notes. Any questions please call the School’s Clinic. A student folder will be established and maintained on every student.

PROCEDURES FOR STUDENT ENROLLMENT

Basic requirements for student enrollment:

- Copy of birth certificate
- A piece of mail with current address
- Copy of social security card
- Original health card
- Copy of records request for transfer students, request should show enrollment date and parent/guardian signature if possible


A registration packet for a student enrolling will contain:

- Personal data sheet—aka WEVIS form
- Copy of student/parent handbook
- Permission for emergency treatment form



TELEPHONES and CELL PHONES and OTHER ELECTRONIC DEVICES

School telephone use is for emergencies only. Students may request permission from their teachers or the office to use the phone. Students will only be called out of class to take a call in the case of an emergency. If you are calling to change after school plans, **you must call prior**

to 1:45 pm daily for messages to be given to students.  Cell phones are to be kept in student lockers during the school day to eliminate disruptions unless office approved reasons. When students are at school...they are at work. Cell phones and other electronic devices are not required for students to do their jobs other than their Chromebooks. Parents should rely on the school phones to contact their children during the school day at 304-291-9340. Students should not be receiving or answering texts during the day. They are only permitted to have phones in use during morning arrival and after dismissal. If you must reach your child, send them an email to their school account, since all students have access to a Chromebook. which is a wonderful time to send texts to your child if needed.

Cell Phone Policy

1 st offense	2nd offense	3rd offense
Phone given to teacher with no confrontation, will be returned at the end of the period and phone will be returned to their lockers.	Phone taken by teacher for second time results in the phone being held with that teacher until end of the day.	Phone taken by teacher for third time results in phone staying until administrative contact is made to conference with a guardian and schedule a time for pick up that day.
Confrontation from student will result in office referral and returned at the end of the period.	Confrontation from student will result in office referral, parent contacted and then returned at the end of the day.	

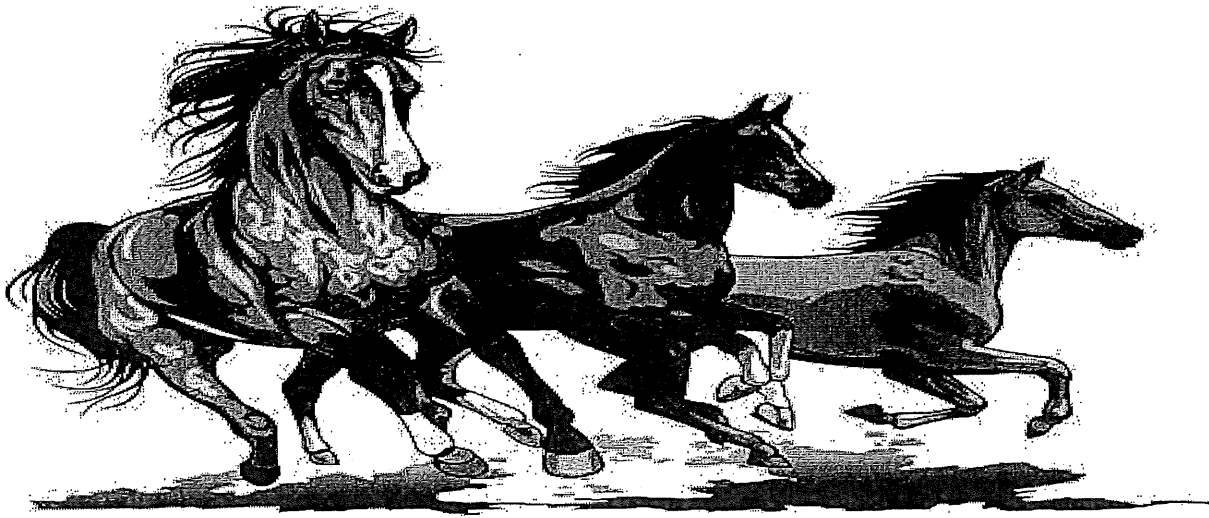
PARENT INFORMATION

WEVIS/ Emergency forms and all opening paperwork will need to be turned in by the end of the first week. This is essential information that the school would need to contact parents/guardians. Due to possible virtual learning components of education during Arctic Academy and Beyond anytime there are changes with phone numbers, addresses, and emails, please contact the school (304)-291-9340 at your earliest convenience, so the updates can be made.

USE OF SURVEILLANCE EQUIPMENT

Surveillance equipment may be used on school transportation vehicles or in schools as determined by the transportation department, principal, or other appropriate administrative officials. Staff and students are prohibited from tampering with or otherwise interfering with such equipment. If students tamper with or damage surveillance equipment, the students and parent/guardian will be held financially responsible.

Be a part of the Stallion H.E.R.D.



P.B.I.S. Positive Behavior Intervention Support

SCHOOL WIDE BEHAVIOR PLAN

Helpful: Going above and beyond for others

Engaged: Acting positive

Respectful: Of other people, self, and property

Driven: Above and beyond teacher expectations

One of the primary goals of education is to assist in the development of character. Therefore, all disciplinary action will be centered on strengthening character through self-discipline. Assisting the child in assuming personal responsibility for behavior and helping to understand the consequences of actions, is critical to the development of responsible, productive students.

Students are expected to contribute to a positive, orderly school environment, and will be expected to conduct themselves accordingly. Teachers will help students cope with school-related issues as they arise and guide them in making appropriate choices. When available alternatives/interventions have been ineffective, the student will be referred to the principal for additional disciplinary measures. Parents will be kept informed throughout this process by reviewing PBIS points.

ADMINISTRATIVE DISCIPLINARY ACTIONS

Include, but are not limited to:

- | | |
|--------------------------------|---|
| *Conference | *Loss of school privilege |
| *School based counseling | *Time out |
| *Lunch detention | *Teen Court |
| *In School Suspension | *After School Detention |
| *Interventions prior to office | *Behavior plans/Behavior Contract |
| *Out of School Suspension | *Loss of privilege to attend after school event /activities |

CONTRABAND AT SCHOOL

Possession of anything considered unlawful by either state or federal government officials, as well as county and school administration, will be considered contraband.

Some examples include sharp objects (ninja stars), medication, explosive devices, ammunition, and any dangerous items deemed improper to be on school property. Please refer to the Monongalia County Schools Board of Education policy 4373 for consequences.

CIGARETTES AND OTHER TOBACCO PRODUCTS/ALCOHOL AND OTHER DRUGS

Students in possession of any tobacco products, alcohol, or other drugs, are breaking the law. Tobacco use is unlawful, unhealthy, and strictly prohibited on school property. Students caught with tobacco products, in addition to legally required discipline, may lose permission to participate in certain school activities. Possession or use of alcohol or other drugs on school property will constitute an immediate notification to law enforcement authorities and result in Safe School Referral.

WEAPONS AT SCHOOL

Any students caught in possession of a firearm will be immediately suspended and turned over to law enforcement authorities. Please note that EXPULSION proceedings will begin against the student. Expulsion of a student means not permitting the student to attend any school for a period of time.

DRESS AND APPEARANCE

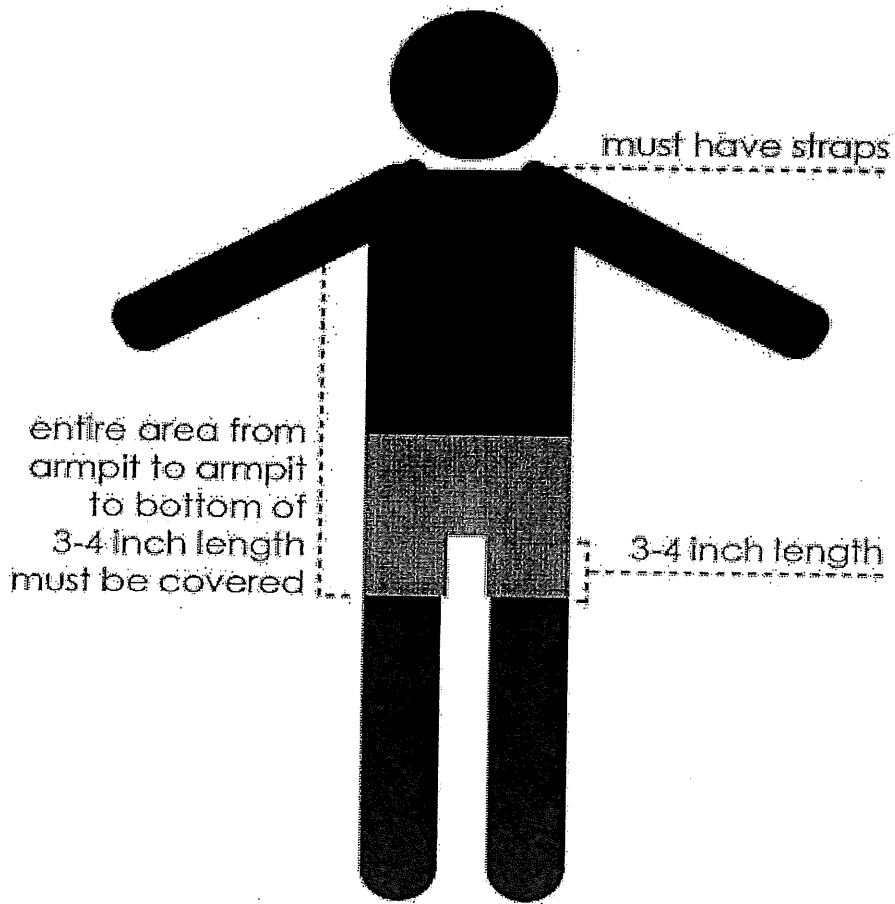


Our school will adhere to Monongalia County Schools' Appropriate Appearance policy 4373. Students will dress and groom in a manner that encourages the educational process and supports the health, safety and welfare of students. Distractive or indecent dress - including any apparel that promotes behaviors and/or displays items interfering with the teaching and learning process - are prohibited by this policy.

The following are Monongalia County Schools' / South's guidelines to help students adhere to the Appropriate Appearance Policy:

- Clothing may not depict, imply, advertise, or advocate illegal, violent, or lewd conduct, or use of alcohol, tobacco, weapons, or drug use.
- Students may not wear sunglasses, hoodies with the hood up, or hats.
- Students may not wear blankets.
- Clothing may not state, imply, or depict hate speech/imagery targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected classification
- Clothing and accessories that endanger student or staff safety may not be worn.
- Inappropriate fashion not specifically covered in the above guidelines shall be addressed by the site administrator/designee.

When a student's appearance or mode of dress disrupts the educational process or constitutes a threat to health or safety, the student will be required to change or remove inappropriate apparel. Continuous violation of the dress code guidelines will result in additional consequences. Students should understand that when they are at school, they are at work. They must dress appropriately...and dress for success.



SOUTH MIDDLE SCHOOL STUDENT HANDBOOK 2023-2024

PARENT/GUARDIAN PAGE

By affixing my signature below, I verify that I have seen a copy of the South Middle School Student Handbook for 2023-2024 and, that I have reviewed the Handbook with my child. Please return this signed copy of verification with your child to his/her homeroom teacher by Monday, August 28, 2023.

My child's name is _____.

Homeroom Teacher _____.

Parent/Guardian Signature

Date

Cell number

Email

Additional Contact information if parents/guardian cannot be reached

Name

Cell Phone

Email

Relationship to student

