

# Capon Bridge Middle School

2018-2019 Student Handbook

**Creating Bright Minded Students**

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Name \_\_\_\_\_  
Address \_\_\_\_\_  
City/Town \_\_\_\_\_ Zip Code \_\_\_\_\_  
Phone \_\_\_\_\_ Email \_\_\_\_\_  
Student Number \_\_\_\_\_

## Important Information

Locker number: \_\_\_\_\_ Locker Combination: \_\_\_\_\_  
Live Grades Username: \_\_\_\_\_ Live Grades Password: \_\_\_\_\_  
STAR Username: \_\_\_\_\_ STAR Password: \_\_\_\_\_  
Email Username: \_\_\_\_\_  
Reflex Username: \_\_\_\_\_ Reflex Password: \_\_\_\_\_  
Other: \_\_\_\_\_ Other: \_\_\_\_\_

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Capon Bridge Middle School  
School-Wide Expectations



**Prepared**  
**Always Respectful**  
**Willing to Learn**

**Safe**

## **Welcome to Capon Bridge Middle School**

The faculty, staff, and administration welcome you to Capon Bridge Middle School. It is our sincere hope that you will find this to be an exciting, rewarding, and challenging school year. Your success in school will depend upon your development of effective study habits, perceptive listening skills, and the practice of regular attendance.

Capon Bridge Middle School is organized and administered for the purpose of allowing you to develop to your fullest potential. Your progress in each subject will depend upon your interest, desire, effort, and ability. Success depends on you!

It is generally recognized that participation in school activities increases one's academic success and generates a sense of loyalty and pride. We encourage you to become involved in the wide variety of activities that will be provided for you this year.

This handbook will provide important information regarding your privileges, opportunities, and responsibilities as a Capon Bridge Middle School student. Each student is required to read this handbook and be knowledgeable of its contents. You are responsible for knowing all rules and regulations. Parents are to read this handbook as well. If you or your parents have questions or concerns about the procedures outlined in this handbook, please feel free to contact a teacher, counselor, or administrator for an explanation.

### **Vision and Mission Statement**

**Vision Statement:** Creating Bright Minded Students

**Mission Statement:** To encourage a life-long love of learning in all students; to provide a safe, supportive, healthy environment; to prepare all students to become productive young adults.

The purpose of Capon Bridge Middle is to provide a learning environment that enables every student to develop the means to achieve his or her individual potential and function responsibly in society. With excellence as a standard, Capon Bridge Middle School assists students in the mastery of communication, technology, critical thinking, and problem solving.

### **Rights and Responsibilities**

Capon Bridge Middle School is dedicated to recognizing the rights and responsibilities of all its members. To that end, the violation or infringement of anyone's civil, social, or physical rights will not be tolerated. Forms of harassment such as activities, language (written or oral), pictures, gestures, or touching that in any way disparage a person's dignity, race, ethnic origin, gender, religion, or creed is not acceptable. Anyone who feels that any of his or her rights as stated above have been violated should contact the counselor or the administration.

## **General Information**

### **Arrival and Departure**

Arrival at school is usually determined by the bus schedule. Privately transported students should not report to school before 7:30 a.m. but should arrive by 8:00 a.m. Upon arrival to school, students are to report to the cafeteria, where they will be permitted to eat breakfast and then be dismissed to homeroom. Students are not to report to their lockers until they have been dismissed to homeroom. Students who arrive late to school (after 8:00 a.m.) need to have a parent/guardian sign the student in and receive a tardy slip from the office before reporting to class. Students who ride first bell buses in the evenings will be dismissed at 3:09. Students must ride the bus to which they are assigned. **Students are not permitted to ride buses other than their own unless they have an alternate route scheduled with the transportation department. Parent pick-up time is 3:14.** Students should not be picked up early from class unless there is an emergency or scheduled medical appointment. **Students may not be signed out after 2:30 pm.** Students riding home with someone other than a parent must have a signed note.

### **Personal Property**

**The school is not responsible for any loss, theft, or destruction of personal property.** Personal belongings should be clearly marked with the student's name. Students should only bring what is necessary for their classes to school. **Electronic devices such as cell phones, Ipods, MP3 players, tape players, games, etc. are not permitted in school.** Each student is provided a locker which should be kept locked at all times. Students should not give their locker combination to any other student. Personal items may be confiscated and held in the office to be released only to your parent.

### **Student Use of Phone**

The school phone is for business purposes. Students are not permitted to use cell phones or the school telephone without permission from a staff member. In the event of an emergency, the secretary will make a call for the student. Messages from parents are to be left with the secretary; they will be given to students as soon as possible. Students will not be called out of class to come to the phone.

Arrangements for students to go home by a different method or to a different place, as well as arrangements for staying after school for various programs and activities, should be made before students come to school. **Students must have a parent note specifically stating the change or they must go home as usual.** Office staff **CANNOT** accept permission over the phone from parents for a child to be picked up by someone other than those listed on the emergency procedure card. Office staff cannot write notes for a student to ride a different bus. Update your emergency procedure card.

### **Emergency School Closings**

In case of unusual weather conditions or other emergencies when it is necessary to close school, the official announcement will be made via the radio and will be posted on the Hampshire Review and Hampshire County Board of Education websites. A phone call may also be made using the School Messenger System. If the school closing should occur after student arrival, parents must have a place

for their child to go for the remainder of the day. The alternative location should be on the child's regular bus route. Parents should keep their numbers updated to ensure receipt of phone messages.

## **Services Provided At Capon Bridge Middle School**

### **Supplies**

Free textbooks, folders, and assignment notebooks are issued to all students and should be brought to each class daily. All students may be issued textbooks for each of their subjects. They are to use their own textbooks and are responsible for the text that has been assigned to them. There will be a fine for lost and damaged books or laptops.

### **Food Service**

Nourishing hot breakfasts and lunches are available for students. At the beginning of the school year, each student will be issued a lunch number and may be finger-scanned for billing purposes. Lunch bills will be issued from the Hampshire County Board of Education monthly. The prices for meals are as follows:

**Breakfast:** Full \$1.00    Reduced: \$.30                      **Lunch:** Full \$2.00    Reduced: \$.40

Reduced and free meals are available according to certifiable need. If the student should choose to eat two meals, he or she will be charged for each one. The West Virginia Department of Education requires an application be submitted each year for free or reduced meals. This form should be completed during the first week of school and turned into the principal for approval before free or reduced charges for meals are allowed. If the form is not on file in the office, students will be required to pay full price for meals. Programs, benefits, and service is available to all participants, without regard to race, color, gender, disability, age, or national origin.

### **Curricular and Extracurricular Programs**

Capon Bridge Middle School offers a variety of activities and opportunities for its students. These include, but are not limited to: chorus, band, student council, science fairs, social studies fairs, spelling bees, Young Writer's Contests, Golden Horseshoe, Math Field Day, football, basketball, volleyball, cross country, cheerleading, track, and numerous other activities throughout the course of the school year. (WVSSAC rule states that all athletes must maintain a 2.0 semester average in order to participate.)

Information about all the activities at Capon Bridge Middle School is presented to students in a timely and complete manner. Parents may obtain information about these activities through the office and from the Capon Bridge Middle School website: <http://boe.hamp.k12.wv.us>

### **Guidance and Counseling**

The guidance counselor is responsible for assisting students with course selections, testing, and individual problems that impede the learning process. Students are encouraged to become acquainted with the counselor, who will listen and assist with their concerns. The counselor also provides developmental guidance for all students. Throughout the course of the school year, developmental guidance lessons, presentations and activities will be conducted with students in an effort to teach them the life skills they will need as they grow and mature. Topics may include bullying, dating/peer relationships, drugs/alcohol, Internet /cyber safety, conflict resolution, academic success/study skills,

multi-cultural awareness, and educational/career exploration. These topics will be delivered to students via classroom guidance lessons conducted by school counselors as well as teachers, special presenters, assemblies, videos, movies, Internet programs, experiential field trips, and the county mandated Advisory program. These lessons/activities are covered under the State's School Counseling standards and are mandated each year. Some of the topics may be sensitive in nature; however, all topics/presentations/videos will be appropriate and have been approved by the school and/or county administration. Some of these activities MAY require special parent permissions/opt-out forms which will be sent home to parents with their child prior to the presentation/lesson/activity. However, not all topics and activities require this. If a presentation is one where a parent may "opt-out" their child, the parent must be sure to send in the signed "opt-out" form. It is understood that during these presentation times, students who have been "opted out" will be given an alternate activity. Should parents wish to preview or learn more about any of these developmental guidance activities, they may contact their child's school counselor at any time throughout the school year.

In addition to school guidance, additional counseling services may be available through School-Based Services. Referrals can be made through the guidance office.

## **Student Health and Safety**

### **Fire/ Crisis Drills**

The safety of each and every student is the school's foremost concern. Capon Bridge Middle School has a crisis response plan to address potential emergency situations that may arise in the school setting. For this reason, regular fire and crisis drills will be conducted. During a drill, the teacher will direct students with appropriate instructions. **No cell phones should be used during a fire or crisis drill.** Parents may view a redacted copy of the school's crisis response plan at the county board office upon request.

### **Insurance and Physical Exam**

There will be an opportunity for parents to ensure their child with group accident or individual protection plans. The school will not act as an agent in the insurance process. It is the parent's responsibility to pay any costs due to injury during the school day. Students who participate in the interscholastic athletic program are required to have some form of accident insurance and a physical exam before they participate. Free physicals are provided for athletes by local physicians certain days during the summer. Dates will be published in the *Hampshire Review*.

### **Medications**

**Students are NOT permitted to carry medication of any kind, including cough drops, on their person or store it in their locker.** Students must immediately turn in medications to the office upon arrival to school. Only necessary prescription medicines are to be brought to school. No over-the-counter medications will be administered without written parent permission and signed medication authorization form. No more than a week's supply should be delivered to school. Prescription medicines and prescribed over-the-counter medications are to be securely locked in the administrative offices or nurse's clinic.

Students receiving medications are to come to the office at the appropriate time for his/her dosage. Medicine must be in the original bottle with the child's name, dosage, and times of administration. Extra medication authorization forms are kept in the office if needed.

## **Illness or Injury**

If a student is injured or becomes ill, he/she must report to the supervising teacher for permission to go to the office or nurse. If necessary, the parent/guardian will be contacted. All students leaving school for illness or injury must be signed out through the office. Students may not be released if a parent/guardian cannot be reached. Only those adults designated on the emergency procedure card will be allowed to pick the child up from school.

In the case of a serious emergency, continued effort will be made to contact the parent or guardian while emergency transport is arranged. Other emergency information on the emergency procedure card may be used if necessary.

## **Head Lice**

Any student found by the principal, teacher, or school nurse showing evidence of head lice or nits in their hair shall be excluded from school. Readmission to school will be based on proof of treatment, absence of lice, and absence of nits.

## **Asbestos Hazard Emergency Response Act**

The Hampshire County Board of Education is in compliance with the Asbestos Hazard Emergency Response Act (HERA) and has an Asbestos Management Plan in place. That plan is available for review in each of the school offices.

The Hampshire County Board of Education performs surveillance activities in reference to the asbestos that is present in the Board of Education's building every six months. The Hampshire County Board of Education has had a private environmental firm perform the three-year asbestos re-inspection of the Board of Education's buildings as required by HERA. If you have any questions or concerns about the Board of Education's Program, please do not hesitate to contact the Hampshire County Board of Education, 111 School Street, Romney, WV 26757. Telephone: (304) 822-3528.

## **Pesticide Application Notification**

Capon Bridge Middle School adheres to an Integrated Pest management Plan in accordance with Title 61, Series 12J rules of the West Virginia department of Agriculture. Pests are controlled primarily through preventive measures. When pesticides are required, the least hazardous materials will be used.

Pest management methods are classified as Level 1, Level 2, Level 3, and Level 4 depending upon their toxicity and the degree of hazard associated with their application.

Level 1: Non-chemical (preventive)

Level 2: Least hazardous (low toxicity, non-volatile baits or dusts)

Level 3: EPA Caution (limited volatility liquids)

Level 4: EPA Warning or Danger (broadcast and space treatments, spraying and fogging)

As a parent or guardian, you have the right to be notified if and when Level 3 or Level 4 pesticides are to be applied. To receive such notification, please notify the school in writing.

## **Parent Information**

### **Parent/Teacher Conferences**

A conference with your child's teacher is the appropriate first step in resolving difficulties your child may be experiencing in the classroom. Parents are encouraged to meet with teachers as the need arises. This conference must be scheduled and confirmed in advance by sending a note or email to the teacher or by contacting the office at 856-2534. Parents arriving without an appointment may not be able to meet with the teacher. Teachers will not be able to meet with parents or accept phone calls during class time.

### **School Visitation**

All parents/guardians are encouraged to visit the school. In order to make our building and our children safe, we need your cooperation when you need to visit our school. During the school day, anyone visiting the school should enter and exit through the front entrance. All visitors must register in the office and receive a pass before going to the classroom area. Students are not permitted to bring visitors to school. If parents wish to speak with an administrator, counselor, and/or teacher, an appointment should be made in advance.

### **School Volunteers**

Adult volunteers are a valuable resource to the school. In order to ensure the safety of all students, volunteers must be school approved through the following process: 1. Complete a volunteer agreement (obtainable in school office) 2. Complete a tb questionnaire 3. Obtain two (2) letters of recommendation from non-family members 4. Schedule an interview with the school principal 5. Complete the background check information on the school's website. 6. Board approval. **Any parent wishing to chaperone school dances or attend field trips with their child must be a school-approved volunteer.**

### **Local School Improvement Council**

The Capon Bridge Middle School Improvement Council is composed of elected parents, students, school personnel, and community members who work together for the betterment and long range planning of the school. This is a state mandated body that meets regularly throughout the school year. Questions, ideas, or concerns for the Council's consideration should be forwarded through the office.

## **Grading Procedures**

Report cards are a means of communicating student progress between parents, teachers, and students. Grades are based on a scale of:

**A=90-100 B=80-89 C=70-79 D=60-69 F=0-59**

There are four grading periods throughout the school year. Midterm progress reports will be given to any student below a 'C' average in any subject. Report cards are given to students several days following the end of the grading period, and semester grades will be entered on the permanent record card. To enter the next grade level, each student must pass a minimum of four subjects, three of which must be English, Math, Science, or Social Studies. Students who perform below average work with unsatisfactory effort and poor attendance may be retained the following school year.

Live Grades is an online grading system that allows students and parents to track student progress throughout each 9 weeks. Teachers post student grades to Live Grades regularly. All parents are encouraged to activate a Live Grades account to keep track of their child's grades. Parents and students may obtain information about activating a Live Grades account at the following site:

**<http://boe.hamp.k12.wv.us/>**

## **Homework**

Your son or daughter's experience at Capon Bridge Middle School is designed to enable him/her to master learning skills, develop a positive self-concept, and establish proper behaviors and attitudes necessary for a successful school experience. Out-of-school study is a responsible part of this developmental process.

Homework will be given, in varying amounts, based on the age and ability of the students. **It is the responsibility of the student to complete and turn in all homework assignments on time.** Homework will be considered as a part of the student's grade. The individual teacher will explain to his/her students the class grading system at the beginning of the school year.

In order to assist students and enhance communication with parents, an assignment planner is required for each student. One planner will be provided free of charge at the beginning of the school year. Students need to record assignments daily in every class. Communications to parents from the teachers, or to the school by parents, should be included as needed. All pages should remain in the book as a cumulative record, and students should treat this assignment planner as a textbook. It is the student's responsibility to replace the assignment planner if lost.

## **Make-Up Work**

It is the responsibility of the student, upon returning to school, to ask teachers for make-up work. **Students will have three days to make up work for each day of school missed (up to 10 days total).** When a student is absent for more than three days, it is recommended that assignments and homework be obtained by telephoning the office. Twenty-four hours are required to have requested assignments ready for parents. For any school-related activities for which a student will miss any given class, the student must make prior arrangements with the teacher concerning the missed work.

## **School Policies**

### **Discrimination Prohibited**

As required by federal laws and regulations, the Hampshire County Board of Education does not discriminate on the basis of sex, race, color, religion, handicapping conditions, age, and/or national origin in employment and in the administration of any of its education programs and activities. Inquiries may be referred to the Title IX Coordinator, Hampshire County Board of Education, 111 School Street, Romney, WV 26757. Telephone: (304) 822-3528. To contact the Sex Discrimination Program Coordinator phone 348-7864, or to phone the U.S. Department of Education's Director of the Office for Civil Rights call (215) 596-6795.

## Use of Tobacco on School Premises

In order to protect students and staff who choose not to use tobacco from an environment noxious to them, and because the Board cannot, even by indirection, condone the use of tobacco, the Board prohibits the use of tobacco products in school buildings, on school grounds, and at any school-sponsored function. For the complete Board Policy, visit the Hampshire County Website and read *Policy 7434: Use of Tobacco on School Premises*.

## Drug Free Schools Policy

In accordance with Federal and State law, the Hampshire County Board of Education prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school-approved vehicles, or at any school-related event. Drugs include any alcoholic beverage, anabolic steroid, dangerous controlled substance as defined by law or substance that could be considered a "look-alike" controlled substance.

Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, up to and including expulsion from school. Hampshire County Schools will also notify law enforcement officials as appropriate.

The Hampshire County Schools is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which s/he receives help through programs and services available in the community. Students and their parents should contact the school principal or counseling office whenever such help is needed.

## Attendance and Truancy

Attendance in school is vital to the success of each student. Students enrolled in the Hampshire County School System are subject to the West Virginia Compulsory Attendance Laws. Regular and prompt attendance is expected. Students enrolled at Capon Bridge Middle School will follow the Hampshire County Board of Education attendance policy. **Over five (5) unexcused absences per year place students and their parents/guardians in the legal consequences of truancy.**

- Students need to report to school on time, and remain on school property from the time of arrival until their departure time.
- Students arriving tardy to school must report to the office with a note from their parent/guardian stating the reason for tardiness. **Five unexcused tardies in a school year may result in 1/2 day In-School Assistance or other determined consequences.**
- Students will not be released from school before dismissal time unless their parent/guardian has signed them out of the office in the presence of a school employee. If someone other than the parent/guardian must pick up a student, that person must have written permission to do so.
- **Written excuses for absences must be brought to school the day following each absence and turned in to the homeroom teacher.**
- Excuses must contain the following information:
  1. Student's full name
  2. Date(s) of absence
  3. Reason for absence
- Excused absences include:
  - a. Illness or injury requiring doctor verification

- b. Medical/dental appointment, which cannot be scheduled outside of the school day, **VERIFIED BY A PHYSICIAN'S EXCUSE. A parent note stating that a student was at the doctor is not excused.**
- c. Illness, verified by parents, not to exceed three consecutive or five total days per semester
- d. School-approved curricular or extracurricular activities
- e. Failure of the bus to run during extremely hazardous weather conditions
- f. Observance of religious holidays
- g. Family illness or death in the immediate family

\*Partial Day Absences- Students arriving to school after 10:00 a.m. or leaving school anytime before 2:00 p.m. will be counted absent for half a day.

**\*\* Any absence that is not accompanied by a note or does not meet the above criteria will be considered unexcused.**

## **Homeless Children and Youth**

The McKinney-Vento program in Hampshire County is designed to address the problems that homeless children and youth have faced in enrolling, attending, and succeeding in school. Under this program we must ensure that each homeless child and youth has equal access to the same free, appropriate public education, including a public preschool education, as other children and youth.

### **What is meant by the term "homeless children and youth"?**

The McKinney-Vento Act defines "homeless children and youth" as individuals who lack a fixed, regular, and adequate nighttime residence. The term includes children and youth who are:

- sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason (sometimes referred to as doubled-up);
- living in motels, hotels, trailer parks, or camping grounds due to lack of alternative adequate accommodations;
- living in emergency or transitional shelters;
- abandoned in hospitals; or
- awaiting foster care placement;
- Children and youth who have a primary nighttime residence that is a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings;
- Children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
- Migratory children who qualify as homeless because they are living in circumstances described above.

Homeless children also include "unaccompanied youth". This term includes youth not in the physical custody of a parent or guardian. This would include youth living in runaway shelters, abandoned buildings, cars, on the streets, or in other inadequate housing.

If you believe your child/children live in one of these situations, you may .....

- continue to attend the school in which you were last enrolled, even if you have moved away from that school's attendance zone or district (if feasible and in the best interest of the child);
- receive transportation from the current residence back to the school of origin;
- qualify automatically for Child Nutrition Programs (Free and Reduced – Price Lunch and other district food programs);
- participate fully in all school activities and programs for which you are eligible; and
- contact the district liaison to resolve any disputes that arise during the enrollment process.
- ask the local liaison for assistance with clothing and supplies, if needed.

Hampshire County Local School District Liaison:

Amy Haines, Attendance Director and Homeless Liaison  
 Hampshire County Board of Education  
 111 School Street  
 Romney, West Virginia 26757  
 304-822-3528 Ext. 182

## **Positive Behavior Intervention Support Program**

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Positive Behavior Intervention Support (PBIS) is designed to accentuate and acknowledge positive student behavior in the school setting. PBIS strives to teach students consistent school expectations, acknowledge when students act responsibly and appropriately, and re-teach expectations periodically to encourage successful behavior. Students will be taught school-wide expectations at the beginning of the school year. Students who model appropriate behavior will be rewarded in various ways throughout the school year in an effort to acknowledge positive conduct. Students who do not model appropriate behaviors will be re-taught school rules and expectations periodically throughout each nine weeks by teachers, administrators, and counselors. Used consistently, the PBIS program should diminish inappropriate behaviors and reduce discipline referrals. PBIS goal behaviors and reward program will be taught and distributed to students at the beginning of the school year.

### **Safe and Supportive**

### **Schools**

\*A complete copy of Policy 4373: Safe and Supportive Schools can be obtained at  
<http://wvde.state.wv.us/policies/p4373-new.pdf>

### **School and Community Social Skills Standards**

Social and emotional learning is the process through which individuals acquire the knowledge, attitudes, and skills they need to recognize and manage their emotions, demonstrate caring and concern for others, establish positive relationships, make responsible decisions and handle challenging situations constructively. **In accordance with WV policy 4373, social and emotional learning will be incorporated into a variety of instructional settings at Capon Bridge Middle School including (but not limited to) guidance and counseling, advisory, social studies, health education, physical education, assemblies and special programs.** Socially competent students are skilled in three core areas:

1. **Self-awareness and Self-management** – students are able to recognize their emotions, describe their interests and values and accurately assess their strengths. They have a well-grounded sense of self-confidence and hope for the future. They are able to manage stress, control impulses, and express their emotions appropriately in wide range of situations. They can persevere in overcoming obstacles as well as set and monitor progress toward the achievement of personal and academic goals.
2. **Social awareness and Interpersonal Skills** – students are able to take the perspective of and empathize with others. They recognize and appreciate individual and group similarities and differences. They are able to seek out and appropriately use family, school, and community resources in age-appropriate ways. They can establish and maintain healthy and rewarding relationships based on cooperation. They resist inappropriate social pressure; constructively prevent, manage and resolve interpersonal conflict; and seek and provide help when needed.
3. **Decision-making Skills and Responsible Behaviors** – students consider ethical standards, safety concerns, social norms, respect for others and the likely consequences of various courses of action when making decisions at school, at home, and in the community. They apply these decision-making skills in academic and social situations and are motivated to contribute to the well being of their schools and communities.

## **Discipline/Consequences**

School-wide discipline and respect for each other and for school property is essential for a successful academic environment. At Capon Bridge Middle School, students and staff have a right to be in an environment where they feel safe, respected, and protected. Therefore, certain rules, regulations, and guidelines are in place to ensure the safety and well-being of all students and staff at our school. Students must realize that the authority of the teaching staff and other personnel extends throughout the entire school. Students are expected to obey, respect, and cooperate with all teachers and staff at all times. The following pages outline violations of the Safe and Supportive Schools policy and list consequences that are appropriate at each level.

### **LEVEL 1 Violations**

*Minimally Disruptive Behaviors—disrupt the educational process and the orderly operations of the school but do not pose direct danger to self or others.*

**Classroom management strategies (ie. setting clear expectations, seating charts/ changes, use of proximity, student/ teacher conferences, parent contacts, etc.) should be used and documented as first interventions before discipline referrals are made.**

**Cheating**- A student will not plagiarize, cheat, gain unauthorized access to, or tamper with educational materials. Cheating is defined as an act of conscious deception done in order to obtain an undeserved grade. Examples of cheating include but are not limited to the following: any exchange of materials or talking during a test or quiz, dishonestly obtaining and using copies of tests, using “cheat sheets” or previously prepared materials during tests, impulsive exchange of information or copying from another’s paper during tests or other assignments not intended to be done by a group, and plagiarism: the submission, as your own work, of papers or parts of papers actually written by another without giving due credit; this could be done by quoting or paraphrasing without proper quoting of source. **The**

**response to violations under this section may include academic sanctions in addition to other discipline.**

**Deceit**- A student will not deliberately conceal or misrepresent the truth, deceive another or cause another to be deceived by false or misleading information.

**Disruptive/ Disrespectful Conduct**- A student will not exhibit behavior that violates classroom/school rules, results in distraction and obstruction of the educational process or that is discourteous, impolite, bad mannered and/or rude. Behavior is considered disruptive and/or disrespectful if a teacher is prevented from starting an activity or lesson or has to stop instruction to address the disruption.

**Failure to Serve Detention**- A student will not fail to serve an assigned detention of which students and/or parents/guardian have been notified.

**Falsifying Identity**- A student will not use another person's identification or give false identification to any school official with intent to deceive school personnel or falsely obtain money or property.

**Inappropriate Appearance**- A student will not dress or groom in a manner that disrupts the educational process or is detrimental to the health, safety, or welfare of others. A student will not dress in a manner that is distracting or indecent, to the extent that it interferes with the teaching and learning process, including wearing any apparel that displays or promotes behavior and/or items prohibited by WV Policy 4373. Items that fall into this category are:

1. Suggestive, low cut, or revealing clothing
2. Bike pants, tight shorts, bare midriff tops, backless tops, halter tops, tank tops which allow the bra strap to be visible or have straps less than **two inches** wide, spaghetti strap tops, muscle shirts (No part of the stomach should show if arms are raised in the air.)
3. Sunglasses, hats, head coverings and sweatbands.
4. Clothing, jackets, jewelry or any other item depicting violence, alcohol, drugs, gangs, obscene or suggestive statements or pictures.
5. Short shorts, skirts, and dresses (**These items must reach mid-thigh**. Clothing that is split up the side is prohibited if the split goes above mid-thigh.)
6. Pants and shorts must be worn at the waistline or hip bone, and pants should not drag the floor. They must be rolled up if they are too long.
7. Face paints are only permissible during special school events.
8. Trench coats are not permitted to be worn to school. Outer coats are not permitted in the classrooms and must be stored in lockers.
9. Underclothing is not to be visible at any time. This includes boxer shorts and bra straps.
10. Sharp or pointed studs on collars, necklaces, bracelets, clothing or jewelry are not permitted. Handcuffs, whips, dog collars, or any other items which could be used for bondage, restraint, or the infliction of pain are not permitted.
11. Chains of any length are not permitted. This includes wallet chains and chains sewn into material on clothing.
12. Earrings, which may cause a rip or tear to the ear lobe, should be removed prior to participating in physical education classes.
13. Pajamas or any type of clothing resembling night clothes may not be worn.
14. Book bags should only be used to transport books to and from school and should be left in lockers throughout the school day.
15. ANY CLOTHING, AS DETERMINED AT THE DISCRETION OF THE ADMINISTRATIVE STAFF, NOT TO BE OF A POSITIVE NATURE OR NOT TO BE IN GOOD TASTE BECAUSE IT DISRUPTS THE LEARNING PROCESS OR CONSTITUTES A HEALTH OR SAFETY HAZARD, WILL NOT BE PERMITTED.

**Inappropriate Display of Affectionate**- Students will not engage in inappropriate displays of intimate affection, such as kissing or embracing.

**Inappropriate Language**- A student will not orally, in writing, electronically, or with photographs or drawings, use profanity in general context (not directed toward any individual or group).

**Possession of Inappropriate Personal Property**- A student will not possess personal property that is prohibited by school/classroom rules or that is disruptive to teaching and learning. The following items are not permitted for use in any classroom: laser pointers, toys, hand held games, video games, CD Players, radios, walkie-talkies, noisemakers, perfume bottles, soda bottles, lighters, matches, etc. Certain items listed may be permissible for special events or learning occasions. Electronic devices must be kept in lockers and turned off during the school day. Lighters and matches are never permitted.

**Skipping Class**- Students are expected to be in class during the assigned time. A student will not fail to report to the school's assigned class or activity without prior permission. Any student who does not report to class within five minutes of the designated starting time will be considered as "skipping".

**Tardiness**- A student will not fail to be in his/her place of instruction at the assigned time without a valid excuse.

## **Level 1 Interventions and Consequences**

**Level 1 violations may result in any or a combination of the following consequences, at administrator's discretion based on the severity of the offense and the circumstances surrounding the disciplinary situation.**

- Administrator/ student conference or reprimand
- Administrator and teacher parent/ guardian conference
- Zero on assignment for cheating
- Counseling conference or referral to support staff or agency
- Daily/ weekly progress reports
- Behavioral contracts
- Change in class schedule
- School service assignment
- Confiscation of inappropriate item
- Loss of privileges
- Restitution/ restoration
- Detention (lunch, before or after school)
- Denial of participation in class, school, or extra-curricular activities
- Exclusion by teacher from classroom for one period
- Parent asked to attend school with student
- In-school suspension
- Out-of-school suspension (up to 3 days)
- Law enforcement notification if warranted

## LEVEL 2 Violations

*Disruptive and Potentially Harmful Behaviors—disrupt the educational process and/or pose potential harm or danger to self and/or others. The behavior is committed willfully but not in a manner that is intended maliciously to cause harm or danger to self and/or others.*

**\*Classroom management strategies (ie. setting clear expectations, seating charts/ changes, use of proximity, student/ teacher conferences, parent contacts, etc.) should be used as first interventions before discipline referrals are made.**

**Gang Related Activity** - A student will not, by use of violence, force, coercion, threat of violence or gang activity, cause disruption or obstruction to the educational process. Gangs are defined as organized groups of students and/or adults who engage in activities that threaten the safety of the general populace, compromise the general community order, and/or interfere with the school district's education mission. Gang activity includes:

- Wearing or displaying any clothing, jewelry, colors, or insignia that intentionally identifies the student as a member of a gang, or otherwise symbolizes support of a gang.
- Using any word, phrase, written symbol or gesture that intentionally identifies a student as a member of gang, or otherwise symbolizes support of a gang.
- Gathering of two or more persons for purposes of engaging in activities or discussions promoting gangs.
- Recruiting student(s) for gangs.

**Habitual Violation of School Rules or Policies**- A student will not persistently, as defined by the county, refuse to obey the reasonable and proper orders or directions of school employees, school rules or policies.

**Insubordination**- A student will not ignore or refuse to comply with directions or instructions given by school authorities. Refusing to open a book, complete an assignment, work with another student, work in a group, take a test or do any other class- or school-related activity not listed herein, refusing to leave a hallway when requested by a school staff member, or running away from school staff when told to stop, all constitute insubordination/ unruly conduct.

**Leaving School Without Permission** – A student will not leave the school building or campus of school activity for which the student is enrolled without permission from authorized school personnel.

**Physical Fight Without Injury** – A student will not engage in a physical altercation using blows in an attempt to harm or overpower another person or persons.

**Possession of Imitation Weapon** – A student will not possess any object fashioned to imitate or look like a weapon.

**Possession of Knife not meeting Dangerous Weapon Definition (WV Code 61-7-2)** – A student will not possess a knife or knife-like implement under 3½ inches in length. WV Code 61-7-2 clarifies that a pocket knife with a blade 3½ inches or less in length, a hunting or fishing knife carried for sports or other recreational uses, or a knife designed for use as a tool or household implement shall not be included within the term "knife" as defined as a deadly weapon unless such knife is knowingly used or intended to be used to produce serious bodily injury or death.

**Profane Language/Obscene Gesture/ Indecent Act Toward an Employee or Student** – A student will not direct profane language, obscene gestures or indecent acts towards a school employee

or a fellow student. This inappropriate behavior includes but is not limited to, verbal, written, electronic and/or illustrative communications intended to offend and/or humiliate.

**Technology Misuse** – A student will not violate the terms of WVBE Policy 2460, Safety and Acceptable Use of the Internet by Students and Educators.

## **Level 2 Interventions and Consequences**

**Level 2 violations may result in any or a combination of the following consequences, at administrator’s discretion based on the severity of the offense and the circumstances surrounding the disciplinary situation.**

- Administrator/ student conference or reprimand
- Administrator and teacher parent/ guardian conference
- Zero on assignment for cheating
- Counseling conference or referral to support staff or agency
- Daily/ weekly progress reports
- Behavioral contracts
- Change in class schedule
- School service assignment
- Confiscation of inappropriate item
- Loss of privileges
- Restitution/ restoration
- Detention (lunch, before or after school)
- Denial of participation in class, school, or extra-curricular activities
- Exclusion by teacher from classroom for one period
- Parent asked to attend school with student
- In-school suspension
- Out-of-school suspension (up to 5 days)
- Referral to Alternative Education
- Expulsion
- Law enforcement notification if warranted

## **LEVEL 3 Violations**

*Imminently Dangerous, Illegal and/or Aggressive Behaviors – are willfully committed and are known to be illegal and/or harmful to people and/or property.*

**Battery Against Student** – A student will not unlawfully and intentionally injure another student.

**Defacing School Property/Vandalism-** A student will not willfully cause defacement of or damage to property of the school or others. Actions such as writing in school textbooks or library books, writing on desks or walls, carving into woodwork, desks, or tables, and spray painting surfaces are acts of defacement. Examples of damage to school property include, but are not limited to, ruining bulletin boards, intentionally clogging the plumbing system, breaking light bulbs or fixtures, and damaging school equipment to the point where repair is necessary. \*LEGAL ACTION MAY BE PURSUED & RELATED REPAIR OR REPLACEMENT COST MUST BE PAID BY STUDENT/ PARENT.

**False Fire Alarm** – A student will not knowingly and willingly set off a fire alarm without cause.

**Fraud/ Forgery** – A student will not deceive another or cause another to be deceived by false or misleading information or sign the name of another person in order to obtain anything of value or defraud authorities.

**Gambling**- A student will not engage in any game of chance or contest wherein money or other items of monetary value are awarded to the winner, except for those games and contests authorized as official school functions.

**Hazing**- A student will not haze or conspire to engage in the hazing of another person. "Hazing" means to cause any action or situation which recklessly or intentionally endangers the mental or physical health or safety of another person or persons to destroy or remove public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in, any activity or organization, including both co-curricular and extra-curricular activities.

**Larceny**- A student will not, without permission, take another person's property or have another person's property in his or her possession. Property valued at \$1,000 or more will increase this behavior to a Level 4 because it is considered a felony in accordance with WV Code §61-3-13.

**Sexual Misconduct** – A student will not publicly and indecently expose themselves, display or transmit any drawing or photograph of a sexual nature, or commit an indecent act of a sexual nature on school property, on a school bus or at a school sponsored event.

**Threat of Injury/ Assault Against an Employee or Student** – A student will not threaten (verbal or written) or attempt to injure another student, teacher, administrator or other school personnel.

**Trespassing** – A student will not enter upon the premises of the county school system property, other than to the location to which the student is assigned, without authorization from proper school authorities.

**Harassment/Bullying/Intimidation**- A student will not bully/intimidate/harass other students. According to WV Code §18-2C-2, "harassment, intimidation or bullying" means any intentional gesture, or any intentional electronic, written, verbal or physical act communication, transmission or threat that:

- A reasonable person under the circumstances should know will have the effect of harming a student, damaging a student's property, placing a student in reasonable fear of harm to his or her person, and/or placing a student in reasonable fear of damage to his or her property;
- Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening or abusive educational environment for a student; or
- Disrupts or interferes with the orderly operation of the school

(An electronic act, communication, transmission or threat of includes but is not limited to one which is administered via telephone, wireless phone, computer, pager or any electronic or wireless device whatsoever, and includes but is not limited to transmission of any image or voice, email or text message using any such device.)

- Sexual harassment consists of sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:
  - submission to the conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education; or

- submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education; or
- creating an intimidating, hostile or offensive employment or educational environment.

Sexual harassment may include but is not limited to:

- verbal harassment of a sexual nature or abuse;
  - pressure for sexual activity;
  - inappropriate or unwelcome patting, pinching or physical contact;
  - sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats and/or promises concerning an individual's employment or educational status;
  - behavior, verbal or written words or symbols directed at an individual because of gender;
  - the use of authority to emphasize the sexuality of a student in a manner that prevents or impairs that student's full enjoyment of educational benefits, climate/culture or opportunities.
- Sexual violence is a physical act of aggression or force or the threat thereof which involves the touching of another's intimate parts, or forcing a person to touch any person's intimate parts. Intimate parts include the primary genital area, groin, inner thigh, buttocks or breast, as well as the clothing covering these areas. Sexual violence may include, but is not limited to:
    - touching, patting, grabbing or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;
    - coercing, forcing or attempting to coerce or force the touching of anyone's intimate parts;
    - coercing, forcing or attempting to coerce or force sexual intercourse or a sexual act on another; or
    - threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.
    - threatening or forcing exposure of intimate apparel or body parts by removal of clothing.
  - Racial harassment consists of physical, verbal or written conduct relating to an individual's race when the conduct:
    - has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment;
    - has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
    - otherwise adversely affects an individual's employment or academic opportunities.
  - Racial violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, race.
  - Religious/ethnic harassment consists of physical, verbal or written conduct which is related to an individual's religion or ethnic background when the conduct:
    - has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment;
    - has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
    - otherwise adversely affects an individual's employment or academic opportunities.

- Religious/ethnic violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, religion or ethnicity.

**Imitation Drugs: Possession, Use, Distribution or Sale** – A student will not possess, use, distribute or sell any substance that is expressly represented or implied to be a controlled substance or simulate the effect and/or the appearance (color, shape, size and markings) or a controlled substance.

**Inhalant Abuse** – A student will not deliberately inhale or sniff common products found in homes, schools and communities with the purpose of “getting high”. The action may be referred to as huffing, sniffing, dusting, and/or bagging.

**Possession/ Use of Substance Containing Tobacco and/or Nicotine** – A student will not unlawfully possess, use or be under the influence of any substance containing tobacco and/or nicotine or any paraphernalia intended for the manufacture, sale and/or use of tobacco/nicotine products in any building/area under the control of a county school system, including all activities or events sponsored by the county school district.

- No person (student, staff member or public guest) shall at any time use or distribute any tobacco or nicotine containing product on school property or during school sponsored events.
- Individuals supervising students off school grounds are prohibited from distributing or using tobacco or nicotine containing products in the presence of students.
- An exception shall be made to allow possession/use of approved nicotine replacement product for tobacco cessation. WVBE Policy 2422.8—Medication Administration must be followed in order for students to use such products on school property or at school sponsored events.

## **Level 3 Interventions and Consequences**

**Level 3 violations may result in any or a combination of the following consequences, at administrator’s discretion based on the severity of the offense and the circumstances surrounding the disciplinary situation.**

- Law enforcement intervention: criminal citation, ticket, or summons; filing delinquency petition, referral to probation officer, or actual arrest.
- Referral to tobacco cessation services/ treatment
- Referral to substance abuse treatment
- Counseling conference or referral to support staff or agency
- Notification of appropriate Health and Human Resources
- Administrator/ student conference or reprimand
- Administrator and teacher parent/ guardian conference
- Daily/ weekly progress reports
- Behavioral contracts
- Parent asked to attend school with student
- Change in class schedule
- School service assignment
- Confiscation of inappropriate item
- Loss of privileges
- Restitution/ restoration
- Detention (lunch, before or after school)
- Denial of participation in class, school, or extra-curricular activities
- Exclusion by teacher from classroom for one period
- In-school suspension
- Out-of-school suspension (up to 10 days)
- Referral to Alternative Education
- Expulsion

## **Level 4 Violations**

*Safe School Act Behaviors – dangerous and illegal behavior*

**Battery Against a School Employee** – A student will not commit a battery by unlawfully and intentionally making physical contact of an insulting or provoking nature with the person of a school employee as outlined in WV Code § 61-2-15(b).

**Felony**- A student will not commit an act or engage in conduct that would constitute a felony under the laws of this state if committed by an adult as outlined in WV Code §18A-5-1. Such acts that would constitute a felony include, but are not limited to, arson, malicious wounding and unlawful wounding, bomb threat, sexual assault, terrorist act or false information about a terrorist act, hoax terrorist act, and grand larceny.

**Illegal Substance Related Behaviors** – A student will not unlawfully possess, use, be under the influence of, distribute or sell any substance containing alcohol, over-the-counter drugs, prescription drugs, marijuana, narcotics, any other substance included in the Uniform Controlled Substances Act as described in WV Code §60A-1-101 or any paraphernalia intended for the manufacture, sale and/or use of illegal substances in any building/area under the control of a county school system, including all activities or events sponsored by the county school district. This includes violations of WVBE Policy 2422.8 – Medication Administration and instances of prescription drug abuse.

**Possession and/or Use of Dangerous Weapon** – According to WV Code §18A-5-1, a student will not possess a firearm or deadly weapon as defined in WV Code §61-7-2, on any school bus, on school property or at any school-sponsored function as defined in WV Code §61-7-11. As defined in WV Code §61-7-2, a “dangerous weapon” means any device intended to cause injury or bodily harm, any device used in a threatening manner that could cause injury or bodily harm, or any device that is primarily used for self-protection. Dangerous weapons include, but are not limited to, blackjack, gravity knife, knife, knife-like implement, switchblade knife, nunchaku, metallic or false knuckles, pistol, or revolver. A dangerous weapon may also include the use of a legitimate tool, instrument, or equipment as a weapon including, but not limited to, pens, pencils, compasses, or combs, with the intent to harm another.

### **Level 4 Consequences**

**Level 4 violations will result in the following consequences in conjunction with**

**WV Code §18A-5-1a.**

- Out-of School Suspension
- Expulsion
- Law enforcement notification

## **Transportation Expectations**

**School rules also apply to school transportation, and school rules may be more restrictive. The following additional rules are in effect on buses, at bus stops, and transfers.**

### **General Rules**

Note: Riding on a school bus is a privilege and not a "right".

1. Ride the complete scheduled bus route unless a parent note is provided to the bus driver and signed by the school office.
2. Students are only permitted to ride their scheduled school bus, normally to and from their place of residence. Parents of students requesting an alternate bus schedule (such as in the case of a babysitter or shared custody) should contact the bus garage in advance so that an alternate schedule can be created. Note: Your child's school may require a parent note each time a student rides an alternate afternoon bus schedule.
3. Students can only load and unload at authorized bus stops. For example, drivers will not be able to drop students at "Grandma's house", unless Grandma's house is an approved stop on that route.
4. During an emergency or crisis situation, follow the driver's directions immediately.
5. Students must return completed enrollment/emergency information and discipline forms by the deadline identified by the driver. Students will not be permitted to resume riding the bus until the forms are provided to the driver.

### **Bus Stops and Transfers**

6. Wait at least 10 feet from the edge of the road and stay away from traffic. Do not play in the roadway.
7. Wait to board the bus until the driver signals you to cross the road and watch for traffic. Do not wear music earphones while boarding or departing the bus or in transfer areas.
8. Be at the bus stop, ready to load 5-10 minutes before the bus arrives.
9. When unloading at a bus stop, wait for the driver to signal you to cross the road. Immediately move away from the bus area. Wait to check for mail until after the bus has left.
10. Private vehicles shall be parked and operated in such a manner as to not cause a safety or traffic hazard for the bus, students and traffic entering and leaving the area. Students riding in private vehicles whose driver's do not cooperate with Transportation Department directives may be excluded from school transportation.
11. Drivers of private vehicles shall cooperate with the bus operator's signal/ directions regarding when to drive from the bus stop area so as to not endanger students.
12. School rules regarding drugs, alcohol, tobacco and weapons are in effect at bus stops.

13. Do not approach a bus that is not your scheduled bus.

14. Parents or designated responsible adults are required to escort preschool students by hand to the bus door to board the bus and must meet the preschool students and walk them by hand from the bus door when departing the bus.

### **On the Bus**

15. Keep hands, feet and objects to yourself and inside the bus.

16. Sit facing forward while the bus is moving, as if you are wearing a seatbelt.

17. Keep all parts of your body and possessions out of the aisle.

18. Immediately follow the driver's directions. Do not argue.

19. Do not change seats while the bus is moving or without the driver's permission.

20. Sit in and share assigned seats.

21. When permitted, speak in a quiet voice. All language should be appropriate for school and show respect to others.

22. No food, liquid, gum or objects in your mouth. No open liquid containers on the bus.

23. Do not call to the driver except in emergencies.

24. Do not bring inappropriate personal property on the bus. Examples include skateboards, CO2 cartridges, glass, sharp objects, uncased musical instruments and balls. Drivers will attempt to transport cased/padded band instruments and cased/padded sports equipment if the student is able to place the instrument/equipment on their lap and space on the bus allows.

25. Drivers are authorized to limit children playing with toys on buses.

26. Elementary students may not have pens or pencils in their hands.

27. Students may not have sharp objects exposed or attached to their clothes. Examples include fishhooks, hat or safety pins, sharp studs.

28. Do not damage or tamper with bus equipment including emergency equipment and driver controls.

29. Students are prohibited from using electronic devices (such as radios & music players) without headphones or in a manner which interferes with the bus communication equipment or the operation of the bus.

30. Students are prohibited from using mirrors, lasers, flash cameras, or any other lights or reflective devices.

## **Consequences for Violating Bus Rules**

Consequences for violating bus and school rules will be determined by the bus driver and/or administrator based on the severity and level of the offense. Consequences may include the following or others outlined in individual school handbooks:

- Administrator/student conference or reprimand
- Administrator and driver parent conference
- Loss of Bus Privileges
- School Bus Service Assignment
- Bus Suspension
- Lunch Detention
- After School Detention
- In-school Suspension
- Out of School Suspension

## **West Virginia Safe Schools HELPLINE**

**1-866-SAFEWVA  
(1-866-723-3982)**

**How does the helpline work?** A 24-hour, toll-free number has been assigned for all of West Virginia—the same number for ALL schools. It can be reached from in-state, and from outside the state. When you call this number, you will be talking to an actual person—not a recording. You will be reminded by this operator not to give any information which might identify you—this keeps your identity confidential.

What information should be reported?

- Violence
- Weapons
- Threats
- Thefts or property damage
- Drug or alcohol abuse
- Sexual harassment

Who can call the Safe Schools Helpline?

- \* Students
- \* Teachers
- \* School Staff
- \* Parents
- \* Administrators
- \* Community members

## **Other Important Numbers**

**Alcoholics Anonymous 1-800-333-5051**

**Drug Abuse Help Referral Line 1-800-845-8975**

**DHHR/Child Protective Service 304-822-6900**

**Child Protective Services (WV) 1-800-352-6513**

**Family Preservation (local): 304-822-2670**

**Domestic Violence 1-800-352-6513**

**Runaway Hotline 1-800-231-6943**

**Suicide Hotline 1-800-784-2433**

**Tobacco Quit-line 877-YNOT-QUIT**

**Hampshire Co. Health Department 304-496-9640**

**Sheriff's Department 304-822-3894**

**State Police 304-822-3561**

# DATA NOTEBOOK: GRADES

Student Name: \_\_\_\_\_

Grade Level: \_\_\_\_\_

**Directions:** Set a target goal for each midterm and report card. Then list specific things you can do to reach that target. You may need to use additional paper for this. **Give your best effort to reach your goal!** When you get midterms and report cards, record your actual grade and compare it to the target goal. Celebrate your successes and set new goals for the next grading period.

SUBJECT:	1ST 9 WEEKS MIDTERM	1ST 9 WEEKS FINAL	2ND 9 WEEKS MIDTERM	2ND 9 WEEKS FINAL	3RD 9 WEEKS MIDTERM	3RD 9 WEEKS FINAL	4TH 9 WEEKS MIDTERM	4TH 9 WEEKS FINAL
Target Goal:								
Things I can do to help meet my goal:								
Actual Grade:								
SUBJECT:	1ST 9 WEEKS MIDTERM	1ST 9 WEEKS FINAL	2ND 9 WEEKS MIDTERM	2ND 9 WEEKS FINAL	3RD 9 WEEKS MIDTERM	3RD 9 WEEKS FINAL	4TH 9 WEEKS MIDTERM	4TH 9 WEEKS FINAL
Target Goal:								
Things I can do to help meet my goal:								
Actual Grade:								
SUBJECT:	1ST 9 WEEKS MIDTERM	1ST 9 WEEKS FINAL	2ND 9 WEEKS MIDTERM	2ND 9 WEEKS FINAL	3RD 9 WEEKS MIDTERM	3RD 9 WEEKS FINAL	4TH 9 WEEKS MIDTERM	4TH 9 WEEKS FINAL
Target Goal:								
Things I can do to help meet my goal:								
Actual Grade:								
SUBJECT:	1ST 9 WEEKS MIDTERM	1ST 9 WEEKS FINAL	2ND 9 WEEKS MIDTERM	2ND 9 WEEKS FINAL	3RD 9 WEEKS MIDTERM	3RD 9 WEEKS FINAL	4TH 9 WEEKS MIDTERM	4TH 9 WEEKS FINAL
Target Goal:								
Things I can do to help meet my goal:								

Actual Grade:								
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# DATA NOTEBOOK: Summative Assessments and BENCHMARKS

Student Name: \_\_\_\_\_

Grade Level: \_\_\_\_\_

<b>SUBJECT:</b>	<b>Smarter Balanced</b>	<b>BENCHMARK 1</b>	<b>BENCHMARK 2</b>	<b>BENCHMARK 3</b>
Performance Level/ Score				
Skills/ Objectives to Improve				
Goal for next test				
<b>SUBJECT:</b>	<b>Smarter Balanced</b>	<b>BENCHMARK 1</b>	<b>BENCHMARK 2</b>	<b>BENCHMARK 3</b>
Performance Level/ Score				
Skills/ Objectives to Improve				
Goal for next test				
<b>SUBJECT:</b>	<b>Smarter Balanced</b>	<b>BENCHMARK 1</b>	<b>BENCHMARK 2</b>	<b>BENCHMARK 3</b>
Performance Level/ Score				
Skills/ Objectives to Improve				
Goal for next test				
<b>SUBJECT:</b>	<b>Smarter Balanced</b>	<b>BENCHMARK 1</b>	<b>BENCHMARK 2</b>	<b>BENCHMARK 3</b>
Performance Level/ Score				
Skills/ Objectives to Improve				
Goal for next test				

Things I can do to reach my goals:

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## 2017-2018 School Policy Acknowledgement Form

### Students:

By signing and returning this handbook page to the school, you are agreeing to the following:

- I have received a copy of the Capon Bridge Middle School Handbook for 208-2019 school term.
- I have thoroughly read and understand all school policies (including dress code, harassment/bullying policy, weapon policy, alcohol/ drug policy, safe and supportive schools policy, etc.).
- I agree to follow all school rules and policies, as outlined in this book.
- I understand that I will be held accountable for my behavior and will be subject to the disciplinary consequences outlined in this planner.

Name of Student: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of the Student: \_\_\_\_\_

Homeroom Teacher: \_\_\_\_\_

### Parents:

By signing and returning this handbook page to the school, you are agreeing to the following:

- My child has received an electronic copy of the Capon Bridge Middle School Handbook for 2018-2019.
- I have thoroughly read and understand all school policies (including dress code, harassment/bullying policy, weapon policy, alcohol/ drug policy, safe and supportive schools policy, etc.).
- I agree to support my student in following all school rules and policies, as outlined in this book.
- I understand that my child will be held accountable for his/ her behavior and will be subject to the disciplinary consequences outlined in this planner.

Name of Student: \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

### SCHOOL PUBLICATION CONSENT

I give permission for my child's name and picture to appear in various publications including:

- School yearbook
- School newsletters
- Hampshire Review newspaper articles/ photographs
- Web articles
- PowerPoint presentations, etc.

Signature of Parent/Guardian: \_\_\_\_\_ exceptions

(please list): \_\_\_\_\_

## Directory Information/ FERPA

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

School officials with legitimate educational interest;  
Other schools to which a student is transferring;  
Specified officials for audit or evaluation purposes;  
Appropriate parties in connection with financial aid to a student;  
Organizations conducting certain studies for or on behalf of the school;  
Accrediting organizations;  
To comply with a judicial order or lawfully issued subpoena;  
Appropriate officials in cases of health and safety emergencies; and  
State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information unless parents object in writing to the release of any or all of this information. **This objection must be filed within ten school days of the time this handbook was given to my child.** Directory information ordinarily includes the following:

- Student's name
- Address and telephone number
- Date and place of birth
- Participation in officially recognized activities and sports
- Photographs
- Dates of attendance
- Awards received in school
- Most recent previous school attended

In exercising my right to limit release of this information, I have marked through the items of directory information listed above that I wish the District to withhold about my child.

Name of the Student: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_

**STUDENT NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY AGREEMENT**

To access e-mail and/or the Internet at school, students under the age of eighteen (18) must obtain parent permission and must sign and return this form. Students eighteen (18) and over may sign their own forms.

**Use of the Internet is a privilege, not a right. The Board's Internet connection is provided for educational purposes only. Unauthorized and inappropriate use will result in a cancellation of this privilege.**

The Board of Education has implemented technology protection measures which block/filter Internet access to visual displays that are obscene, child pornography or harmful to minors. The Board also monitors online activity of students in an effort to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. Nevertheless, parents/guardians are advised that determined users may be able to gain access to information, communication and/or services on the Internet which the Board has not authorized for educational purposes and/or which they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial. Parents/Guardians assume this risk by consenting to allow their students to participate in the use of the Internet. Student's accessing the Internet through the school's computers assume personal responsibility and liability, both civil and criminal, for unauthorized or inappropriate use of the Internet.

The Board has the right to monitor, review and inspect any directories, files and/or messages residing on or sent using the Board's computers/networks. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.

**Please complete the following information:**

Student User's Full Name (please print):

\_\_\_\_\_

School: \_\_\_\_\_

Grade: \_\_\_\_\_

Parent/Guardian's Name: \_\_\_\_\_

*Parent/Guardian*

As the parent/guardian of this student, I have read the Student Network and Internet Acceptable Use and Safety Policy and Guidelines, and have discussed them with my child. I understand that student access to the Internet is designed for educational purposes and that the Board has taken reasonable precautions to restrict and/or control student access to material on the Internet that is obscene, objectionable, inappropriate and/or harmful to minors. However, I recognize that it is impossible for the Board to restrict access to all objectionable and/or controversial materials that may be found on the Internet. I will not hold the Board (or any of its employees, administrators or officers) responsible for materials my child may acquire or come in contact with while on the Internet. Additionally, I accept responsibility for communicating to my child guidance concerning his/her acceptable use of the Internet (i.e., setting and conveying standards for my daughter/son to follow when selecting, sharing and exploring information and resources on the Internet.) I further understand that individuals and families

may be liable for violations. To the extent that proprietary rights in the design of a web site hosted on the Board's servers would vest in my child upon creation, I agree to assign those rights to the Board.  
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**Please CIRCLE (Yes or No) for each statement:**

- Y N I give permission for my child to use and access the Internet at school for educational purposes.
- Y N I give permission for my child to participate in required online state assessments.
- Y N I give permission for my child's image (photograph) to be published online, provided only his/her first name is used.
- Y N I give permission for the Board to transmit "live" images of my child (as part of a group) over the Internet via a web cam.
- Y N I authorize and license the Board to post my child's class work on the Internet without infringing upon any copyright my child may own with respect to such class work. I understand only my child's first name will accompany such class work.

Parent/Guardian's Signature (In Ink): \_\_\_\_\_ Date: \_\_\_\_\_

*Student*

I have read and agree to abide by the Student Network and Internet Acceptable Use and Safety Policy and Guidelines. I understand that any violation of the terms and conditions set forth in the Policy and Guidelines is inappropriate and may constitute a criminal offense. As a user of the Board's computers/network and the Internet, I agree to communicate over the Internet and the Network in an appropriate manner, honoring all relevant laws, restrictions and guidelines.

Student's Signature (In Ink): \_\_\_\_\_ Date: \_\_\_\_\_

**Teachers and building principals are responsible for determining unauthorized or inappropriate use. The principal may deny, revoke or suspend access to the Network/Internet to individuals who violate the Board's Student Network and Internet Acceptable Use and Safety Policy and related Guidelines, and take such other disciplinary action as is appropriate pursuant to the Student Code of Conduct.**