

# Harpers Ferry Middle School



People Helping People

*"Quality Education for Every Student"*

## EQUAL EDUCATIONAL OPPORTUNITIES

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## Harpers Ferry Middle School School Mission

Dear Parents and Students:

The mission of Harpers Ferry Middle School is to give each student the opportunities to achieve to the best of his/her abilities in a safe and caring environment. Our goal is to develop self-discipline and individual responsibility in your child to meet the challenges that he or she will face in our society. Over the past years, our school has followed a successful discipline plan that supports the right of each student to an education in a calm, safe and secure environment.

It is important that parents, school staff and students work together to maintain a positive educational atmosphere. The rules and procedures at Harpers Ferry have been established for the protection of students. Students are expected to respect these rules as well as the people responsible for carrying them out. The staff needs the support of parents in promoting acceptable behavior and teaching each student to learn to be responsible for his or her own actions.

With your continued cooperation and support, the school year will be a positive and motivating experience for the students of Harpers Ferry Middle School. We wish to work together with you for the benefit of the children for whom we are responsible.

Eric R. Vandell  
Principal

# Local School Improvement Council

A School Improvement Council has been established at Harpers Ferry Middle School for the 2015-2016 school year. Its purpose is to propose alternatives to the operation of the school. These alternatives may: increase administrative efficiency, enhance the delivery of instructional programs, promote community involvement in the school system, or generally improve the educational performance of the school.

## Members for 2018-2019

**Principal** – Eric Vandell

**Faculty** – Erin Maranda

**Service Personnel** – (to be elected)

**Community** – (to be elected)

**Student** – (to be elected)

**Parents** - (to be elected at PTO meeting)

## School Business Partners

Harpers Ferry Middle School has numerous school business partners – Appalachian Trail Conference, Eackles-Spencer Funeral Home, Harpers Ferry/Bolivar Public Library, Harpers Ferry National Historical Park, HFHS Alumni Association, Jefferson Security Bank, Meadow Farms Nursery, River Riders, and the Town of Bolivar.

These organizations have supported us in many areas: academic awards, attendance awards, tours of their businesses, aid in recycling, etc. We hope to continue our partnership and give to them as well as they have given to us.

## Safety First

### FIRE AND EMERGENCY DRILLS

There will be one scheduled fire drill held during the first two weeks of school and at least one each month thereafter for the remainder of the school year. Each of your classroom teachers will inform you as to which exit you will take in leaving the room to proceed from the building. (The exit will vary depending upon which room you are in at the time the alarm is sounded.) Whenever the alarm is sounded you are to proceed, under the direction of your teacher, in an orderly fashion, as quickly as possible, in a single file taking the proper exit out of the building. Once outside of the building, you are to line up in a single line at which time the teacher in charge will take the class roll.

These drills are extremely important and should be taken seriously. Any student not fully cooperating in making these drills orderly is endangering the lives of other people in the building. The fire doors will close automatically and are to remain closed until the drill is completed.



### EMERGENCY CODE PROCEDURES

All schools today are required to have an emergency plan in addition to fire procedures to deal with safety concerns such as medical emergencies, intruder threat, natural disasters, etc. Throughout the school year the administration in partnership with county officials will conduct several drills designed to protect your child in the event of a real emergency. While we hope these drills will actually never be enacted, we believe a proactive approach will help prepare all of us in that event.

### SOLICITATION

There will be no selling or trading of any personal items of any kind during school hours (Example: gum, candy, CDs, electronic games, etc.) Items will be confiscated and disciplinary action taken.

# RULES, REGULATIONS AND POLICIES

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The following rules, regulations and policies are presented to give students a clear understanding of the conduct expected of them while they are a student at Harpers Ferry Middle School. The policies have been developed over a period of time to promote the proper environment for them to be educated and insure the satisfactory operation of the school. It is a student's responsibility to read and become familiar with these policies. This listing of policies is not intended to be all-inclusive. In matters not covered, we trust your good judgment to choose the proper avenue of conduct.

The authority and discipline of school teachers over school students shall exist throughout the school session, during public exercises held in the school buildings or on the grounds, during athletic games held on the school grounds and whenever such exercises or games are participated in by students or are under the auspices of the school or for benefit of the school.

Upon arrival at school, all students are to remain on the school grounds until the dismissal bell ending the school day. Students are not allowed to leave the school at lunchtime. Nutritional lunches are available in the cafeteria or students may bring a lunch from home.

## DRESS CODE

Our aim at Harpers Ferry Middle School is to provide an atmosphere where learning can flourish and the security and dignity of each person is protected.

To Parents: We need your help and support to enforce our dress code. Remember, the more casual the students' dress, the more casual their behavior and attitude toward school.

1. All shirts, sweaters and blouses should cover the shoulders, midriff, chest area and underarms. Muscle tops, tank tops, spaghetti straps, and some sleeveless tops are unacceptable.
2. See-through clothing and swim attire are inappropriate.
3. Shorts and skirt lengths must touch the longest fingertip.
4. Holes in pants must not be above the longest fingertip.
5. Clothing should fit appropriately. Clothing that is skin-tight or low cut is not appropriate.
6. Leggings and/or tight fitting yoga pants are strictly prohibited.
7. Pants should be an appropriate length and not drag on the ground.
8. All students are required to place all jackets, coats and heavy pullovers in their locker.
9. Clothing that degrades any person, gender, culture, religion, or occupation is unacceptable.
10. Clothing that depicts or promotes pornography, alcohol, drugs, tobacco, violence or cult/gang related activity is unacceptable. This includes items promoting brand names such as Playboy or Budweiser.
11. Gang related articles/dress such as bandanas. Chains (including wallet chains), headbands, rolled up pants, and gang related jewelry are unacceptable.
12. Hats, hoods on clothing, head coverings, or sunglasses may not be worn in the building.
13. Any type of attire that is disruptive to the school environment is unacceptable. (examples are onesies or costumes)

14. Pajamas and bedroom slippers are unacceptable.
15. Underwear must be covered by pants/shorts.
16. "Heelies" or shoes with any type of wheel or roller are prohibited on school property.
17. Headphones, earbuds, Bluetooth headsets are not permitted to be worn during the instructional day. This includes between classes and in the hallways.

Violations of this dress code may include school provided clothing, calling home for appropriate clothing, etc. Repeat offenders of the dress code will be subject to disciplinary action.

## LOCKERS

All lockers (gym and hall) are provided by the school as a convenience to the students, and they do not become the exclusive property of the student. They are provided for the express purpose of keeping clothing, books, lunches, and other materials necessary to the school day.

The Principal reserves the right to enter any student locker at any time he feels it necessary and proper to do so. Unannounced locker inspections will be held to insure lockers are clean and organized.

Students are not to tell anyone else the combinations to their lockers. Large amounts of money or things of great value should not be left in lockers. The school shall not assume responsibility for items taken from lockers. **IF YOU GIVE THE COMBINATION OF YOUR LOCKER TO ANOTHER STUDENT, THE SECURITY OF THAT LOCKER HAS BEEN VIOLATED.** Students are also NOT to use empty lockers to store items for their convenience.

Each student is assigned a locker at the beginning of school and that is the locker he/she is to use for the entire year. **Do not trade lockers with another student. If it is necessary for you to change your locker, check in the office so the records can be changed accordingly.** It is your responsibility to take care of your locker and your possessions. **Inappropriate use or graffiti on student lockers will result in discipline.** Students must keep their lockers locked. If a student loses his combination lock, he/she must pay \$6.50 to the office. No other lock will be issued until this fee has been paid.

**Lockers are to remain locked when not in use. Failure to follow these policies will result in disciplinary action.**

## BOOK BAGS

**Book bags of any type are not permitted in classrooms.** Students are permitted to use book bags to bring books, gym shoes, lunches, etc. to and from school. Your book bag is to be stored in the school locker during the day. Unless granted special permission, repeat offenders of this policy will be subject to disciplinary action.

## STUDENT TRAFFIC

School building traffic regulatory measures are as follows: Students may move up and down all stairs in the school building (please stay to the right side of the steps and hall). No one is allowed to use the elevator without permission of the administration. Students are required to move at an acceptable pace in between classes. Students who repeatedly stop in the hallways to socialize or loiter will be subject to disciplinary action. Students who wear headphones or electronic devices during hall changes will be disciplined accordingly.

## CHANGING OF CLASSES

Students have four minutes between classes. This is ample time to use the restroom and then reach anywhere in the building with a little time to spare. There are no excused admissions to class for being tardy. Students are expected to conduct themselves as ladies and gentlemen at all times. Loud talking, running, slamming locker doors, etc., is not acceptable. **The use of cell phones during class change is strictly prohibited.**

## AFTER SCHOOL ACTIVITIES

HFMS closes at 3:10 each day. Students may not stay afterschool for any events unless supervised by a group sponsor. **No student is permitted to stay afterschool unless with a teacher or activity sponsor.**

## CAFETERIA

The school cafeteria is maintained as a vital part of the health program of the school. All students will be given an application for free/reduced lunches at the beginning of each school year. These forms are available at the school office throughout the school year. Well-balanced meals are served daily at the price of \$1.75 for lunch and \$1.25 for breakfast, per day. Milk is available for \$.25 per carton. Students qualifying for reduced meals will receive free breakfast and lunch. Every pupil should regard the cafeteria as he or she would his dining room at home and act accordingly. These rules of cafeteria etiquette should be observed:

1. Students will follow the established traffic pattern.
2. Students will keep in line and wait their turn.
3. Students will keep hands, feet, objects and unnecessary comments to themselves.
4. Students will use conversational voices.
5. Students will clean up their tables and floor area.
6. They will empty their trays and stack them properly at the return window.
7. Students will use polite manners to cafeteria personnel and teachers on duty.
8. Students are not permitted to bring backpacks or bags into the cafeteria. For first breakfast bags are to be left in the back of the cafeteria.
9. Students are not permitted to chew gum in the cafeteria.
10. Students are not to congregate at the doorway when you have finished your lunch. If you choose to remain in the cafeteria, stay in your seat until you are dismissed.
11. Students who bring lunches are expected to eat in the cafeteria.
12. No food is permitted to leave the cafeteria for any circumstance.
13. No glass containers are permitted in the school building.

Grab-N-Go breakfast is served daily as an alternative to breakfast first thing in the morning. Students choosing to eat Grab-N-Go are permitted to do so at the 8:40am bell. Students that leave class to go to the cafeteria during this time and are found elsewhere are considered skipping and will be disciplined accordingly.

Parents are welcome to eat breakfast or lunch in the cafeteria when visiting or volunteering at our school.

The price for all adults is \$4.25 for lunch and \$3.25 for breakfast.

## PARENT VISITS DURING LUNCH

Parents are welcome to join their student for lunch at Harpers Ferry. Parents and their student will be assigned a location, outside of the cafeteria, to eat lunch together. After 20 minutes, the student is to report to the football field for their “free time” and the parent must leave school grounds. At no time will parents join their students in the cafeteria or on the football field for “free time.” Parents may purchase a school lunch for \$4.25 in the cafeteria.

## PHYSICAL EDUCATION

To be excused from participating in Physical Education for longer than one day you must bring a note from your doctor. Students must dress appropriately -long shorts, T-shirt, socks and sneakers. Students will be issued a gym locker – it is your responsibility to lock your belongings in your gym locker. Students’ participation grades are reliant upon changing daily for physical education class.

## ASSEMBLIES

During any assembly, the conduct of the student body is to be the following:

1. Upon being excused by the Intercom, proceed directly and quietly through the halls to the auditorium/gymnasium. Enter from the lobby.
2. No food, drinks, or gum are permitted in the auditorium.
3. Upon reaching the auditorium, sit in your designated section.
4. Remain quiet during the proceedings of the assembly.
5. Upon completion of the assembly you will be dismissed by the person in charge.
6. When dismissed leave quietly and orderly.

Failure to follow assembly rules may result in loss of privileges.

## ACADEMIC DISHONESTY

Any form of academic dishonesty or cheating is viewed as serious at Harpers Ferry Middle School. Any student who participates in any form of academic dishonesty or cheating will lose credit for the assignment but also face the possibility of discipline by the administration. This includes any assignment, quiz, test, project, etc. Academic Dishonesty also applies to accelerated reader. Students are not permitted to take A.R. tests on books they have not read, books they read in previous grades, books they watched the movie version of, etc.

## ACCELERATED READER

Accelerated Reader is an integral part of the reading program at Harpers Ferry. Every student will be trained on using this powerful program, and will be given an initial test to determine their reading level. Students will participate in the A.R. program during reading class, as well as an assigned time during 5<sup>th</sup> period where they will concentrate solely on reading their A.R. book. We have found this program to have a dramatic effect on our student's reading progress, and therefore take this program very seriously. Students must have an A.R. book with them during all instructional time in all classes. Any form of academic dishonesty related to the AR program will result in school discipline. We encourage all parents to support their child's reading success by encouraging full participation in this program.

## CLEANLINESS OF SCHOOL

The cleanliness of the school building and grounds is the responsibility of everyone. The school and equipment should be treated as you would your home and its furniture. Pupils who are guilty of doing any damage to school property in any way will be required to pay all damages.

## PERMISSION TO LEAVE SCHOOL

During the time that school is in session, students will not be permitted to leave the building except when they have presented a valid excuse for leaving, signed by a parent or guardian or after

parents/guardians have been contacted by the school. Under no circumstances will students be released to anyone other than parents/guardians unless written permission is granted. Students who become ill during the school day shall report to the office. A parent or guardian will be notified if conditions warrant. A student will only be released after a parent or guardian has signed the Sign Out form in the Office. A valid operator's license/proof of identification may be required to sign out a student.

## USE OF PHONES

Students may use the phones in the office with permission from a school official. Parents who wish to contact their child during the school day may call the office at 304 535-6357. Any other phone use is prohibited and will result in disciplinary action. **This includes sending or receiving text messages during the instructional day.**

## TECHNOLOGY ABUSE

Cell phone usage in schools has become an epidemic problem which continually interferes with the educational process. Our phone lines are available for student and parent use at any time for almost any reason. Violation of the cell phone policy will result in disciplinary consequences. **This includes sending or receiving texts or messages of any kind.**

Students **may not** activate (power on) cell phones, pagers or other electronic communication devices on school property during the instructional day. Headphones, earbuds, Bluetooth devices are **NOT PERMITTED** to be worn during the instructional day. This includes hallways and class changes. Unusual and/or emergency needs may be arranged with the building principal/designee, bus operator, or Coordinator of Transportation.

Students violating the cell phone policy will receive disciplinary action on their second offence. Concurrent offences will result in the use of "cell hotel" and parent contact along with discipline for the habitual violation of school rules.



## Guidelines for Electronic Devices in the Schools of Jefferson County

### Scope

Electronic devices have become a common means of communication and information access in today's society. However, these devices have the potential of disrupting the orderly operation of the school. Distracting behavior that creates an atmosphere that is not conducive to learning will not be tolerated.

Harpers Ferry Middle School has therefore created this policy to govern the possession and use of electronic devices on school premises, during instructional school hours, and on school transportation.

### Definition

For purposes of this policy **“Electronic Device”** means a **privately owned** wireless and/or portable electronic handheld piece of equipment that includes, but is not limited to, existing and emerging mobile communication systems and smart technologies (cell phones, smart phones, walkie-talkies, pagers, etc.), portable internet devices (mobile managers, mobile messengers, smart phones, etc.), Personal Digital Assistants (PDAs), (Palm organizers, pocket PCs, etc.), and all other convergent communication technologies that do any number of the previously mentioned functions. “Electronic Device” also includes any current or emerging wireless handheld technologies or portable information technology systems that can be used for word processing, wireless Internet access, image capture/recording, sound recording and information transmitting/receiving/storing, etc. (video games, CD players, compact DVD players, MP3 players, iPods/iPads®, Walkman™ devices, etc.).

### Possession and Use of Electronic Devices

Students may possess and use electronic devices at school subject to the following:

- Students may carry or possess electronic devices at school.
- Use of electronic devices during the school day, including pass-time between classes and lunch-time, is prohibited. They must be completely powered down, turned off, and kept out of sight.
- Students may use electronic devices before the tardy bell to school and after the final bell of the school day outside of the school buildings, on school sidewalks, parking lots, and fields so long as they do not create a distraction or disruption.
- At no time may electronic devices be used in rest rooms or locker rooms.
- Use of electronic devices on school buses is not allowed. Distracting behavior that creates an unsafe environment will not be tolerated.
- Use of electronic communication devices is not allowed on any portion of the school campus at any time unless an emergency situation as defined by school staff exists.
- If cell phones are brought to school, they are to be used only before and after school. During school cell phones need to be turned off.

### Prohibitions

Electronic devices shall not be used in a way that threatens, humiliates, harasses, or intimidates school-related individuals, including students, employees, and visitors, or violates local, state, or federal law.

## VISITORS

All visitors must report to the office immediately upon entering the school building. Guests must “buzz” in to the office using the intercom system outside of the office door. Our secretary will unlock the door after you verify your reason for business at our school and you will be allowed in. You will need to have your photo identification prepared to be scanned through the Raptor System and you will be given a photo identification sticker with your name and photograph. Parents are welcome to visit the school and observe classes. Please make arrangements in advance. The visiting of students by anyone else must be approved at the main office.

## HARASSMENT/ CYBER BULLYING

The Harpers Ferry Middle School learning community does not support or tolerate any form of harassment and/or cyber bullying. **It is imperative that we know in a timely manner when an issue occurs. Students need to come immediately to an adult to report any issues of harassment or bullying.** We have found this to be one of the main problems that we face as educators which is often not taken seriously enough. Harassment of any kind will be dealt with immediately and with swift judgment. Please take time to review our policy with your child and ensure that they understand what harassment is and how serious of an issue that it is. In reference to cyber bullying we feel there is a simple rule of thumb; “If you wouldn’t say it to someone’s face, then it’s probably better left unsaid.”

## BUS NOTES

The Jefferson County Schools Transportation Department requires that any student wishing to ride a school bus other than their assigned bus submit a parent request to the Bus Garage at 304 725-7664 or fax a written note to 304 725-5042. Requests should

be submitted no later than 9:00 am on the day of the request. Failure to do so may result in the denial of any such request. Approval of any request is strictly at the discretion of the transportation officials at the Bus Garage.

## PARENT LOOP PROCEDURES

The bus loop in the front entrance of HFMS is closed from 6:30am to 8:30am daily for parent traffic.

**BUS TRAFFIC only from 6:30am to 8:30am.**

*We have late buses or student trips that are impeded by parents being in the bus loop. For student safety use the student drop off loop only.*

The bus loop in the front entrance of HFMS is closed from 1:30pm to 3:30pm daily for parent traffic.

**BUS TRAFFIC only from 1:30pm to 3:30pm.**

Parents are to use the parent car loop only for student drop off and pick up.

**DO NOT USE THE BUS LOOP IN THE FRONT OF THE BUILDING.**

## GUM

While there is no county or school wide policy on chewing gum, we feel there is no educational value of this practice at Harpers Ferry Middle School. Therefore, we ask that parents encourage their student(s) to refrain from bringing any form of chewing gum to school. Chewing gum is strictly prohibited in the auditorium, cafeteria, gymnasium, media center and computer labs at Harpers Ferry Middle School. Violation of the no gum policy in the above listed areas will result in a disciplinary consequence.

## WATER BOTTLES

HFMS supports the health and well-being of our students. We provide water fountains to our students as well as two water bottle refill stations. Students are permitted to bring clear water bottles only to school. Coffee, sodas, and energy drinks are NOT PERMITTED in the school and are not allowed in the gymnasium in the mornings.



## POLICY

Prompt attendance to classes is of paramount importance to the faculty and administration at Harpers Ferry Middle School. Students are required to arrive in class properly prepared at the beginning of each class by the time the tardy bell rings. Students who fail to do this will be counted as tardy by their teacher. Students are allowed to visit their locker or go to the restroom at their personal discretion between classes, but are encouraged to use their time wisely. Students are allotted a time of four minutes in between each class period. After receiving four tardies to any one class period, students will be assigned lunch detention. After receiving a fifth tardy and each thereafter, students will be referred to the office. Tardies are counted for each period of the instructional day. **Students who arrive late to school will be counted as tardy to first period.**

Any student arriving to school after 7:52am must be accompanied by a parent to sign-in to school. Students arriving after 7:52am are considered tardy to school.

## ATTENDANCE POLICY

Students who are absent are required to return to school with an excuse note. Excuse notes must be turned in promptly to Ms. Moss in the gymnasium upon return.

- According to WV Code §18-8-1, compulsory school attendance laws apply until a student's seventeenth birthday as long as the student is enrolled in school.
- When a student has been absent, the parent or guardian is required to provide written communication upon the student's return to school verifying the reason for the absence. Phone calls are not an acceptable means of communication.
- Being **tardy** to school is defined as any student arriving at school after the designated time for school to begin. Continued tardiness to school that is not due to a medical reason verified by a physician will result in consequences according to the rules and procedures of each school. **Students arriving after 7:52 MUST be signed into the building by a guardian or responsible adult. Students cannot sign themselves into school when tardy.**
- All medical and dental appointments which cause a student to be absent or tardy must be verified by a dentist/physician's written document in order for the absence or tardy to be considered as excused. Any student with a chronic physical or mental condition which requires a student to be absent for multiple days must provide a physician's document annually to the school which explains the condition and its impact on attendance. This document will be reviewed by school officials.
- Absences that are considered excused absences from school as long as written documentation has been provided:
  - *Illness verified by parent not to exceed 5 days per semester*
  - *Medical/dental appointments verified with a written document by the physician/dentist*
  - *Illness/injury verified in writing by a physician*
  - *Family calamity*
  - *Death in the family not to exceed 3 days*
  - *Leave of educational value approved by school administration*
  - *School approved extracurricular activity*
  - *Observance of religious holiday*

**Out of School Suspension counts as unexcused absences and will be charged under the truancy laws.**

# Discipline Consequences

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## Classroom

Cheating on a test, assignment, A.R., etc.	<ol style="list-style-type: none"> <li>1. Loss of credit for that work</li> <li>2. Referral to administration.</li> </ol>
Tardy to class (this includes 1 <sup>st</sup> period tardies)	<p>4<sup>th</sup> tardy Lunch detention and parent call</p> <p>5<sup>th</sup> tardy Referral to administration</p>

## School (Minor infraction)

LD=lunch detention  
 ISS= In-school suspension  
 OSS=Out of school suspension (unexcused absence)

Inappropriate Attire	<ul style="list-style-type: none"> <li>• Referral to office</li> <li>• ISS until a change of clothes arrives or the student is picked up from school</li> </ul>
Inappropriate behavior with a substitute teacher	<ul style="list-style-type: none"> <li>• Referral to the office</li> <li>• ISS for partial or full day</li> </ul>
Use of Cell phones (texting, calling, receiving texts, etc.) and/or electronic devices of any kind during instructional time	<p>1<sup>st</sup> offense—confiscation of device to the office</p> <p>2<sup>nd</sup> offense—confiscation of the device to the office</p> <p>3<sup>rd</sup> offense—confiscation of device and a stay in “cell hotel”</p> <p>4<sup>th</sup> offense or more (habitual violation of school rules)--          Referral to administration</p>
Skipping Class (arrival 5 minutes after bell)	<ul style="list-style-type: none"> <li>• Referral to the office.</li> <li>• Loss of privileges.</li> </ul>

## School (Major infraction)

LD=lunch detention

ISS= In-school suspension

OSS=Out of school suspension (unexcused absence)

Alcohol and other Illegal Drugs	<ul style="list-style-type: none"> <li>• Suspension from school.</li> <li>• Involvement of Law Enforcement Officials.</li> <li>• Referral to CORE team and Counseling according to JCS Policy.</li> <li>• Suspension may be up to 10 days.</li> <li>• Expulsion may be pursued.</li> </ul>
Insubordination	<ul style="list-style-type: none"> <li>• Immediate exclusion from class.</li> <li>• Suspension               <ul style="list-style-type: none"> <li>○ 1<sup>st</sup> offence—at minimum 1 day ISS/OSS</li> <li>○ 2<sup>nd</sup> offence—at minimum 1 day OSS</li> <li>○ 3<sup>rd</sup> offences—at minimum 2 days OSS and parent must return to school with student.</li> </ul> </li> </ul>
Physical Assault and/or battery on a teacher	<ul style="list-style-type: none"> <li>• Suspension from school.</li> <li>• Involvement of law Enforcement Officials.</li> <li>• Suspension may be up to 10 days.</li> <li>• SAT meeting upon student return to school.</li> <li>• Expulsion may be pursued.</li> </ul>
False Fire Alarm/Bomb Threat	<ul style="list-style-type: none"> <li>• Suspension from school.</li> <li>• Involvement of Law Enforcement Officials.</li> <li>• Suspension may be up to 10 days.</li> <li>• SAT meeting upon student return to school.</li> <li>• Expulsion may be pursued.</li> </ul>
Fighting (assault & battery)  Encouraging a fight or videotaping/photographing a fight	<ul style="list-style-type: none"> <li>• Suspension from school               <ul style="list-style-type: none"> <li>○ 1<sup>st</sup> offence—at minimum 3 days OSS</li> <li>○ 2<sup>nd</sup> offence—at minimum 5 days OSS</li> <li>○ 3<sup>rd</sup> offence—at minimum 10 day OSS</li> </ul> </li> <li>• Involvement of Law Enforcement Officials.</li> <li>• Suspension may be up to 10 days.</li> <li>• SAT meeting upon student return to school.</li> <li>• Expulsion may be pursued.</li> </ul>
Gross disrespect for, Profanity or Obscene language towards a teacher	<ul style="list-style-type: none"> <li>• Suspension from school               <ul style="list-style-type: none"> <li>○ 1<sup>st</sup> offence—at minimum 3 days OSS</li> <li>○ 2<sup>nd</sup> offence—at minimum 5 days OSS</li> <li>○ 3<sup>rd</sup> offence—at minimum 10 day OSS</li> </ul> </li> <li>• SAT meeting upon student return to school.</li> </ul>
Possession of firecrackers and “ignitable” other “explosive” devices or materials	<ul style="list-style-type: none"> <li>• Suspension from school.</li> <li>• Involvement of Law Enforcement Officials.</li> <li>• Suspension may be up to 10 days.</li> <li>• SAT meeting upon student return to school.</li> <li>• Expulsion may be pursued.</li> </ul>

Harassment	<ul style="list-style-type: none"> <li>● Discipline according to county policy <ul style="list-style-type: none"> <li>○ Suspension from school.</li> <li>○ Involvement of Law Enforcement Officials.</li> <li>○ Suspension may be up to 10 days.</li> <li>○ SAT meeting upon student return to school.</li> <li>○ Expulsion may be pursued.</li> </ul> </li> </ul>
Smoking/Possession of Tobacco Products	<ul style="list-style-type: none"> <li>● Discipline according to county policy <ul style="list-style-type: none"> <li>○ Suspension from school.</li> <li>○ Involvement of Law Enforcement Officials.</li> <li>○ Suspension may be up to 10 days.</li> <li>○ SAT meeting upon student return to school.</li> <li>○ Expulsion may be pursued.</li> </ul> </li> </ul>
Stealing	<ul style="list-style-type: none"> <li>● ISS or OSS.</li> <li>● Involvement of Law Enforcement Officials.</li> <li>● Suspension may be up to 10 days</li> <li>● SAT meeting as needed</li> <li>● Expulsion may be pursued.</li> </ul>
Vandalism	<ul style="list-style-type: none"> <li>● ISS or OSS</li> <li>● Restitution or repair of damages is required</li> </ul>
Vaping paraphernalia	<ul style="list-style-type: none"> <li>● Discipline according to county policy <ul style="list-style-type: none"> <li>○ Suspension from school.</li> <li>○ Involvement of Law Enforcement Officials.</li> <li>○ Suspension may be up to 10 days.</li> <li>○ SAT meeting upon student return to school.</li> </ul> </li> <li>● Expulsion may be pursued.</li> </ul>
Weapons (possession and/or use)	<ul style="list-style-type: none"> <li>● OSS</li> <li>● Involvement of Law Enforcement Officials.</li> <li>● Suspension may be up to 10 days.</li> <li>● Expulsion may be pursued according to County Policy and West Virginia Safe School Law.</li> </ul>

**Any OSS is counted as an unexcused absence.**

School Probation: Any student assigned any ISS or OSS may not attend special events (dances, games, etc.) during dates of suspension and for further time to be determined by administrator.

Any student receiving excessive unexcused absences may be denied privileges to attend special events including games, dances, etc.

A conference is required between parent/student/administrator prior to student returning to school when a student has been assigned OSS. *OFFENSES SHALL ACCUMULATE UNTIL THE END OF THE YEAR*. Repeat offenders may be assigned to alternative programs by the School Assistance Team (SAT).

Other consequences may include parent accompanying their child to school. Students may be assigned school/community services for one or several days.

The discipline code will apply to Out of School behavior that is connected to school related activities, programs and events. The School Administrator has the right and the responsibility to amend discipline consequences when circumstances and/or investigations warrant such change(s). An attempt will be made to contact parents on each disciplinary referral.

The principal shall report all major disciplinary violations (serious misconduct) to the local law enforcement agency for possible referral to the juvenile court system.

**A SAT meeting will be held after 5 referrals to the office.**

# Policy 4373 Expected Behavior in Safe and Supportive Schools

Level I	Level II	Level III	Level IV
<ul style="list-style-type: none"> <li>• Cheating</li> <li>• Deceit</li> <li>• Disruptive/Disrespectful Conduct</li> <li>• Failure to Serve Detention</li> <li>• Falsifying Identity</li> <li>• Inappropriate Appearance</li> <li>• Inappropriate Display of Affection</li> <li>• Inappropriate Language</li> <li>• Possession of Inappropriate Personal Property</li> <li>• Tardiness</li> <li>• Skipping Class</li> <li>• Vehicle Parking Violation</li> </ul>	<ul style="list-style-type: none"> <li>• Gang activity</li> <li>• Habitual Violation of School Rules or Policies</li> <li>• Insubordination</li> <li>• Leaving school without permission</li> <li>• Physical Fight without Injury</li> <li>• Possession of Knife not meeting Dangerous Weapon Definition</li> <li>• Technology Misuse</li> </ul>	<ul style="list-style-type: none"> <li>• Battery Against a Student</li> <li>• Bullying/ Harassment/Intimidation</li> <li>• Defacing school property</li> <li>• False Fire Alarm</li> <li>• Fraud/Forgery</li> <li>• Gambling</li> <li>• Hazing</li> <li>• Improper or negligent operation of a motor vehicle</li> <li>• Larceny</li> <li>• Threat of Injury/Assault</li> <li>• Trespassing</li> <li>• Imitation Drugs: Possession, Use, Distribution or Sale</li> <li>• Possession/Use of Substance containing Tobacco and/or Nicotine</li> </ul>	<ul style="list-style-type: none"> <li>• Battery on a school employee</li> <li>• Felony</li> <li>• Illegal Substance Related Behaviors</li> <li>• Possession and/or use of Dangerous Weapon</li> </ul>
<ul style="list-style-type: none"> <li>• Administrator/Student conference</li> <li>• Administrator &amp; Teacher-Parent/Student conference</li> <li>• Academic Sanctions</li> <li>• Counseling</li> <li>• Referral to support staff</li> <li>• Daily/weekly progress reports</li> <li>• Behavioral contracts</li> <li>• Change in the student's class schedule</li> <li>• School service assignment</li> <li>• Confiscation of inappropriate Item</li> <li>• Revocation of privileges</li> <li>• Restitution/restoration</li> <li>• Before and/or after-school/lunch detention</li> <li>• Denial or participation in class and/or school activities</li> <li>• Immediate exclusion by teacher from one class period</li> <li>• Voluntary Weekend detention</li> <li>• In-school suspension</li> <li>• Law enforcement</li> </ul>	<ul style="list-style-type: none"> <li>• Administrator/student conference or reprimand</li> <li>• Administrator &amp; teacher-parent/student conference</li> <li>• Counseling</li> <li>• Referral to support staff</li> <li>• Reprimand</li> <li>• Daily/weekly progress reports</li> <li>• Behavioral contracts</li> <li>• Change in the student's class schedule</li> <li>• School service assignment</li> <li>• Confiscation of in-appropriate Item</li> <li>• Revocation of privileges</li> <li>• Restitution/restoration</li> <li>• Before and/or after-school/lunch detention</li> <li>• Denial of participation in class and/or school activities</li> <li>• Immediate exclusion by teacher from one class period</li> <li>• Voluntary Weekend detention</li> <li>• In-school suspension</li> <li>• Out-of-school suspension</li> <li>• Principal/Superintendent recommendation for Alternative Education</li> <li>• Law enforcement notification</li> </ul>	<ul style="list-style-type: none"> <li>• Administrator/student conference or reprimand</li> <li>• Administrator &amp; teacher-parent/student conference</li> <li>• Counseling</li> <li>• Referral to support staff</li> <li>• Daily/weekly progress reports</li> <li>• Behavioral contracts</li> <li>• Change in student's class schedule</li> <li>• School service assignment</li> <li>• Confiscation of inappropriate Item</li> <li>• Revocation of privileges</li> <li>• Restitution/restoration</li> <li>• Before and/or after-school detention</li> <li>• Denial of participation in class and/or school activities</li> <li>• Immediate exclusion by teacher from one class period</li> <li>• Referral to tobacco cessation services/treatment &amp; substance abuse treatment services</li> <li>• Voluntary Weekend detention</li> <li>• In-school suspension</li> <li>• Out-of-school suspension</li> <li>• Law enforcement and/or DHHR notification</li> </ul>	<ul style="list-style-type: none"> <li>• Suspension from school and possible expulsion with county board approval</li> <li>• Expulsion</li> <li>• Law enforcement notification</li> </ul>

Expected behavior in safe and supportive schools: Inappropriate Behaviors: Codes, Definitions and Interventions and Consequences as defined by Policy 4373, effective July 1, 2012.



# ACADEMICS

## TEXTBOOKS

You are responsible for all books issued to you. Textbooks are furnished by the state and are on loan to you. Students who lose or damage a book while it is checked out to them will be expected to pay for it. This includes Accelerated Reading and any other books from the library. A free assignment book is given to each student each year. Replacement assignments books cost \$5.00. Assignment books are required to be used by each student.

## HONORS SOCIALS STUDIES & SCIENCE CLASSES

All students in grades 7 and 8 are enrolled in Science and Social Studies classes. To receive Honors credit in grade 7 and 8 Social Studies, students must meet requirements outlined by the classroom teacher and county curriculum. To receive honors credit in 7<sup>th</sup> grade science, students must adhere to teacher requirements and county curriculum. Teachers determine the completion of the honors curriculum.

## HOMEWORK POLICY

Homework is a vehicle to establish student responsibility as well as a brief practice to demonstrate learned knowledge acquired from daily objectives.

Homework that reinforces, enriches, and enhances instruction encourages families to become more involved with education. It also causes students to work independently and to become more responsible for their own achievements.

Homework is review and practice of previous lessons. It should not be busy work, punishment, useless repetition or useless copying from books. Practice assignments should be kept to a minimum number of examples or problems of the same type because, without immediate feedback, useless time could be spent doing the practice assignment incorrectly. All completed homework should be checked and reviewed with the students.

Unfinished class work, review for tests, and special projects such as fairs are examples of homework.



Harpers Ferry Middle School has developed a school-wide plan. The principal shall work with his/her teachers to help development procedures to assure coordination of assignments between teachers. Each teacher shall review his/her homework format and the procedure for crediting a homework assignment. School plans shall take into consideration that certain classes will require additional study time (ex. honors classes) and may create an exception for them. Students in honors classes shall be expected to assume the responsibility of additional assignments.

In the individual school plan, homework assignments should not place unreasonable demands on the student's out-of-class time. It is suggested that the daily homework assignment at Harpers Ferry Middle School equal ten minutes times the grade level. This would be 60-80 minutes per evening. Keep in mind the individual student's capabilities. The principal must approve any homework assignment over 1 hour in length in advance.

## CONFERENCES

HFMS has one meet the teacher night and two parent teacher conferences during the school year. We encourage you to attend these scheduled events to get up-to-date feedback on your students' progress in their classes as well as their relationship with peers and adults. These events are from 6:00PM to 8:00PM.

August 28, 2018 (meet the teacher night)  
October 9, 2018 (conferences)  
February 12, 2019 (conferences)



## STUDENT SERVICES

### ACTIVITIES

The building will be opened at 7:25 AM and closed at 3:00 PM. If students or any school organization desires to use the building after school, a member of the faculty must accompany them. All evening activities sponsored by a club or organization must be approved by the club sponsor and by the Principal. A form for these activities may be obtained from the club sponsor and must be made out in duplicate so that the club sponsor may have a copy as well as the office. All extra-curricular activities must be scheduled THREE days in advance. Appropriate dress must be worn at all events sponsored by the school. Please adhere to the dress code in this handbook.

### MEDIA CENTER

The media center is open from 7:30am to 3:00pm each school day. A student may sign-up with the Media Specialist to use the Media Center before 1<sup>st</sup> period. Any student who wishes to use the Media Center during his/her lunch period may obtain a pass from the media specialist prior to lunch. During class periods, students must obtain a pass from their teacher to come to the Media Center.

Students may borrow up to two books for a period of two weeks. They may be renewed for an additional two weeks if needed. Students who do not return books by the due date may be assigned detention and restricted from activities. If a student loses a book, he/she must pay for that book.

The Media Center has computers and a printer for students to use of the Library Catalog, AR Test, Research, and Class Projects throughout the school day. Printing is limited to classroom projects to be turned in for grades. Students must obtain permission prior to printing anything from the internet.

## SCHOOL NURSE

A nurse will be on the premises of Harpers Ferry Middle School according to a specified schedule. Should you have any concerns about your child please feel free to contact her at those times.

### ADMINISTERING MEDICINES TO STUDENTS

Giving of medicine to children during school hours shall be discouraged and restricted to necessary medication that cannot be given on an alternative schedule. When medicine is to be administered by school officials, the medicine must be by a prescription from a physician accompanied by a label affixed by a pharmacy, and have a note signed by the parent/guardian authorizing the dispensing. When non-prescription medication is to be administered the medicine should be labeled and be accompanied by a signed letter from the parent naming the medication and requesting that the student receive the medication at a specified time at school.

The administering of the medicine to a pupil, when all the above conditions have been met, shall be limited to the school nurse, the principal or other designated person(s). All medication shall be kept in a designated location in the school or the principal's office. A record (medication log) of administering the medication will be kept on each student. Upon completion of the medication the log will be placed in the student's cumulative folder.

### INSURANCE

All students are urged to purchase Accident Insurance. It is mandatory that the following groups purchase Accident Insurance unless their parents have them insured at home (in such case, it is necessary for the parents to sign a waiver to that effect): Cross Country, Middle School Football, Wrestling, Cheerleaders, Basketball, Track, and Volleyball. No student will be able to participate in any of the groups unless they are insured. Claim forms are available in the office for students who have suffered an injury. The insurance company has a time limit on claims. It is the student's responsibility and not the school's to see that forms are sent out signed by the proper authority.

