**East Bank Middle School**

**Student Handbook**

**2019-2020**

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

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

Locker Number:\_\_\_\_\_\_\_\_\_\_\_\_\_

Homebase Teacher:\_\_\_\_\_\_\_\_\_\_\_\_\_

# Attendance

An excused absence from school will include absences for the following reasons:

* Illness or injury of the student with verification from a physician.
* Medical and/or dental appointment verified in writing from the physician or dentist.
* Illness verified by the parent not to exceed three (3) consecutive or five (5) total days per school year.
* Calamity, such as an emergency situation approved by the principal.
* Death in the family not to exceed three (3) days for each occurrence.
* School approved curricular or extracurricular activities.
* Legal obligation with verification.
* Failure of bus to run or extremely hazardous conditions. - Observance of religious holidays.
* Personal or academic reasons approved by the principal.
* Homebound or medical instructions
* Physical or mental incapacity of the student may be verified by the parent or guardian not to exceed five days per year

If a student is absent, the parent/guardian should call before school to provide the reason for the absence. If the school is not notified prior to the beginning of the school day a pre-recorded phone message will notify the home that the student was absent from school that day.

If a student is absent, any written excuses must be turned in to the school within ​**3**​ days of the absence(s).

In the event a student has five (5) unexcused absences the school will notify the parents in writing. The school social worker is contacted when a student's unexcused absences are excessive (10 days or more.)

Students will be recognized for perfect attendance each grading period. The student will be considered to have perfect attendance if they are present in every class all day each day of the grading period. Any excused absences will eliminate the student from having perfect attendance.

# Bus Policy

All students are expected to follow all bus policies as described in Kanawha County Schools “Star Player” bus policy pamphlet. Students must ride their assigned bus. Students will not be allowed to ride a different bus than their own without written permission from their parent/guardian.

# Visitors

Parents and other adults who have business at the school must report to the office, sign in and pick up a visitor’s badge. All visitors are expected to leave promptly when their business is completed. No school age children are allowed to visit at any time during the school day, unless special permission is authorized by the principal.

# Check Out Procedures

Students may be checked out of school early by a parent/guardian due to an emergency or doctor/dental appointment​**.** ​***PARENTS: Please do not check your student out early on a daily basis for convenience***​. Students may not be checked out by another adult unless their name appears on the student's emergency card or the office has received a written note that is verified by phone with a parent/guardian signature. When students are away from school, critical class instruction and assignments that may not be made up will be missed.

# Lunch Detention

Lunch Detention is held during lunch and will be assigned by the teachers or administration if a student fails to meet expectations consistently. Students will report to lunch detention with their lunch. The students will eat silently and be dismissed in an orderly manner to clean their trays and use the restroom before returning to class.

# Dress Code

Student’s dress, choice of clothing and grooming practices should be appropriate for the school environment.

Students must follow common practices of modesty, cleanliness and neatness. Students must dress within acceptable standards and in such a manner that it does not cause a distraction to the academic atmosphere.

Any clothing, accessories, symbols, jewelry, or other paraphernalia, which depicts or suggests association with a gang shall not be brought to school, worn at school, or in any way be present at any school related event.

Any question regarding the acceptability of clothing must be obtained BEFORE it is brought/ worn to school.

Teachers and administrators are responsible for enforcing the student dress code policy.

It is the responsibility of the students and parents that the student adheres to East Bank Middle School EBMS Dress Code:

1. Any clothing, jewelry or accessories with decorations, patches, lettering, advertisements, etc., that may be considered obscene or offensive are not to be worn to school. This includes any clothing, jewelry and accessories that may be used as weapons, which have drug emblems, contain obscenities, tobacco or alcoholic beverage references, which may be considered derogatory towards a race, culture or religion, or which may be considered sexual harassment.
2. Crop tops; tube tops, halters, and sleeveless tops are unacceptable. Strapless dresses without jackets are unacceptable. Transparent and/or see through material is considered unacceptable. Shirts or blouses must cover the ​**entire**​ torso at all times, even in movement.
3. Dresses, skirts and shorts should be long enough to meet their mid-thigh. Form-fitting pants, such as spandex, or bicycle pants, or ​torn pants above the knee​ are considered inappropriate. Students must wear their pants or overalls properly – the waist at the waist, no sagging.
4. All students must wear shoes. Flip-flops may be worn to school, however, they are not recommended due to safety issues. East Bank Middle School is not responsible for any injury caused by wearing flip-flops to school.
5. Piercings are limited to the ear only. No other piercings are permitted and must be removed while in school.
6. Hair should be kept neat, clean, and reasonably styled. Any type of head covering is unacceptable and should not be worn/ brought to school. Bandanas may not be worn under any circumstance. Chain or spike jewelry is unacceptable.

Any student who is in violation of East Bank Middle School’s dress code will be asked to change or remove the violation of the dress code.

# Expected Behaviors

All students can and will behave in an appropriate manner. Students learn best in an environment in which rules and standards of behavior have been clearly communicated.

*Behavior during the Pledge of Allegiance and Announcements*

I. You will stand and pledge the flag, or you will stand quietly without talking until the pledge is completed. II. After the pledge is completed, you will be seated and prepare to listen to announcements.

*Behavior during Class Change*

1. Walk​ in the hall. (Right hand side).
2. Talk at a normal speaking level, do not speak loudly or yell.
3. Go to the restroom.
4. Get a drink of water.
5. Arrive to class on time with all materials needed for the class.

*Behavior at Lockers*

1. You may go to your assigned locker at times specified by the team or with a pass from a teacher. No one is to go to lockers the first 10 minutes of class or the last 10 minutes of class. No students will be permitted out of class to go to the water fountain.

II. Open your locker door.

1. Get the necessary materials from your locker and deposit personal possessions.
2. The contents of the locker must be arranged so that nothing hangs out of the closed locker.
3. Close the locker door ​quietly. ​
4. In order to decorate your lockers, you may use mirrors and decorations that attach with magnets only.

*After School Behavior*

1. Observe your teacher's rules for dismissal from class.
2. Observe hall behavior.
3. Observe locker behavior.
4. Students who walk to school are to leave the school campus as soon as they are dismissed from school, exit the building, and leave campus.

*Behavior during the Absence of the Regular Teacher*

1. Substitute teachers are guests in the building and will be treated with respect.
2. You will follow all standard classroom rules and school rules and procedures when you have a substitute teacher. Substitutes may refer students whose behavior does not follow standard guidelines, to the team leader.
3. You will be responsible for any work assigned to you by a substitute teacher. IV. You will follow the substitute's instructions in the absence of your teacher.

*Cafeteria Behavior*

1. Observe behavior for dismissal.
2. Observe behavior for class change.
3. Observe behavior for lockers.
4. Walk​ to the end of either serving line.
5. Stop behind the last person in line and move forward only when the person in front of you moves forward. VI. Pick up all necessary eating utensils and food while you are in line.

VII. You may purchase extra milk bottled from the teacher or staff member taking lunch numbers. VIII. Walk​ ​to the table.

1. Sit down to eat.
2. When you have finished eating; clean the area where you have eaten, walk to the tray return window, dump scraps in the garbage pail, and place your tray on the shelf.
3. If you drop an item or make a mess, you will be expected to pick up the item dropped or clean up the mess.
4. When the teachers or administration raise their hand you are to sit down, stop talking and listen to announcements.

*Fire Drill Behavior*

1. You must leave all materials in the room.
2. You will move silently and in a single file through the designated exit from the classroom you are in.
3. You will continue in single file to the designated area outside.
4. Remain quiet and wait for the teacher to take roll.
5. At the sound of the bell, you will return to the classroom (without talking) using the same route by which you left the building.
6. Teachers will assign the following duties: turning off all appliances; turning off lights; closing doors *Assembly Behavior*
7. Leave all materials in the room unless instructed to do otherwise.
8. Walk to the auditorium.
9. Once inside the auditorium, wait to be directed to your seat by the teacher or principal in charge.

IV You may applaud when appropriate.

1. Show your disapproval by remaining quiet.
2. You will be dismissed from the assembly by the teacher or principal in charge.
3. Return to your classroom quietly.

Assemblies are for looking, listening and learning. They are extensions of the classroom and should be considered as such by both teachers and students. The standards of behavior in assemblies are the same as classroom standards with special emphasis on courtesy to the performers, speakers or guests. This means whistling, booing, stomping and other rude expressions are unacceptable.

*Dance Behavior*

1. You will be permitted to dance, buy refreshments, use restrooms, or stand and socialize with your friends.

It is too crowded to run and chase one another.

1. Keep refreshments in concession area and other designated areas.
2. Dances are for East Bank Middle School students only, students from other schools are not allowed.
3. Students currently under suspension or having ongoing disciplinary problems may not be allowed to attend.

*Guest in the Classroom Behavior*

1. Students continue with their assigned work when a guest is in the classroom.
2. Students will wait until the guest and the teacher have finished their conversation before asking a question.

# Homework Policy

The following set of suggestions and expectations can be used to help decrease tension associated with homework and increase student’s learning.

At home, provide a place to complete homework. This should be in the same place that is an uncluttered, quiet space to study. Establish a schedule for completing homework. Homework should be started soon after arriving at home. Information from class will be fresher at this time rather than later in the evening. Reasonable time expectations for homework in middle school have been established as 60-90 minutes of homework each night. Each teacher will establish his/her grading policy. Check with each teacher to understand what expectations the teacher has, but generally each homework assignment will be graded for content and timeliness.

Parents and students may review daily assignments and student grades on Schoology. An account has been established for each student. Parents may also establish an account by signing up at ​[www.schoology.com](http://www.schoology.com/)​You may request your student’s personal code from their teacher.

# Honor Roll

Students will be recognized for academic achievement at the end of each nine weeks. The criteria for

recognition is based on Grade Point Average (GPA) are as follows:

Principal’s List 4.0

|  |  |  |
| --- | --- | --- |
| A Honor Roll |  | 3.5 – 3.99 |
| B Honor Roll **Grading Scale** |  | 3.0 – 3.49 |
| 90%-100% | A |  |
| 80%-89% | B |  |
| 70%-79% | C |  |
| 60%-69% | D |  |

59% and below F

# Locker Policy

The student may use the locker for the school year. Any student assigned a locker must place coats and backpacks in their locker at the beginning of the school day and may not take them to class. The school is not responsible for items missing from lockers. Lockers may be searched by the administration at any time if there is probable cause that it contains contraband of any kind.

# Make Up Work

Teachers will allow one day for each day's absence for students to make up missed work assignments and/or tests that are missed due to an ​**excused absence**​. Any student that is absent one or two days, may receive their makeup work upon their return to school and should check Schoology daily. Twenty-four hour (24) notice will be requested for make-up work due to an excused absence of three days or more.

# Medication in School

The school is not primarily responsible for the administration of medication to a student; this is the responsibility of the parent. Medication should be administered to the student outside of the school when possible, such as before school and/or after school. If medication is required to be administered during school hours to facilitate the student’s health and regular school attendance, medication can be administered, but specific procedures must be followed. The procedure is as follows:

1. All prescription medication must have a written order and dosage instruction from the student's physician if

the medication will be administered for more than 21 days. The student’s physician must complete a form furnished by the school nurse or administration. The written dosage order and form must be given to the school before any medication will be administered.

1. If a prescription medication will be administered for a period of 21 days or less, then the school must receive an order from the student’s physician and note of permission from the parent before any medication will be administered.
2. Prescription medication must be sent to the school in a container clearly and accurately labeled by a pharmacist or physician. Only one kind of medication may be included in a single bottle or container.
3. Medication must be brought to the office where it will be stored in a locked, centrally located cabinet. No medication is allowed outside of the office’s locked cabinet. The student may keep no medication of any kind.
4. Non-prescription medication may be administered for a period of up to 3 school days. Non-prescription medication must be sent to school in the manufacturer’s container, labeled with the student’s name and a note containing written directions from the parent.

At the end of the school year all medication, both prescription and non-prescription, must be picked up from the office by the parent. No medication will be sent home with the student. The school will dispose of any medication not picked up by the parent by the last day of school for the students.

# O​ff Limits

The following areas are off limits to students:

1. Back stairwell
2. Parking lot, front of building, back of the building and either side of the building at all times
3. Other "team"/"grade" areas other than your own
4. Concession stand, custodian and kitchen areas and ​any​ area that is not directly supervised by faculty or staff of EBMS.

# Promotion of Students

In order to be promoted from grades 6​th​ to 7​th​; grades 7​th​ to 8​th​; and grades 8​th​ to 9​th​ a student must pass 6 semester classes (Semester grades are the grades given at the end of the second nine weeks, in January, and at the end of the fourth nine weeks, in June) in the following classes must be passed:

English Mathematics Science Social Studies

Any student who does not pass the required number of semester classes will be reviewed by the Student Assistance Team for consideration for retention. Eighth grade students who are retained and have passed the required number of semester classes may be promoted to high school, if any only if they Master their Smarter Balanced Test and go through the SAT process to be placed in the appropriate summer school classes as long as the Riverside High School Representative agrees with the plan in place.

# Safe Ideas for Tough Decisions

*Smart Practices*

1. Don't listen to second hand statements (gossip/rumors)
2. Don't react to what your friends tell you someone said. They may have heard the statement incorrectly.
3. Don't make inflammatory statements to or about others ("I can whip Billie.") Someone will tell Billie.
4. Don't write notes/messages that are in poor taste about other people. The note/message or its contents will most certainly get back to the person who was wronged. This includes handwritten notes, emails, Instant Messages (IM), or comments on YouTube, Instagram, Snapchat, Twitter, or Facebook.
5. Don't say things on the phone about other people. (You never know who is on another phone)
6. Don't deliver notes for others. If you get a note, bring it to the teacher or office and we will read it together.
7. Mind your own business. Don't take sides when a rumor is started.
8. If you find yourself involved in a conflict, gather all your facts and go to the Principal, Assistant Principal, or Counselor. They will do their best to end it as soon as possible.

*If You "Feel" Threatened*

1. Go to the nearest adult and explain what happened.
2. If necessary, have someone walk you to the office or send someone for the Assistant Principal.
3. If it is not an emergency, send a note to the office and report the problem as soon as possible.
4. The Administration will bring in both parties and try to resolve the situation as fairly as possible.
5. If necessary, other people (counselor, peer mediation team, witnesses, teachers, or others) will be called in to assist.

*If Someone Tries to Start a Fight*

1. If you hear about it before it happens, come to the office as soon as possible. It will be dealt with immediately.
2. If someone comes after you, go to the nearest adult and explain what is happening.
3. Don't argue with an aggressive student - That's what they want.
4. Don't put your hands on any student for any reason – including “just playing.”
5. Do everything in your power to keep from fighting.
6. Students who are involved will be brought to the office and dealt with accordingly. If both students were fighting, then both will be punished equally.
7. \*\*Threatening other students is not acceptable and will not be tolerated! Aggressive students will be punished! Make sure you are not an aggressive student!

**School Opening**

East Bank Middle School will allow students in the building beginning at 7:10 a.m.

# School Dismissal

East Bank Middle will begin dismissing students at 2:55 p.m. daily. Parents may wait out front and the student will be called to the front of the building via intercom. Parents are asked to wait until 2:55 p.m. to pick up their student as classes may be disturbed due to interruptions caused by students leaving school before afternoon dismissal time.

**Searches**

Under ordinary circumstances the search of a student by a teacher or other school official is permitted, if there are reasonable suspicions for suspecting that the search will turn up evidence that the student has violated or is violating either the law or rules of the school. The extent of the search must be reasonably related to the objectives of a search and not excessively intrusive in light of the sex of the student and nature of the infraction. Any searches of students will be conducted in the presence of an adult witness. Any contraband property discovered as a result of a search may be confiscated.

A student's locker may be searched if there are reasonable grounds to suspect that the search will turn up evidence that a student has violated or is violating either the law or rules of the school. Such searches will be conducted in the presence of an adult witness. Furthermore, by accepting a locker a student shall be deemed to have consented to the periodic inspection thereof. The school principal shall retain keys to all lockers in order to affect such inspections.

**Canine Assisted Locker/Facility Inspections**​

School principals are authorized to arrange for the use of canines that have been trained in the detection of unlawful drugs or explosives to assist in periodic inspections of student lockers, other school facility areas or ground. Any unlawful drugs or explosives that are discovered as a result of a canine assisted inspection may serve as a basis for student disciplinary action.

**Student Behavior (Excellence is our Expectation)**

Students are to behave in a manner that will allow the school to have an orderly, nurturing and safe environment that is conductive to learning. Students shall be subject to the provisions of a code of conduct in the following circumstances:

* While on property owned by Kanawha County Schools.
* During time periods when a student is scheduled to attend school or other activities conducted under the auspices of Kanawha County Schools.
* During any extracurricular activity or trip conducted under the auspices of Kanawha County Schools in which a student elects to participate.
* While a student is in transit to or from school or an extracurricular activity, including transit on a school bus. Student offenses are classified into four categories. The following specific offenses will be considered a violation of Kanawha County School Student Code of Conduct.

*Level I Violations*

* Anti-social Conduct. A student will not verbally, in writing, electronically, or with photographs or drawings, direct profanity or insulting, obscene gestures toward another student that causes embarrassment, discomfort, or a reluctance to participate in school activities.
* Cellular Phones. The use of cell phones, pagers, beepers, PDAs or similar electronic communication devices are not permitted during school. Cell phones may be brought to school, but they are to remain turned off and put away. Any cell phone or other electronic device that is seen or heard by the teacher or administration will be confiscated immediately. The school is not responsible for any lost, stolen or damaged cell phone or electronic device.
* Cheating/Academic Misconduct. A student will not plagiarize, cheat, gain unauthorized access to, or tamper with educational materials.
* Disorderly Conduct. A student will not harass another student or person or misbehave in a manner that causes disruption or obstruction to the education process. Disruption caused by talking, making noises, throwing objects, or otherwise distracting another person, constitutes disorderly conduct. Behavior is considered disorderly if a teacher is prevented from starting an activity or lesson, or has to stop instruction to address the disruption.
* Inappropriate Displays of Affection. Students will not engage in inappropriate displays of affection such as kissing or embraces or touching of an intimate nature.
* Dress Code. Please see the section concerning SMS Dress Code.
* Leaving School without Permission. A student will not leave the school building, classroom, cafeteria, assigned area, or campus without permission from authorized school personnel.
* Tardiness. A student will not fail to be in his/her place of instruction at the assigned time without a valid excuse.
* Technology Abuse. A student will not violate the terms of West Virginia Board of Education Policy 2460,

W.Va. 126CSR41 Safety and Acceptable Use of the Internet by Students and Educators or Kanawha County

Schools Administrative Regulation J36A, "Student Telecommunications Network Access."

* Tobacco. In accordance with West Virginia Board of Education Policy 2422.5.A, W.Va. 126CSR66 (Tobacco-Free Schools) and Kanawha Board of Education Policy C44, "Tobacco Control," a student will not smoke, use tobacco, possess any substance containing tobacco, or any paraphernalia on school premises or at any activity or event sponsored by the county school district.
* 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. If removed, suspended, or expelled from school, a student will not return to the school premises without permission of the proper school authorities

*Level II Violations*

* Bullying/Harassment/Intimidation. A student will not bully, intimidate or harass another student. According to Kanawha County Board of Education Policy C53, bullying, harassment and/or intimidation occurs whenever one or more persons use power to repeatedly and consistently inflict physical, verbal or emotional abuse on one or more other persons. There must be repeated and consistent negative actions against the person, there must be an imbalance of power between the person who bullies and the target person, and there must be contrasting feelings between the person who bullies and the target person as a result of the bullying episode. The effects of bullying, harassment and/or intimidation are: placing a student or staff member in reasonable fear of harm to his/her person; harming a student or staff member; damaging a student’s or staff member’s property; placing a student or staff member in reasonable fear of damage to his/her property; or sufficiently inappropriate, severe, persistent, or pervasive to create an intimidating, threatening, or abusive educational, social or working environment for a student or staff member.
* Failure to Serve Assigned Detention. A student will not fail to serve an assigned detention.
* False Identification. A student will not use another person’s identification to any school official with intent to deceive school personnel.
* Forgery. A student will not sign the name of another person for the purpose of defrauding school personnel.
* Fraud. A student will not deceive another or cause another to be deceived by false or misleading information.
* Gambling. A student will not engage in any game of chance or contest wherein money or other items of value are awarded to the winner.
* Gang 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.
* Insubordination/Unruly Conduct. A student will not ignore or refuse to comply with directions or instructions given by school authorities. Refusing to open a book, write 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.
* Loitering. A student will not remain or linger on school property without a legitimate purpose and/or proper authority. Students waiting for school related activities and events will not be permitted to wait on school property if the event is scheduled to begin more than 30 minutes after dismissal from school.
* Medication. A student will not have prescription or non-prescription medication at school in violation of KCS policy C50.
* Theft or Possession of Stolen Property. A student will not have in his or her possession property belonging to someone else without permission from that person.

*Level III Violations*

* Alcohol. A student will not possess, distribute or be under the influence of alcohol in an educational facility, on school grounds, a school bus or at any school-sponsored function.
* Defacing School Property. 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.
* Disobeying School Personnel in a Willful Manner. A student will not willfully disobey a teacher, administrator or other school personnel who have the authority to supervise students.
* Profane Language. A student will not use profane language directed at a school employee or student. Using profane language may include, but is not limited to verbally, in writing, electronically, or with photographs or drawings, direct profanity or insulting, obscene gestures toward any school employee or student.
* Theft. A student will not, without permission of the owner or custodian of the property, take property or have in his or her possession property valued at between $100 and $999.99.
* 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.
* Participation in a Physical Altercation. A student will not engage in assault, battery, fighting, or other physical altercation with students or other individuals while under the authority of school personnel.
* Threatening or Injuring. A student will not threaten to injure, or in any manner injure a student, teacher, administrator or other school employee.
* Violation of School Rules or Policies. A student will not habitually violate school rules or policies. As used herein, violation means three or more violations of school rules or policies within the same school year, which have resulted in the student being suspended for ten or more days cumulatively, and which have been documented to the student and the parent.

*Level IV Violations*

* Battery on 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 W.Va. 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 W.Va. Code 18A-5-1a(b)(i).
* Unlawful Possession of a Controlled Substance or Possession of a Drug Device. According to W.Va. Code 18A-5-1a(b)(ii), a student will not possess, distribute, or be under the influence of a controlled substance governed by the Uniformed Controlled Substances Act as described in W.Va. Code 60A-1-101. In addition, a student will not possess or distribute any substance, which the student represents to be a controlled substance or possess a drug device on the premises of an educational facility or at a school-sponsored function. As used herein the term “drug device” means an object usable for smoking marijuana, for smoking controlled substances defined tetrahydrocannabinol, or for ingesting or inhaling cocaine, and includes, but is not limited to: (1) metal, wooden, acrylic, glass, stone, plastic, or ceramic pipes with or without screens, hashish heads, or punctured metal bowls; (2) water pipes; (3) carburetion tubes; (4) smoking and carburetion marks; (5) roach clips, meaning objects used to hold burning materials such as a marijuana cigarette, that has become too small or too short to be held in the hands; (6) camber, carburetor, electronic or air-driven pipes; (7) chillums; (8) bongs; (9) ice pipes or chilies; (10) miniature cocaine spoons and cocaine vials; and (11) rolling papers, if used or intended to be used to make marijuana cigarettes. In the consideration of violation of this provision, the question whether an object is a drug device shall be a question of fact.
* Possession of a Firearm or Deadly Weapon. According to W.Va. Code 18A-5-1a (a), a student will not possess a firearm or deadly weapon as defined in W.Va. Code 61-7-2. On any school bus as defined in W.Va. Code 17A-1-1, or in or on any public or private primary or secondary education building, structure, facility or grounds thereof, including and vocational education building, structure, facility or grounds thereof, or at any school-sponsored function as defined in WV Code 61-7-11a. A principal must submit notice of disciplinary action involving a firearm violation within 72 hours of a violation.
* As defined in W.Va. Code 61-7-2, a “deadly 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. Deadly weapons include, but are not limited to, blackjack, gravity knife, knife (regardless of the length of the blade), switchblade knife, metallic or false knuckles, pistol, or revolver. The term deadly weapon also includes explosive, chemical, biological or radiological materials. A deadly 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 others.
* For purposes of this policy deadly weapon also includes any instrument, which is designed to be used to produce serious bodily injury or death, or is readily adaptable to such use. Examples of such weapons include, but are not limited to blank pistol, signal pistol, starter pistol, stun-gun, pellet gun, or BB gun, any razor (e.g. straight, regular, retractable, etc.); any defensive device (e.g. gas repellent, mace, stun-gun, chemical sprays, etc.); chains, clubs, nightstick, rings, pipe, studded or pointed bracelets, ax handles, bullets, ammunition of any type, fireworks of any type and size, smoke bomb, stink bomb, any type of homemade bomb, or item which by virtue of its shape or design gives the appearance of any of the aforementioned (e.g. fake bombs, fireworks fuse, explosive devices, detonators, etc.).
* Sale of Narcotic Drug. According to W.Va. Code 18A-5-1a, a student will not sell a narcotic drug, as defined in W.Va. Code 60A-1-101, on the premises of an educational facility, at a school-sponsored function or on a school bus.

# Technology Offenses

All students may use computers, the internet, and others types of technology to help enhance their academic learning. No student shall misuse, or inappropriately use computers, or other forms of technology. Any student that participates in inappropriate technology use or technology abuse will lose their rights to use technology while in school. Each student and parent must sign an acceptable use form concerning use of technology in school each school year.

Inappropriate technology use consists of viewing unauthorized (not explicit) web sites and use of any program and/or web site that is unrelated to an academic assignment. Technology abuse consists of viewing of explicit websites, downloading programs from the internet, installing unauthorized software, unauthorized use of other student’s computer accounts, and any other serious abuse of technology.

# Testing

All East Bank Middle School students will participate in statewide testing, known as the Smarter Balanced Test toward the end of the school year. During the first few weeks of school students will take the CBA for data collection purposes. Throughout the school year the students will take practice interim tests to prepare for the end of year GSA test. Just before the GSA, students will take another CBA to show their growth for the year. Students will also participate in other types of testing such as the SMI and SRI. Parents are asked to make sure the student is in attendance on the testing dates. The following are testing windows or general times, that testing will occur. Specific dates for testing at East Bank Middle School will be scheduled later in the school year.

|  |  |
| --- | --- |
| ELA/Math CBA | Oct 2018 & April 2019 |
| SRI/SMI | Oct 2018 & April 2019 |
| Golden Horseshoe (8​th​ grade only)  Smarter Balanced GSA TEST | April 2019 May 2019 |

# Textbooks

Textbooks in all subjects are purchased by the Board of Education. Textbooks may be assigned to students. Students are responsible for the books assigned to them and must pay for lost, stolen, or defaced books. When a student transfers to another school or at any time when requested to do so by the principal, the student shall return books assigned to them and pay for any books lost, stolen, or defaced.

# Types of Disciplinary Actions

The types of disciplinary actions East Bank Middle may include but not limited to:

* Parent phone call. Team Conference
* Lunch Detention
* Loss of Lunch Free Time
* Placement in In-School Suspension (ISS) o East Bank Middle will provide an alternate learning center (ALC) for students with disciplinary problems. ALC is also known as In-School Suspension (ISS). ALC will be monitored by our Academic transition teacher. Students will be assigned to ALC by the administration. This will be an ​all-day​ assignment.

o Students Assigned to ALC will be required to sit silently and work on assignments. The only communication allowed in ALC is to the teacher. ALC is designed to provide students an opportunity to correct their behavior before Out-Of-School Suspension is assigned.

* Conduct/Behavior Contract
* If a student breaks or damages something, the parent/student may be asked to pay for the repair or replacement of the item.
* Suspension from school(OSS)
* Referral to Kanawha County School’s Student Assistance Team for possible placement in alternative school
* Referral to Kanawha County School’s General Counsel for a hearing for possible expulsion from school.

**East Bank Middle School Discipline Matrix**

**Level 1 Offense**

Cheating - Call Home and Dhall 1 day /1 ISS/ 2 ISS/ 3 ISS/ 1 OSS

Deceit - Call Home/ Dhall 1 day/ Dhall 2 days/ 1 ISS/ 2 ISS /3 ISS

Disruptive/Disrespectful- DH 1 day /D hall 2 Days/ 1 ISS/ 2 ISS-SAT /3 ISS

Failure to Serve Detention - 1 ISS/ 2 ISS/ 3 ISS-SAT/ 5 ISS/ 3 OSS

Falsifying Identity- DH 1 day/ Dhall 2 days/ 1 ISS-SAT /2 ISS/ 3 ISS

Inappropriate Appearance- Call Home/ DH 1 days/ 1 ISS /2 ISS /3 ISS

Display of Affection- Call Home/ DH 1 day /1 ISS/ 2 ISS /3 ISS

Inappropriate Language- Call Home and Dhall 1 day/ DH 2 days/ 1 ISS/ 2 ISS /3 ISS

Possession of Inappropriate Property- Call Home Administration Discretion

Skipping Class- 1 ISS /2 ISS/ 3 ISS-SAT /4 ISS/ 5 ISS

Tardies- More than 5 9 weeks- DH 2 days /1 ISS /2 ISS-SAT /3 ISS /4 ISS

**Level 2 Offense**

Use of technology to video improper conduct - 3 ISS/ 5 ISS/ 10 ISS

Gang Related Activity- 3 ISS/SAT 5 ISS/ 5 OSS/ CSAT

Habitual Violations 3 ISS-SAT /5 ISS/ 3 OSS/ 5 OSS/ 10 OSS-CSAT

Insubordination- 1 ISS /2 ISS/ 3 ISS-SAT/ 5 ISS/ 3 OSS

Leaving School w/o Permission - 1 ISS/ 2 ISS/ 3 ISS-SAT/ 4 ISS/5 ISS

Physical Fight w/o Injury – 3 ISS/ 3 OSS-SAT /5 OSS-CSAT/ 10 OSS

Possession of Imitation Weapon - 3 ISS-SAT/ 5 ISS/ 3 OSS/ 5 OSS/ 10 OSS -CSAT

Possession of Knife not meeting definition – 3 OSS-SAT/5 OSS-SAT /10 OSS-CSAT

Profane Language/Obscene Gesture/Indecent Act- Administration Discretion based on the severity of the situation

Technology Misuse Loss of Privileges 9 Weeks/ 1 Semester/ 1 Year

**Level 3 Offense**

Battery against a Student- 3 OSS/ 5 OSS-SAT/ 10 OSS-CSAT Administration discretion based on severity

Defacing School Property- Restitution and Administration Discretion based on the severity and situation

False Fire Alarm- 10 OSS/ 10 OSS-CSAT

Fraud/Forgery - 3 OSS/ 5 OSS/SAT 10 OSS-CSAT

Gambling - 3 OSS /5 OSS-SAT /10 OSS-CSAT

Harassment/Bullying- 3 OSS /5 OSS-SAT /10 OSS-CSAT- Administration discretion based on severity

Hazing - 3 OSS /5 OSS/SAT 10 OSS-CSAT - Administration discretion based on severity

Imitation Drugs - 5 OSS/SAT 10 OSS-CSAT

Inhalant Abuse- 5 OSS-SAT /10 OSS-CSAT

Larceny - 10 OSS/CSAT/Expulsion

Possession/Use of Tobacco- 180.00 Ticket 1 ISS/ 360.00 Ticket 3 ISS-SAT/ 720.00 Ticket 5 ISS/CSAT/Expulsion

Sexual Misconduct- Administration discretion based on each individual situation

Threat of Injury - 3 OSS / 5 OSS-SAT /10 OSS/CSAT

Verbal Assault on Employee- 5 OSS-SAT/ 10 OSS/CSAT Expulsion

Verbal Assault on Student- 1 OSS /3 OSS-SAT / 5 OSS-SAT /10 OSS-CSAT

**Level 4 Offense**

Battery against Employee - Expulsion/Charges Filed

Felony/Terroristic Threat- Expulsion/Charges Filed

Illegal Substance Sale/Use - 10 OSS-CSAT

Possession/Use of Dangerous Weapon - 10 OSS-CSAT

Sexting - Administration Discretion/Law Enforcement Called if a Minor is involved

**Cell Phone Policy**

Teacher Warning/ Teacher takes phone/ Office takes phone until parents come in/3 ISS/ 5 ISS/ 1 OSS

# Making Change at The Bank--Positive Behavior Support Plan

Purpose: To reward positive behaviors displayed by students and to reduce our out of school suspensions, in school​ suspensions, attendance and overall student behaviors.

1. Making change at The Bank tickets
   1. Students can earn tickets from teachers for doing the right thing. For example: Turning work in on time, helping others, good grades, participating in class and any other good deed a teacher feels is worthy.
   2. Teachers will have their own small rewards for earning a ticket
   3. Each teacher should give out at least 1 ticket a day
   4. Students will deposit their tickets in The Bank in the office
2. Monthly Assembly
   1. An assembly will be held at the end of each month for students to attend and celebrate their positive behavior with Ice Cream, Pizza, Games and other items to be determined.
   2. We will raffle off some rewards for students whose tickets are drawn from The Bank.
   3. Students with the following behaviors in that month will not be able to attend:

Out of School Suspension, More than 1 day of In-School Suspension, Any unexcused absences, more than 3 tardies to class

1. Rewards
   1. Extra Lunch Time in Taco Bell Room
   2. Free tickets to Dance or Extracurricular Event
   3. Homework Passes
   4. Supplies
   5. Lunch with a favorite teacher
   6. Gift Certificates
2. Earning Back Rewards after Suspension
   1. Students will have 1 opportunity to earn back the right to attend the monthly assembly after suspension, as long as they were suspended for a Level 1 or 2 offense and it is not within 14 days of the scheduled assembly. Students must receive at least 5 tickets that month after suspension to earn the right to attend the assembly or gain permission from their respected teachers.

# East Bank Middle School Mentoring Program

Implemented this year, each month teachers are working one on one with chosen students who need some extra support or care in any given area. These teachers and their chosen students will work together to identify improvement that may be needed either academically and/or behaviorally. We feel this additional connection may help our students become more successful individuals in academic areas, discipline or socially.

**Student Password Information**

Students will have the opportunity to use computers and different programs on a daily basis. Students must use passwords to access the different computer programs that they will be required to use on a daily basis. Student should record their passwords below. They should also take a photo with their iPad and save it to their iCloud.

|  |  |
| --- | --- |
| User Name | Password |
| Computer Log-On . . . . . . . . . . . .. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Schoology . . . . . . . . . . . . . . . . . . . .\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| TTM………………………………. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Pearson . . . . . . . . . . . . . . . . . . . . .. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| SRI. . . . . . . . . . . . . . . . . . . . . . . .. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| SMI. . . . . . . . . . . . . . . . . . . . . . . .. .\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| HMH. . . . . . . . . . . . . . . . . . . . . . . . .\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Acknowledgement of KCS Code of Conduct**

I have read and/or understand the above student code of conduct and weapons policy understand the consequences if I receive a write up for breaking the code in any way

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

It is my responsibility to avoid violation of the code of conduct, and I will make every effort to avoid violations by adhering to the school code of conduct and classroom rules.

.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I understand the dress code policy and will adhere to the KCS dress code.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I understand that the importance of safety of the school is not only the responsibility of the staff but also myself. I will do my best to keep myself and my classmate’s safe while at school.

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I will expect myself to be on my best behavior each and every day while at school, “Excellence is my Expectation” of myself and my classmates. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I understand that I must put forth effort to be successful at EBMS. If I choose not to put forth any effort nor to Expect Excellence from myself, the possibility of being retained Doubles the first semester and Triples the second and I will only have myself to blame.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*Cell phone/electronic policy is separate

Please detach and return

Student Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home-base Teacher\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I have read and discussed the violations policy with my child and I understand that if my child violates classroom rules and procedures, consequences will be issued. I further understand that if my child follows the classroom rules and procedures he/she will be rewarded.

\_\_\_Please contact me via-email if my child is having any difficulties at school.

\_\_\_I do not have an e-mail address, please contact me by phone if my child is having difficulties.

Print Parent Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent E-mail and phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Student Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student Verification Form Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cell Phones and other Electronic Devices

Students, initial the space in front of each guideline and sign in the space provided at the bottom.

\_\_\_\_\_\_ Student cell phone use is limited to before and after school and Friday during lunch w/ permission

\_\_\_\_\_\_ Cell phones may not be used during breaks, between classes, in restrooms or at assemblies

\_\_\_\_\_\_ Cell phones are not permitted in the classroom unless the teacher has given permission to use for instruction \_\_\_\_\_\_ MP3 players, IPODS and headphones may only be used with teacher or administration permission and are not permitted in the hallways, stairwells, walking to class or in PE class.

By signing and initialing this form you agree to follow the cell phone and electronic device policy here at East Bank Middle School. You also understand the following consequences for not following the policy.

**Any student refusing to give their phone or device up will be written up for Insubordination.**

**Cell Phones may not be used to video fights, other incidents at school and may not be used to bully others.**

|  |  |
| --- | --- |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Print Student Name | Student Signature |