

# Barboursville Middle School



## **A Pirates Guide to Middle School Life 2024-2025**

Kerri C. Brown, Principal  
Dustin A. O'Field, Assistant Principal  
Stephen L. Zeigler, Assistant Principal

1400 Central Avenue  
Barboursville, West Virginia 25504  
Telephone: (304) 733-3003  
FAX: (304) 733-3009

**SHOW YOUR PIRATE PRIDE**



## Contents

<b>Barboursville Middle School .....</b>	<b>1</b>
WELCOME .....	4
INTRODUCTION .....	4
Accidents .....	5
Check Policy .....	5
Deliveries .....	5
Emergency Information .....	5
Attendance .....	5
Appointments .....	6
Make-up Work .....	6
Tardy Policy .....	6
Transportation .....	7
Arrival .....	7
Walker/Parent Drop-Off .....	7
Bus Transportation .....	7
Dismissal .....	7
Bus Schedule .....	7
Walkers/Parent Pickup .....	7
Bus Transportation .....	8
Early Dismissal during School Days .....	8
Buses Not Running .....	8
Food and Drink .....	9
Barboursville Middle School PBIS Program .....	9
School Rules and Expectations .....	10
Hallway Expectations .....	10
Discipline .....	10
Major Offenses: .....	10
Minor Offenses: .....	11
Discipline Applied* .....	11
Methods of Discipline Available .....	12

In-School Suspension (ISS) .....	12
ISS Lunch .....	13
ISS During the Day .....	13
Additional Rules/Expectations .....	14
Dress Code .....	14
Fighting .....	15
Assemblies and Field Trips .....	16
Academic Dishonesty .....	16
Electronic Harassment/Bullying/Sensitive Material .....	16
Extracurricular Activities .....	16
Opportunities .....	16
Attendance/Behavior .....	17
Athletics .....	17
Drug Screening for Student Athletes .....	17
Grading Information .....	18
Late Work Policy .....	18
Communication .....	18
Schoology .....	18
Social Media/Website/Call Outs .....	18
Contacting the School .....	19
Counseling/Guidance .....	19
Emergency Drills .....	19
Health Education .....	19
Honor Society .....	20
Library/Media Services .....	20
Lockers .....	21
Physical Education Classes .....	21
Promotion and Retention Guidelines .....	21
Student Assistance Team .....	22
Solicitation .....	22
Technology .....	22
Lost or Damaged Books and iPads/Accessories .....	23
Personal Devices .....	23

Telephone Usage .....	23
Vandalism.....	23
DISCRIMINATION PROHIBITED.....	23

## ***OUR MISSION...***

- ***Form Meaningful Relationships***
- ***Focus on Personal Growth***
- ***Foster a Relevant Learning***

## **WELCOME**

Welcome to Barboursville Middle School. We are the PIRATES. Our school colors are red/white and should be displayed proudly.

Our faculty and staff consist of 57 teachers, one principal, two assistant principals, two counselors, three secretaries, seven cooks, six aides, and six custodians. Our enrollment is approximately 750 students.

We hope you will find this school year to be a memorable and exciting one. YOU will play a major role in setting the standards for those students who will follow you. Let those standards be high ones. May this year be one of the most rewarding in your school career.

## **INTRODUCTION**

The purpose of this handbook is to serve as a guide to students and parents/guardians. It contains specific and general rules and expectations that will guide us through the school year at Barboursville Middle School. The handbook covers academic and social areas of school life.

It is our intent to provide the best possible educational environment for all students who attend our school. We recognize that all students have certain rights and responsibilities, and it is our task to see to it that these are upheld.

It is of course not our intent in this handbook to cover all situations that may arise on a day-to-day basis; rather, we will attempt to make sound and fair decisions when situations of a critical nature occur.

We encourage parents/guardians to visit the school and discuss any situations relative to their children. Parents are encouraged to make appointments for conferences with teachers, administrators, or counselors by calling the school office. A scheduled appointment will help to ensure that the person to whom you wish to speak will be available at that time.

## Accidents

Every accident on school grounds or at an event sponsored by the school, whether during the school day or at an extracurricular event, must be reported immediately to the person in charge and to the school office. A written report will be made and kept on file.

## Check Policy

Barboursville Middle School will accept parent/ guardian checks as a convenience to you for the payment of school debts. If a check is returned from the bank for reprocessing, we may impose a \$20.00 charge on each returned check. Additionally, you will be contacted if a check comes back for insufficient funds and arrangements will need to be made for cash repayment.

## Deliveries

Deliveries to students that are beyond educationally related items, such as birthday gifts, flowers, candy, food, etc. are not permitted to limit classroom interruptions.

## Emergency Information

A Student Profile Sheet and Proof of Residence form will be sent home at the beginning of each school year for families to verify and update current home address, telephone number, and any emergency contact information. It is important that you send these corrected forms back to the school, so we will know who to contact in the event of an emergency. Any time this information changes during the school year, please promptly call or send a note to the school so that we can update your child's information. **Please do not call the school to leave messages for students unless it is an emergency.**

## Attendance

Attendance in school is essential for successful growth and development of students. The mandatory attendance age in the state of West Virginia is age six to 16. Students are expected to be in school every day that school is in session and every day that buses run.

Please refer to the Cabell County School Attendance Policy at <http://www.cabellschools.com> for more detailed attendance information.

Tardiness and early dismissals are disruptive to the classroom and have an adverse effect on your child's educational progress. Students will be required to make up any work missed due to tardiness or early dismissal. All tardiness and early dismissals will be entered and maintained in the student's attendance file.

Definitions of 1/2 Day or Tardy:

- If a student signs in prior to 10:00 AM, it is marked as a tardy.
- If a student signs in after 10:00 AM, is it considered 1/2-day absence.
- If a student is in attendance all day and signs out prior to 1:20 PM, it is considered 1/2-day absence.
- If a student is in attendance all day and signs out after 1:20 PM, it is marked as a tardy (early dismissal).

- If a student signs in after 11:30 AM, it is considered a full day absence.
- If a student signs out before 11:30 AM, it is considered a full day absence.

All students who are absent should provide a note from their parent/guardian or physician stating the reason for the absence. A MAXIMUM of five parent/guardian notes will be accepted as an excused absence. Parent/guardian notes and physician's excuse MUST be submitted within three days of an absence.

### Appointments

When possible, please make appointments outside of school hours to avoid disrupting the educational experience. If a student needs to be picked up for an appointment during the school day, please arrive at school in ample time as it can take some time for the student to report to the office. A student cannot be called out of class prior to parent/guardian arrival. All students must be signed out in the main office. Appointments during school time may result in a ½ day absence or tardy as defined under "Attendance".

### Make-up Work

It is the responsibility of the student to check Schoology for assignments when not at school. The length of time allowed for make-up work will not exceed the number of days absent. If the make-up work is not submitted on time, full credit will not be given. All assignments are available on Schoology, which makes it unnecessary to call the school. Suspended students' work will be due the day they return to school. Please see [Late Work Policy](#)

### Tardy Policy

Students are to be in their assigned homeroom each day no later than 7:30 AM. The only excuse accepted for tardiness is that a bus was late arriving at BMS.

Listed below are the consequences that will be imposed for student tardies per semester.

1st Offense:	No Consequence Notice
2nd Offense:	No Consequence Notice
3rd Offense:	No Consequence Notice
4th Offense:	Verbal Warning
5th Offense:	Parent/Guardian Notified
6th Offense:	Two (2) Days Lunch Detention

---

*Subsequent tardies following the sixth offense will result in two days of lunch detention until the 12<sup>th</sup> offense.*

---

*Students who accumulate nine (9) tardies will be referred to the school social worker.*

---

12<sup>th</sup> Offense (+): One day of In-School Suspension (ISS)

## Transportation

### Arrival

#### Walker/Parent Drop-Off

- Students may be dropped off on the Steele Memorial parking lot across from BMS from 7:10 AM to 7:30 AM at which time the doors automatically lock.
- **PARENTS ARE NOT TO DROP STUDENTS OFF IN THE PARKING LOT OR BUS LOOP.**
- Parents will have access to the bus loop and visitor's parking spots to conduct school business between the hours of 8:00 AM and 2:45 PM only. **NEVER PARK IN THE BUS LOOP DURING THE SCHOOL DAY or in the rear of the building.**

#### Bus Transportation

- If it is necessary for a student to ride another bus in the morning due to some unforeseen emergency, the parent/guardians should contact the transportation complex at (304) 733-3015 and receive verbal permission.

### Dismissal

#### Bus Schedule

Students who are walking home or being picked up by an adult are dismissed at 3:06 PM.

Students who ride the first set of buses (loop buses) will be dismissed at 3:08 PM. Students who ride the second set of buses (track buses) will be dismissed from the gymnasium at 3:17 PM.

#### Walkers/Parent Pickup

- WALKERS AND STUDENTS RIDING with parents will be released on the first dismissal bell at 3:05 PM.
- Parents should pick-up on Shaw Street, Barbara Street, and Central Avenue (Steele Memorial Methodist and/or Wallace Funeral Home). On days when a funeral is taking place, Wallace Funeral Home is not available as a pick-up option.
- Walkers and parent/guardian pick-ups should leave the building immediately and exit the school grounds. Once dismissed, students are not permitted to hang around on school grounds.
- DO NOT pick up your child in the school's Central Avenue or College Avenue Parking Lots. This area is off limits.
- Students that are picked up should be aware of where the parent/guardian will be waiting.
- Walkers/Parent Pick-ups must exit the building immediately via the front exits. Only walkers who live in the area behind the school may exit out the back doors.
- Parents may not pick up their students in the bus loop or the parking lot until after all buses have departed (approximately 3:45 PM). Do not park in or near the entrance or exit of the bus loop as this interferes with bus traffic. Also, do not park in these locations to drop items off to students participating in after-school activities.
- Walkers/Parent Pick-ups –who are dismissed as walkers must be either walking home or picked up promptly by an adult. Middle School students are **NOT** permitted

to go to local businesses or Village of Barboursville Elementary prior to arriving home or being picked up.

#### Bus Transportation

- Students who ride the first fleet of buses (Loop Buses) will be dismissed at 3:08 PM. Students who ride the second fleet of buses (Track Buses) will be dismissed from the gymnasium at 3:17 PM.
- Students are not allowed to ride another bus for overnight visiting, going to a ballgame, to practice, going to a party, etc. These rules are not made by the school but by the Cabell County Transportation Department. However, when it is **NECESSARY** for a student to ride the bus home with another student, it is mandatory that written permission is provided by both parties. Bus notes will be brought to the main office in the morning during homeroom to be verified and approved by release time. The Boarding Pass must be given to the driver upon entering the bus.
- Students are expected to adhere to all rules and expectations set forth by the bus driver. Failure to do so will result in a discipline referral and consequences (i.e., revocation of bus privileges, detention, in-school suspension, and/or out-of-school suspension).

Students are expected to go home in their usual and established manner unless the parent/guardian giving permission signs a note and it is approved by the main office. Please do **NOT** call the school except in the case of emergency to send children to another destination. Students who are suspended from riding their bus are not permitted to ride any school bus during the time of suspension.

#### Early Dismissal during School Days

If school is dismissed early due to weather or other emergency, CCBOE will call to inform parents/guardians. Most middle school students can go home their usual way by bus or walking. However, parents/guardians need to discuss a plan with their child about what to in the case of an unexpected early dismissal. Please do not expect a call from your child at school. In times of emergencies, phones get flooded with calls, and it might not be possible to get through.

#### Buses Not Running

If students are brought to school on days that buses do not run it is the responsibility of the parents/ guardians to arrange for them to get home after school.

On the days that school is in session, everyone is expected to attend. Students who usually walk to school do not have a bus excuse for not coming to school and will be counted absent if they do not attend.

Students who normally ride a bus are counted absent if the bus runs and they do not come to school. If the bus does not run, those students are also counted absent until a written notice from the parent/guardian is received in the office. After the parent/guardian note is received, the absence will be marked exempt.



## Food and Drink

The cafeteria has two serving lines. Both lines have access to a salad and fruit bar. Extra milk is available for purchase. Menus are published online at [www.cabellschools.com](http://www.cabellschools.com). During the lunch period, students can bring a lunch from home or receive a lunch at no cost from the cafeteria. Students will not be allowed off campus to purchase from vendors in the community, nor will vendors be allowed on campus. Additionally, students are **NOT** allowed to order food for delivery to school and parents/guardians will not be permitted to drop off food from outside vendors such as fast food.

Parents/guardians **ARE NOT PERMITTED** to bring food for any other student from any source. This is a state law that was enacted because of so many food allergies that are prevalent in our school system. This rule is strictly enforced. Parents MAY NOT authorize another parent/guardian to bring food to their child. Homemade items such as cupcakes, cookies, candy, etc. may NEVER be brought to school and distributed to other students. No Glass containers or knives of any kind are permitted.

Students are expected to:

1. Deposit all trash in wastebaskets.
2. Return all trays and utensils to the dishwashing area.
3. Leave the table and floor in a clean condition.
4. Do NOT take food out of cafeteria.
5. Due to safety, any item in glass containers or bottles is prohibited.
6. Chewing gum is not allowed in the cafeteria.
7. Go directly to the line of choice to receive a meal when entering the cafeteria. Do NOT sit down and wait for the line to get shorter.
8. Do not return to the salad bar after you have gone through the line.
9. Remain seated until time to dispose of your trash. Students will return to the same seat after disposing of trash/emptying tray.
10. Students may not save seats or designate an area for friends.
11. iPads are not to be brought to the cafeteria.
12. Any student going through a lunch line **MUST** get a lunch tray.

Outside of the cafeteria, students are only permitted to have water in plastic, clear containers. Water filling stations are available in several locations throughout the building, which are to be used during locker breaks/class transitions. Students who choose to play with water (i.e., squirting others with water) are subject to the revocation of this privilege. The following are **NOT** permitted at any time for students:

- Glass containers
- Energy drinks
- Drinks from vendors such as Starbucks, McDonald's, etc. •
- Yetis or insulated cups

## Barboursville Middle School PBIS Program

BMS utilizes a Positive Behavioral Intervention and Supports (PBIS) Program. With this program, students are recognized throughout the year and earn rewards based on positive behaviors, as

well as academics. Some of the programs BMS utilizes are Pride students, Principal's Council, quarterly rewards, daily Intramurals, and afterschool clubs.

### School Rules and Expectations

1. Students are expected to adhere to ALL expectations set forth in the BMS Student Handbook.
2. Students will obey instructions given by teachers and staff.
3. Students will follow all individual classroom rules and expectations.
4. **STUDENTS WILL KEEP THEIR HANDS, FEET, AND ALL OBJECTS TO THEMSELVES.**
5. **STUDENTS WILL NOT RUN, CHASE, OR ENGAGE IN HORSEPLAY.**
6. Students will not tease, name call, fight, throw objects, use profanity, or make comments of a sexual nature (Title IX consequences can be applied).
7. Students will adhere to the school dress code policy. (See [dress code](#))
8. Willfully disobeying and/or disrespecting a staff member will not be tolerated.
9. No alcohol, tobacco, vapes, drugs, dangerous objects, or weapons shall be allowed.
10. Destruction of school property will NOT be tolerated and may result in charges being filed with law enforcement.

\*\*Teachers may have additional rules specific to their class and will be listed on Schoology and in course syllabus.

\*\*See Cabell County Code of Conduct for more specific information.

### Hallway Expectations

Once a student enters a classroom they are to remain there unless excused by the classroom teacher. Students must have a hall pass if they are excused from the classroom. Students must have an admittance slip from the previous teacher or office staff if they are late to class due to a conference. Students are asked to always be courteous and to keep to the right when moving in the hallways, which are divided by tape. Running and shouting in the hallway are never permitted, and attempting to pass other students is not allowed.

### Discipline

When students make unwise decisions or deliberately choose to break school rules, disciplinary action will take place. Offenses that will result in disciplinary action are listed below:

#### Major Offenses:

- Felony
- Possession and/or use of deadly weapons
- Possession and/or use of alcohol or drugs
- Possession and/or use of drug paraphernalia
- Possession and/or use of tobacco products, including vape products
- Possession and/or use of explosive devices
- Arson
- Bomb threat, pulling fire alarm, creating false emergencies
- Tampering with fire extinguishers and/or other safety devices

- Physical assault on school employees, other students, or the public
- Verbal assault on school employees, other students, or the public
- Fighting
- Theft
- Defiance of Authority/Insubordination
- Destruction/Defacing Property
- Gambling
- Forgery
- Disorderly/Disruptive Conduct
- Harassment
- Sexual Harassment
- Threats
- Major classroom disturbance
- Snowballing or throwing ANY OTHER object
- Truancy
- Safety violations
- Making false claims
- Off school premises without permission
- Others as defined by the administration or the Cabell County School Code of Conduct

#### Minor Offenses:

- Be where you are supposed to be, do what you are supposed to do.
- Being in off-limit areas or unassigned areas including different grade level wings and restrooms
- Skipping class.
- Clothing or other items that promote or advertise drugs, alcohol, or tobacco, promote racism or sexually suggestive ideas
- Technology misuse
- Wearing caps, hats, toboggans, and hoods in the school building
- Horseplay
- Inappropriate/Indecent apparel as defined in county code of conduct
- Littering
- Public display of affection such as hugging, kissing or handholding
- Minor classroom or school disruptions
- Rude or disrespectful behavior
- Running in hallway
- Lunchroom misconduct
- Academic dishonesty, but not limited to lying or cheating on test or assignments
- Tardiness
- Any minor offenses not specifically stated

#### Discipline Applied\*

1. Students guilty of any major offense are subject to suspension, expulsion, and/or juvenile petition.

2. Students guilty of major offenses such as a felony, possession and/or use of a weapon, possession and/or use of alcohol, drugs, tobacco, or explosive devices, creating false emergencies, physical assault, fighting, theft, and destruction of property WILL be suspended and subject to juvenile petition and expulsion.
3. Students guilty for the first time of a minor offense are subject to forms of discipline other than suspension.

*\*As part of the discipline process, the school administration reserves the right to speak with students without parental/guardian permission.*

#### Methods of Discipline Available

- Administrative Conference
- Parent contact
- Detention – Students who fail to report to detention will receive one additional day of detention. Should a student choose not to report to detention thereafter, In-School Suspension (ISS) will be assigned.
- Exclusion from school and/or extracurricular activities
- School/community service
- Referral to counselor
- Parent/guardian attendance with student
- In school suspension (ISS)
- Out of school suspension (OSS)
- Expulsion
- Juvenile petition
- Other as determined by the administration and permitted by the County Code of Conduct

### In-School Suspension (ISS)

Only an administrator will assign students to In-School Suspension (ISS). Teachers will be notified in a timely manner that a student has been assigned to ISS. Teachers will ensure that assignments are posted to Schoology for the duration of the student's designated time in ISS. If need be, teachers will send any necessary class materials and/or assignments not posted to Schoology to the ISS supervisor. Special education teachers will visit students that are on their monitoring list during their planning period to ensure they understand the assignments they are to complete.

All students who have been assigned ISS will report to the ISS classroom at the end of Homeroom (7:45 AM). Students are required to bring with them their assigned iPad and any other materials needed to complete assignments. All student devices (phones and smart watches) will be collected and stored at the ISS supervisor's desk during the duration of the day. Students will complete a Daily Plan Checklist, which will be evaluated by the ISS supervisor.

All students will have assigned seating and will keep the area clean and graffiti-free. Defacing cubicles, desks, and/or walls will not be tolerated and will result in additional consequences.

If a student is absent on a day in which they have been assigned ISS, they will be required to make-up that day upon return to school. If a student arrives late or leaves early, they will be required to make-up that lost time on the following school day. The ISS supervisor has the discretion to assign additional days to students who failed to follow the expected guidelines and/or did not put in the appropriate amount of effort to complete assignments.

Students placed in the ISS room will be excluded from participation in assemblies, dances, reward events, as well as all school-based all extra-curricular activities, including assemblies, sports practices/games, club participation/events, or any other activity after school. This will continue until the suspension period is completed.

Upon arrival to ISS the first time, students will receive a detailed student orientation for clearly communicating the ISS guidelines, consequences for non-compliance and establishing clear expectations while assigned to ISS. Returning students will be given a review/re-teach of these rules.

### ISS Lunch

Students who do not bring a prepared lunch from home will pick up a lunch from the cafeteria and return to the ISS room to eat. Students will eat lunch at their desk during a 30-minute lunch break.

### ISS During the Day

- Students will always stay on task and follow the In-School Suspension Schedule/Guidelines. The student is expected to remain seated, quiet, awake, and working on assignments throughout the day. Sleeping is prohibited. No physical contact of any kind between students. No magazines, drawing, or coloring allowed unless approved by the ISS supervisor or it is necessary to complete an assignment.
- Students are expected to complete each day's assignments for every class according to directions given. The ISS supervisor will check that student work is completed accurately and acceptably. No credit will be given for incomplete work, and students will be assigned additional time in ISS for incomplete assignments. Teachers who assign this work will be responsible for grading it.
- Students will be required to write a one-page summary and/or complete a Think Sheet, or a Behavior Reflection on why he/she was issued ISS and include a positive resolution for the behavior. The summary, Think Sheet, or Behavior Reflection should also include what can be done in the future to change the behavior. The school counselors will review student responses and reflections.
- The students will be allowed whole-group restroom breaks scheduled by the ISS supervisor.
- No food or drinks allowed (except bottled water) unless it is during the scheduled lunch period.
- Students must serve all assigned days in ISS to qualify for release and return to regular classes.

- Respect to others must always be shown -- no foul language, disruptive behavior, or physical contact between students at any time.
- Games will not be permitted in ISS. Students who should have an assignment that requires the use of an iPad will obey the policies set forth in the student Acceptable Use Policy (AUP) set forth by Cabell County Schools.
- Dismissal from the ISS classroom will be by PA announcement at the end of the school day.
- Students who opt not to follow the rules and expectations of ISS will receive Out-of-School Suspension (OSS).
- All regular school rules apply as set forth in the discipline guidelines outlined in the BMS Student Handbook.

## Additional Rules/Expectations

### Dress Code

Students are expected to come to school looking clean, neat, and dressed in a manner which is acceptable. The following items are prohibited:

- Hairstyles (male and female) designed to call undue attention to the individual are not acceptable.
- Clothing, accessories, buttons, or jewelry that contain political, racist, vulgar, lewd, obscene, sexually suggestive, or plainly offensive messages, or that may lead to substantial interference with school activities.
- Any article of clothing that advertises by word or picture any tobacco products, weapons, drug-related messages, or alcoholic beverages.
- Clothing intended as pajamas and house slippers.
- Revealing shorts, skirts, and dresses.
- Volleyball, or volleyball-like shorts.
- Spandex and spandex-like shorts.
- Jeans with an excessive amount of holes.
- Side vent shirts, cut-off shirts, crop tops, spaghetti straps, one shoulder or off the shoulder necklines, mesh or see-through shirts, clothing that reveals undergarments or bare midriff.
- Hats, visors, toboggans, wigs, costumes, bandannas, and sunglasses may not be worn during the school day unless special arrangements have been made and are medically necessary.
- Shoes should be school appropriate. Only shoes with rubber soles are permitted on the gymnasium floor.

Students violating the dress code will be asked to do one of the following:

- Correct the violation by covering with another article of clothing or by turning an article inside out, if possible.
- Call home to arrange for necessary changes or to be picked up.
- Wear alternate clothing provided through the counseling department, if available.

**Repetitive violation of the dress code will result in disciplinary action. Please see below.**

- **Incident #1:** Warning! The student will contact his/her parent/guardian and request a change of clothes. The student will remain in the In-School Suspension (ISS) classroom until their new clothes arrive.
- **Incident #2:** Warning! The student will contact his/her parent/guardian and request a change of clothes. The student will remain in the In-School Suspension (ISS) classroom until their new clothes arrive.
- **Incident #3:** The student will contact his/her parent/guardian and request a change of clothes. The student will remain in the In-School Suspension (ISS) classroom until their new clothes arrive. Additionally, the student will be assigned **two days of detention** to be served during intramurals.
- **Incident #4:** The student will contact his/her parent/guardian and request a change of clothes. The student will remain in the In-School Suspension (ISS) classroom until their new clothes arrive. Additionally, the student will be assigned **four days of detention** to be served during intramurals.
- **Incident #5:** The student will contact his/her parent/guardian and request a change of clothes. The student will remain in the In-School Suspension (ISS) classroom until their new clothes arrive. Additionally, the student will be assigned **one day of In-School Suspension (ISS)**.
- **Incident #6:** The student will contact his/her parent/guardian and request a change of clothes. The student will remain in the In-School Suspension (ISS) classroom until their new clothes arrive. Additionally, the student will be assigned **two days of In-School Suspension (ISS)**.
- **Incident #7:** The student will be placed in the ISS classroom until their parent/guardian arrives to take them home. Additionally, the student will be assigned one day of Out-of-School (OSS).

*Any additional offenses will result in Out-of-School Suspension (OSS).*

### **Fighting**

Fighting will not be condoned under any circumstances. If a student is hit or threatened, report it to the office so that action can be taken to prevent further problems. Do not attempt to settle the issue without school intervention and become involved in a fight. Students engaged in promoting a fight, encouraging a fight, videotaping a fight, or running to watch a fight are subject to school discipline as well.

Parents/guardians do not encourage your child to take care of the problem himself/herself but instruct and assist your student with seeking the assistance of a teacher, counselor, or administrator. It is possible to resolve a conflict without resorting to violence. This may prevent your child from becoming involved in the discipline process.

### Assemblies and Field Trips

Student's behavior should always be respectful and courteous. Whether guests are present or not, each student is personally responsible for the impression made by the school as a collective group. Unacceptable conduct would include whistling, uncalled-for clapping, boisterousness and talking during a performance. Students removed from an assembly for inappropriate conduct will be disciplined and possibly excluded from future assemblies. Students who fail to abide by school rules and expectations while on a field trip will be returned to school, picked-up by a parent/guardian, receive disciplinary consequences, and will be excluded from any future field trips. Serious and/or habitual disciplinary issues may lead to students being excluded from the aforementioned events.

### Academic Dishonesty

Academic dishonesty is any act of plagiarism, unauthorized collaboration or use of unauthorized sources. Whenever a student is guilty of cheating, the teacher will collect the student's assignment, mark a zero for the work, and notify the parent/guardian prior to submitting a behavior referral to the office. The parent/ guardian will be notified that a second offense in any class will result in an automatic assignment of one day of In-School (ISS).

### Electronic Harassment/Bullying/Sensitive Material

Electronic Harassment (Cyber Bullying) is when a child is tormented, threatened, harassed, humiliated, embarrassed, or targeted by another child using the Internet, mobile phone, or other type of digital technology. Although this type of harassment is usually initiated outside the school environment, it typically ends up disrupting the educational process at school. When this happens, substantiated cases will be dealt with in the same fashion as on-site harassment or bullying. This includes the distribution and/or possession of sensitive material. All the above may result in the involvement of local law enforcement. Issues of this kind that occur during non-school time need to be handled by local law enforcement.

### Extracurricular Activities

#### Opportunities

Barboursville Middle School has several extracurricular and co-curricular opportunities available to students. Co-curricular opportunities, which occur during the school day, include working as an Office Assistant, Library Assistant, P.A.L.S., WBMS News Crew, NJHS, and Yearbook Staff. There are a limited number of spots in these areas, applications will be accepted during the first few weeks of school.

Extracurricular opportunities abound outside of the regular school day – BMS offers Musical Theatre Club, Jazz Band, 4-H, Robotics Club, FCA, History Bowl, Crochet Club, Pickleball Club, Ski Club, Dance Club, and Leo Club. Some of these clubs meet weekly, some once or twice a month.



All students staying for any extra-curricular activity must sign in and out with the club advisor. There is no bus transportation available; arrangements must be made for students to be picked-up by a parent/guardian.

### Attendance/Behavior

No student may participate in afternoon or evening extracurricular activities, including dances, games, or practices, if the student was not in attendance at school that day. Students in ISS/OSS are excluded from extracurricular activities on the days they are serving ISS/OSS. Students who miss a portion of the school day for a physician's appointment will be allowed to participate in extracurricular activities if they provide a written excuse from the physician.

All School Rules and Expectations apply to students during participation in extracurricular activities and violation of these will result in appropriate discipline. Students who exhibit unacceptable behavior may be excluded from the event or asked to leave early. Students who attend an extracurricular event without a parent/guardian must stay for the duration of the event and may only leave with authorized individuals. ***Students should be picked up promptly at the end of the extracurricular activity. Failure to do so may result in being banned from attending future extracurricular events.***

### Athletics

- Athletes represent our school and community when competing with other schools. Athletes should do their best to represent the school well. All athletes need to show good manners and respect to their fellow competitors. All athletes must agree to and follow the BMS Athlete Code of Conduct to be a part of the team.
- All athletes must maintain a 2.0 grade point average and have a physical exam (results reported on the WVSSAC form) after May 1 for the 2024-2025 school year. Students must be in attendance on the day of the game to participate.
- Athletes are loaned some equipment, and this equipment must be returned in usable condition. Athletes may need to buy some personal equipment. Students will be charged for equipment not returned or damaged.
- Nine organized, competitive sports are offered by Barboursville Middle School: Basketball (boys and girls), Football, Volleyball (girls), Track (boys and girls), Wrestling, Golf, Tennis (boys and girls), Cross Country (boys and girls), and Cheerleading.

### Drug Screening for Student Athletes

All middle school athletes must submit to random drug testing if they choose to participate in extracurricular sports. The permission slip will be given to each student athlete for parent/guardian signature. Students who do not receive parental/guardian permission for random drug testing are not permitted to participate in extracurricular athletics.

## Grading Information

The evaluation of student achievement is one of the important functions of the teacher. The accepted marking system is as follows:

A—90%-100%

B—80%-89%

C—70%-79%

D—60%-69%

F— 0%-59%

I—Incomplete

An incomplete is given when the student has not been able to complete his/her assignments due to the following: illness, emergency, or by prearrangement with the teacher. An incomplete on the report card becomes an “F” four weeks from the date it is issued if the assignments are not completed.

Discrepancies should be reported to the specific teacher immediately by email or phone call.

Students who have a 3.5 or greater GPA are on the High Honor Roll.

## Late Work Policy

As per Cabell County Schools policy, assignments are to be completed and submitted on their due dates. Late assignments will be accepted up to **FIVE (5)** school days past their due date. Beyond the **FIFTH DAY**, missing assignments will permanently be counted as zero and will not be accepted. Assignments will automatically have a 5% deduction per day late.

## Communication

### Schoology

Barboursville Middle School utilizes Schoology as its communication tool between school and family. Classroom information, grades, important dates, assignments, and the ability to communicate with teachers are all available through Schoology. It is the **PARENT/GUARDIAN** responsibility to monitor their student’s academic progress and to contact their child’s teacher(s) with questions and concerns. Schoology training sessions will be available to parents/guardians. Each academic team will utilize the Remind app to keep parents/guardians abreast of relevant information. The school administration will also utilize Remind when there is a need for volunteers.

### Social Media/Website/Call Outs

Barboursville Middle School also utilizes Facebook and Instagram when appropriate to communicate with families. School updates may also come through the Cabell Schools app available for your smartphone. Automatic phone calls are initiated by the school and/or district

to relay important information, you will receive information to opt-in to this service at the beginning of each school year.

### Contacting the School

Parents/guardians are urged to contact the school whenever the need arises. Teachers may be contacted by note, email (**preferred**), Schoology message or telephone. If a parent/guardian calls during the school day, the office will direct the call to the teacher's voicemail. If parents/guardians desire a conference with a teacher, please contact your child's team leader to make an appointment as teachers' schedules do not allow time for drop-in conferences. Conferences will be scheduled during the teachers' team planning period. **We highly encourage parents/guardians to reach out to their child's teachers with questions and concerns prior to contacting the school counselors and administrators, as they can offer first-hand information.**

### Counseling/Guidance

The purpose of the guidance program is to provide personal/social, academic and career guidance. Our school counseling staff partner with students, administration, and teachers to identify and address student needs and assist with conflict resolution between students when necessary.

Long term mental health or counseling services will be referred to outside agencies with parent permission.

There are QR code signs displayed throughout the school building that students may scan to alert the counselors of issues, to ask for a meeting, to request food or clothes from the pantry, etc.

Parents/guardians who wish to schedule a conference with their student's academic team may do so by contacting the team leader or their child's counselor.

- **Sarah Fox** works with students whose last name begins with A-J. Her phone number is 733-3066.
- **Jessy Scott** works with students whose last name begins with K-Z. Her phone number is 733-3065.

### Emergency Drills

Students will be instructed on proper actions and behaviors for emergency drills. Students must take emergency drills seriously, misconduct during drills will not be tolerated.

### Health Education

The West Virginia Board of Education has adopted Instructional Goals: Health Education Program of Student for Middle School Education (grades five through eight). The goals prepare student with the skills necessary to make wise health decisions that promote a healthy lifestyle.

Our local school district is directed to provide multiple opportunities for students successfully learn. The Cabell County Board of Education has adopted a curriculum for each grade level that is developmentally appropriate. Students will have health education class sometime during this school year during as one of their related arts rotations. Notification will be sent home with each student at the beginning of their time in Health Class concerning the human sexuality portion of the health curriculum. The form must be signed and returned to the school if a parent/guardian wants their child excluded from this portion of the curriculum.

## Honor Society

The National Junior Honor Society (NJHS) is the nation's premier organization established to recognize outstanding middle level students. More than just an honor roll, NJHS serves to honor those students who have demonstrated excellence in the areas of Scholarship, Leadership, Service, Character, and Citizenship. These characteristics have been associated with membership in the organization since its beginning in 1929. Students at BMS are eligible for membership in this prestigious society as follows:

- The Honor Society advisors will identify students that have completed the sixth or seventh grade with a cumulative GPA of 3.75 or higher. Each candidate's behavior and attendance record will be reviewed. These requirements will be monitored throughout the year. Students will be notified in writing pertaining to their eligibility for Honor Society membership.
- Students will then accept or decline their eligibility by returning a provided written form to the Honor Society's Advisors.
- Students accepting to seek membership in the BMS Honor Society will then complete a student information packet. Honor Society Advisors will assist, as needed, with the completion of the packet.
- Students will then demonstrate qualities of character and leadership by providing documentation of their involvement in the community and at school by completing the student information packet and obtaining teacher recommendations.
- A panel of five teachers, called the faculty council, will review the student information packets. Students advancing to the next level will complete an essay during school hours.
- The faculty council will then submit their recommendations to the principal. All students that submitted information packets will be notified in writing as to the faculty council's decision.

## Library/Media Services

Students are permitted to visit the library/media center during class time (with teacher permission). If a student needs to visit the library during class he/she must get permission from the teacher and then, upon entering the library, inform the library/media director, Mrs. Ruley, about his/her need. Individual teachers will also schedule visits for his/her classes to the library/media center.

## Lockers

Each homeroom teacher has been assigned certain lockers to be used by their homeroom students. Combination locks are built into each locker. The lockers must be kept locked to prevent thefts. **DO NOT** give your combination to other students. **DO NOT ALLOW OTHER STUDENTS TO USE YOUR LOCKER. You are responsible for the items in your locker. THE SHARING OF LOCKERS IS PROHIBITED. Remember: any item you are in possession have will be considered to be yours!!!**

**ALL STUDENTS MUST BE ISSUED A LOCKER -- BACKPACKS ARE NOT PERMITTED TO BE CARRIED OR TAKEN TO CLASSES THROUGHOUT THE DAY.**

Each student is responsible for keeping his or her assigned locker clean both inside and outside. Damages caused by misuse of tape, etc., will be charged to the student. Students should report any problems to their homeroom teacher immediately. The \$5.00 locker rental fee is to be paid to the homeroom teacher at the beginning of the school year. Students may only go to their locked during designated times. Going to your locker is never an excuse for being late to class.

## Physical Education Classes

All students are required to participate in physical education classes. If such participation would be harmful to the student, written certification of the medical condition by a qualified physician must be on file in the office. If religious affiliations pose conflicts, parents/guardians must contact the school. Students who are unable to participate in physical education classes will be responsible for completing alternative work to earn credit. Students should wear appropriate clothing and athletic shoes during physical education classes.

## Promotion and Retention Guidelines

A. Students must pass a minimum of 5 classes which include both ELA and Mathematics during the school year. An average of 60% or higher for each course is considered passing.

B. If student fails ELA, Career Literacy shall be averaged with ELA grade to meet the ELA passage criteria.

C. Students who do not pass the number of required classes may be promoted based on the following criteria:

- County diagnostic performance (iReady)
- State summative assessment performance (WV General State Assessment)
- School-based after-school skills recovery and tutoring attendance and performance
- Social Promotion (a student who reaches the following ages before the first day of school will be promoted to the next grade level):

- Sixth grade: 13 years old before first day of school will go to seventh grade.
- Seventh grade: 14 years old before the first day of school will go to eighth grade.
- Eighth grade: 15 years old before the first day of school will go to ninth grade.

## Student Assistance Team

Each grade-level team can act as a Student Assistance Team (SAT) that meets regularly to discuss and plan interventions for students who are struggling academically or socially. Students who are referred to the SAT are those who continue to struggle despite the best efforts of the classroom staff. The purpose of the SAT is to find ways to assist these students to become successful in the regular classroom. If your student is referred to the SAT, you will be asked to work with the staff at BMS to find ways to help your child succeed in school.

## Solicitation

Students are not allowed to bring items to school to sell. If a student does so, the items will be taken and held until a parent/guardian can pick them up during school hours. Repeat offenders will be subject to disciplinary action.

## Technology

Students are provided district owned electronic devices for academic purposes. Students are responsible for loss and damages. At the beginning of each school year students and their parents/guardians must review, sign and return the Cabell County Schools Acceptable Use Policy (AUP) and Cabell County Schools Student/Parent Technology Agreement.

Expectations for students include, but are not limited to:

- iPad should be fully charged daily
- Only original case and charger should be used
- Only access sites/apps assigned or permitted during the class you are attending
- iPads should not be taken to lunch
- Always follow the district Device Agreement and AUP
- Do not sign into your Apple ID
- Do not take pictures or video other students or faculty and staff members. Doing so will result in disciplinary action

Failure to follow these expectations will result in the following:

1. Warning
2. Warning and parent/guardian notification
3. Behavior referral issued to administration (which will result in ISS or OSS)
4. Revocation of technology privileges

### Lost or Damaged Books and iPads/Accessories

Students are responsible for keeping their school issued materials and devices in good repair. If an iPad or iPad case is damaged, lost or stolen the student must notify his/her homeroom teacher immediately. A lost iPad can usually be located easily, but the sooner the missing iPad is reported, the easier it is to find. Once the cost of a lost, stolen, or damaged iPad or accessory piece has been paid in the main office, the Technology Specialist will issue a replacement. An optional Damage Waiver Program is available at the beginning of each school year which involves an enrollment fee and per occurrence deductibles.

### Personal Devices

BMS is a NO PHONE ZONE for students. This includes smart watches and Bluetooth headphones. School staff will **NOT** investigate nor be responsible for any lost, stolen, or damaged prohibited devices.

If a student is found to be in violation of this policy during school hours, the following will occur:

**1<sup>st</sup> Offense** - The device will be collected and returned at the end of the day

**2<sup>nd</sup> Offense** - The device will be collected, parent/guardian will be contacted, and the parent/guardian must retrieve the device during school hours.

**3<sup>rd</sup> Offense** - Device will be collected for parent /guardian pick up and the student will serve one day of ISS.

Any more than three incidents, or refusal, to hand over device will result in OSS.

### Telephone Usage

Students will not use the office phone for personal calls except in an emergency and with staff permission. **Forgetting homework, money, or gym clothes does not constitute an emergency.**

In the event a student receives a call, he/she will be called out of class **ONLY** in the case of an emergency. Phone calls for students will be handled between classes, during lunch time, or after school.

### Vandalism

Our school buildings and equipment are an expense to the taxpayers to construct, purchase, and maintain. **Students who vandalize school property will be required to pay damages and will be subject to suspension and possible expulsion.** Vandalism also includes marking or labeling walls, desks, or other school property. If property should be damaged by accident, a student should report it to the teacher or the office immediately.

### DISCRIMINATION PROHIBITED

**As required by federal laws and regulations, the Cabell County Board of Education does not discriminate based on sex, race, color, religion, handicap-ping condition, marital status, or national origin in employment or in its education programs and activities. Inquiries may be referred to The Cabell County Board of Education, 2850 5th Avenue, or the State Department of Education's Director of the Office for Civil Rights.**

# TIPS FOR PARENTS & GUARDIANS TO HELP YOUR CHILD FIND SUCCESS

1. Schoology is our main method of communication. If you have questions or concerns about your child's grades and/or behavior, please contact their teacher(s) via a Schoology message.
2. Barbourville Middle School is a "No Phone Zone," which means students should not bring their phones to school. If they do, they are to remain in their locker. Please do not text your child while at school as this will only increase the chance of them getting caught using it and then subsequently receiving consequences for not adhering to school policy.
3. Monitor the websites and apps your child visits.
4. Ensure that your child charges their iPad every evening.
5. Check daily before your child leaves for school to ensure that they are in compliance with the school dress code.
6. Remember: students have five days to submit late work, and after the fifth day, the assignment grade turns into a final zero. To ensure that this does not happen, check Schoology frequently.
7. Every afternoon or night, ask your child if they have any homework OR classwork that needs to be completed.
8. Monitor Mathia and Achieve frequently.
9. If you have an issue, contact your child's teacher before you contact the school counselors and/or school administration.
10. Be mindful of your child's tardies and absences.
11. Our educators workday schedule is 7:10 AM -3:10 PM. After 3:10 PM, they will not respond to any messages or emails until the next business day.
12. Please help your child learn their address and important phone numbers.