

# STUDENT HANDBOOK



**Braxton County Middle School**  
100 Carter Braxton Drive  
Sutton, WV 26601

304-765-2644

<http://bcms.brax.k12.wv.us>

**Building Caring Motivated Students**

Student Information

Student Expectations

School Policies

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## A MESSAGE FROM THE PRINCIPAL. . .

Dear Braxton Middle School Students and Families,

The staff of Braxton County Middle School welcomes you and looks forward to an exciting year working cooperatively with you as students and parents.

Families are encouraged to become familiar with all aspects of our school program and to become actively involved. We believe the closer parents are to the education of their children, the greater the impact on their children's academic, social, emotional, and physical development. We look forward to becoming partners in this development of each child. Some ways for parents to make this happen are to join and attend the monthly PTA meetings, attend parent-teacher conferences, spend some time visiting and volunteering at the school, and activate your LIVE GRADES account. This site will show your child's current grades, which are updated weekly. Please call the school for information on access to this site.

Please read and share the contents of this handbook together. It has been prepared to familiarize families with our program at BCMS. Guidelines and policies outlined in the handbook are designed to promote student growth and protect student safety. This handbook is not intended to replace existing county, state, and federal guidelines. **It is suggested that you refer to it often with your child.** Additions and changes will be made to the on-line version periodically.

Please feel free to call us at 765-2644 if you have any questions or concerns anytime throughout the year. Let's make it a great year together!

## Building Caring Motivated Students

Sincerely,

Michelle Gorby-Tefft, Principal

## WHAT MAKES BRAXTON COUNTY MIDDLE SPECIAL?

Braxton County Middle is a school of happy, engaged, motivated learners with high standards for academic achievement. Our competent, highly qualified staff and the partnership between parents, staff, and students exemplify the spirit of our mascot, the Knight. BCMS's commitment to developing the strengths of each individual is reflected in our Shared Vision. We know that students and communities flourish and learn from each other when strengths are highlighted.

Proud moments occur daily at BCMS. Throughout the year we recognize the efforts and achievements of all students. The accomplishments of each and every student contribute to the overall success of the school.

In curriculum, instruction, and student assessment, we seek to combine the best of traditional and innovative approaches. Our style is child-centered, but always with an eye on high standards. We care about the skills our students are developing as well as the kind of people they are becoming. This commitment to all-around educational excellence is the tie that binds the staff, parents, and community at Braxton County Middle School.

## SHARED VISION STATEMENT

### We believe:

- ◆ partnerships between school, families, and community are essential for educational success.
- ◆ the best interest of each child is the focal point of decision-making.
- ◆ life-long learning is supported through a child-centered curriculum that includes connections to real life experiences.
- ◆ learning occurs within an environment of trust and acceptance of individual differences.
- ◆ in commitment to shared decision-making.
- ◆ high standards are set and achieved within a nurturing environment.

## **MISSION STATEMENT**

The faculty and staff of Braxton County Middle School will engage, promote, and partner with parents and the community to ensure that all students meet or exceed state academic learning standards.

## **SCHOOL INFORMATION**

**Braxton County Middle School**

100 Carter Braxton Drive

Sutton, WV 26601

phone (304) 765-2644 fax (304) 765-2696

### **Grades 7 - 8**

#### **Programs of Study**

Programs of study at BCMS include, but are not limited to, the following subject areas: Language Arts (Reading, Spelling, and English), Literacy, Math, Science, Social Studies, WV Studies, Physical Education, Health, Music (History/Theory, Choral, Band), Art, Computer Skills, Life Skills, and Foreign Language

#### **Sports**

Football, Volleyball, Soccer, Cheer, Cross Country, Boys & Girls Basketball, Wrestling, Track, and Softball,

**The school office** is open Monday-Friday from 7:30 A.M. to 3:45 P.M. Please call 765-2644 if you have questions or concerns.

#### **Partners in Education:**

Premier Bank of WV

Wendy's

City National Bank

Landmark Studio for the Arts

Subway

Elk River Foodland

Roach Funeral Home

Glennville State College

## **DAILY SCHEDULE**

**The first bell is at 7:55 A.M.**

#### **Pledge of Allegiance**

The flag of the United States of America is displayed in each classroom. Time will be set aside each morning for announcements and the Pledge of Allegiance. Students are to be attentive during announcements and stand for the pledge. Students who do not

wish to participate in this exercise for religious reasons, etc., shall be excused from making such a pledge in accordance with House Bill 1193.

**2017 - 2018 Lunch Periods:**

7<sup>th</sup> Grade 12:02 - 12:32

8<sup>th</sup> Grade 12:32 - 1:02

Parents should not bring their children to school before supervision begins at 7:30. **Parents are to refrain from taking their children before the school day ends at 3:30.** No student will be permitted to leave school before regular dismissal time without signed parental permission. Students will be released only to parents or guardians unless signed permission is given. Parental notes will be verified, so please have a contact phone number where you can be reached during the school day. Parents picking up their child must avoid traffic congestion by keeping bus-loading zones clear. It is requested that you park your vehicle in the lot near the cafeteria when dropping and picking up your child. Please respect handicapped parking spaces.

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## ATTENDANCE AND TARDINESS PROCEDURES

### Excused Absences

See County Policies and Information Manual

It is the student's responsibility to return to school with a signed written excuse and present it to their homeroom teacher after every absence. **All documentation relating to student absences must be returned to school within three instructional days of the students return to school.**

### Tardiness

While we expect our students to be on time each day, when students come to school late for any reason, they must check in at the school office before reporting to class. This is a checkpoint to assure that a student is not counted absent when he/she is in attendance at school. We request that the student bring a signed excuse by the parent/guardian stating the reason for the late arrival. Any student who arrives to school late, but before 9:50 a.m., will be counted as tardy. If a student arrives after 9:50 a.m. or leaves before 1:50 p.m., they will be counted a half day absent. Leaving after 1:50 p.m., they are counted as having an early departure which is the same as a tardy. A student leaving the school before 3:30 p.m. **must be signed out** by a parent/guardian or a designated person prearranged by the parent/guardian.

### Truancy

Truancy results when a student does not attend school on scheduled instructional

days, with or without permission of the parent/guardian, excluding illnesses validated by written statements from a physician. Truancy is punishable by law. Fines and/or monitored attendance are sanctioned upon violators and/or the parent/guardian. Truancy is not only monitored by the school, but also by the Braxton County Schools Attendance Director. If truancy continues, even after investigation and sufficient warnings, cases will be tried in the courts. Senate Bill 14 provides for truancy penalties, including school attendance by the parent, plus meetings with school officials after **five unexcused absences**. Fines of up to \$50.00 per day can be charged against the parent/guardian.

### **Make-up Assignments**

Make-up assignments are the student's responsibility. When a student returns to school, the student shall request make-up assignments. The number of days the student is absent is the number of days they have to return the assignments. (Example: 3 days absent means 3 days to complete and return the assignments to the appropriate teachers.) If a parent wishes to pick up assignments in the case of an extended illness, twenty-four hours' notice must be given so that the required assignments can be collected. Many teachers may have an online option so that students may view work they missed that day. If a student is aware of upcoming absences, they should notify their teacher in advance.

## **DISCIPLINE POLICY**

The student discipline policy at Braxton County Middle School is aligned with West Virginia State Policy 4373 (effective July 1, 2012) and Braxton County Board of Education Policy 4220 (effective August 19, 2012).

## **WEST VIRGINIA CODE OF CONDUCT**

Students shall behave in a manner that promotes a school environment that is nurturing, orderly, safe and conducive to learning, and personal and social development. Students shall:

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

**Parents are required to sign the Student Code of Conduct found with the first of the year packet of paperwork.**

State policy outlines specific types of student conduct violations under a four level classification system:

Under **Level I**, examples of inappropriate behavior would include anti-social behavior, cheating/academic misconduct, disorderly conduct, improper/ inappropriate displays of affection, inappropriate dress or grooming, leaving school/class without permission, possession of inappropriate personal property, tardiness, technology abuse, use or possession of tobacco, trespassing, and truancy.

**Level II** type violations noted in state policy include bullying/ harassment, intimidation, failure to serve an assigned detention, false identification, forgery, fraud, gambling, gang activity, insubordination, unruly conduct, loitering, theft or possession of stolen property, and school bus conduct violations.

**Level III** type violations outlined by the state include possession, distribution, or use of alcohol, defacing school property, disobeying a teacher in a willful manner, profane language, theft, hazing, physical altercations, threat of injury or injury of a student or school personnel, possession of a knife less than 3.5 inches, and habitual violations of school rules.

**Level IV** violations include assault/battery on a school employee, felony, possession of a controlled substance, possession of a firearm or deadly weapon, and sale of a narcotic drug.

*Failure to comply with school rules will be addressed by the administration and consequences will be determined in light of applicable school, county, state and/or federal statutes or policy.*

**Offenses Referred to Administration**

Tobacco Use/Possession	Inappropriate use of Medication
Destruction of School Property	Dress Code Violation
Leaving School without Permission	Physical Battery of Student or Staff
Willful Disobedience	Verbal Assault of Student or Staff
Possession a/o use of Alcohol	Harassment/Bullying
Possession a/o use of Illegal Drugs	Skiping class (after 10 minutes)
Fighting	Excessive Lunch Detentions

- Students receiving two Administrative discipline actions or any In-School or Out of School Suspension are ineligible for the next field trip or activity related to positive behavior support.
- Every nine weeks a student receives a "fresh start"
- Students who receive more than 3 lunch detentions in one nine weeks will be referred to the administration for stronger consequences. Teachers assigning lunch detention must document efforts to enlist parental help including phone calls home.



At Braxton County Middle School we have both after school detention and Saturday school detention.

How do I get after-school detention?

After 3 lunch detentions are served or if an infraction deems after-school detention as a possible disciplinary action.

How do I get Saturday School?

After 3 after-school detentions have been served that are a result of lunch detentions (This is after 12 lunch detentions!) or if an infraction deems Saturday School Detention as a possible disciplinary action.

What If I don't have transportation?

This is something that the principal and your parent or guardian will discuss to determine if there are options.

## **WEST VIRGINIA SAFE SCHOOLS**

A teacher or bus driver may exclude any student from the classroom or the bus who:

- is guilty of disorderly conduct
- interferes with an orderly process
- threatens, harasses, bullies, abuses, intimidates, or attempts to intimidate a school employee or student
- willfully disobeys a school employee
- uses profane or abusive language toward a school employee or a student

## **ALCOHOL/TOBACCO/DRUG POLICY**

Possession or use of any type of drug, alcoholic beverage, or tobacco product on school property/school activities at any time is against state and federal law and should be reported to the principal immediately. Persons selling or buying drugs, alcohol, or tobacco on school grounds will be subject to punitive action by the legal system and/or the board of education. It must be understood that a serious violation involving controlled substance traffic may be punishable both as a school offense and in a court of law. Students who are prescribed medication from a registered physician must notify the school nurse (read more about this under MEDICATION on page 15).

## **HARASSMENT POLICY**

Incidents of harassment or violence against students and school personnel adversely affect the learning environment of the school. School staff and students must be protected from any form of harassment. Educational institutions play a significant role in the process of eliminating all types of harassment. This policy has legal basis in West Virginia Constitution article XII; West Virginia Code 18-2-5, 18-2-5a, and 18-2-7b; Title VII of the United States Civil Rights Act of 1964; Title IX of the Education Amendments of 1972; EEO guidelines, 29 C.F.R. Section 1604.11 and Policy 2421 of the West Virginia Board of Education.

The Braxton County Board of Education prohibits any form of harassment on Board of Education property, or any school sponsored event regardless of where such event might occur. It shall be a violation of this policy for any student, volunteer, outside group, or third party using school facilities, or any employee of the Braxton County School District to harass a student or an employee through conduct as defined by this policy. The Braxton County School District will act promptly and confidentially, to the extent possible, in investigating all harassment complaints and will take appropriate disciplinary action based upon the results of the investigation. A copy of the entire policy is on file in each school, as well as at the Board of Education Office, 98 Carter Braxton Drive, Sutton, WV 26601.

## **DAMAGE TO SCHOOL PROPERTY**

Any person who damages or destroys school property will be liable for the total replacement cost of the damaged material, and will also be subject to disciplinary/legal action. This includes school busses, school buildings, and/or any property owned by the Braxton County Board of Education. All students and citizens are urged to take pride in their school and have proper respect for school property

### **POSITIVE BEHAVIOR PROGRAM**

Braxton County Middle School staff and students value the dignity of all members of the school community at all times. The Positive Behavior Program was created to enhance and embrace this concept. The program's goal is to establish an approach to discipline which focuses on safety, respect, communication, self-discipline, problem solving, development of a positive self-image, and prevention of discipline problems.

A team of administrators, teachers, students, and parents established the program and review it periodically.

Students are made aware of the expected behaviors of our school and are recognized for positive behaviors. Several programs encourage positive behavior, i.e. Students of the Month, Field Trips and Activities, etc. Part of this program is the development of an action plan that states specific consequences for violations of the Student Code of Conduct. These steps are used at the administrative level when the classroom teacher has used all available options in addressing a student's behavior and has completed the appropriate referral forms.

We will encourage, prompt, and teach our students to become increasingly independent, accept responsibility, make positive choices, and to manage their own behavior. Home and school must share the responsibility for acceptable conduct. By working together, we can ensure positive student behavior.

## **CIVILITY FOR OUR STUDENTS**

Our school will be targeting behaviors that make us more civic minded, with the goal of creating capable and responsible students. Many of these are considered "soft job skills" which will help our students become college and career ready.

Standard expectations and rules of behavior at BCMS include:

1. Students will walk on the right side of the hallway. Be quiet and orderly.
2. Students will be prepared for class. This includes all necessary supplies.
3. Student will leave book bags, back packs, and coats in their lockers.
4. Students will be in their seats and ready to work on time.
5. Students will wait to be dismissed from class by the teacher.
6. Students will go to their lockers only at designated times.

We will be following the KNIGHT's CODE OF Chivalry with Universal Expectations in our common areas.

Becoming more civic minded helps bridge the gap between the self-contained elementary school and the independent world of high school. Students feel good about themselves and the contributions they can make to their school, community, and society. It can serve as a prescriptive antidote for the unmotivated learner or the at-risk student. In the years ahead, our country will be controlled by the middle school students of today. We hope our civility program can assist our young adolescents in becoming happy, fully functioning citizens.

## ***Knight's Code of Chivalry*** **Pillars of Conduct**

#Trustworthiness  
#Courage  
#Respect  
#Integrity  
#Responsibility  
#Commitment  
#Fairness  
#Caring  
#Citizenship  
#Patriotism

Homeroom teachers will be providing students guidance on each pillar and how they will be expected at BCMS to follow these pillars for life long success.

## **STUDENT DRESS CODE**

Students must dress appropriately. All students are expected to adhere to common practices of modesty, cleanliness, and neatness: to dress within the acceptable standards of the community and in such a manner as to contribute to the academic atmosphere, not detract from it. Teachers are charged with the responsibility of enforcing student dress code policy in their classes as well as on campus. Administrators and other school personnel share the same responsibility.

### **Guidelines:**

1. 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 activity.
2. Any clothing, jewelry, or accessories with decoration, patches, advertisements, etc., that may be considered obscene or offensive are not to be worn at school. This includes clothing, jewelry, lettering or accessories that may be used as weapons, have drug emblems, contain obscenities, tobacco, alcoholic beverage references, which may be considered derogatory towards a race, culture, or religion, or which may be considered sexual harassment.

3. No spaghetti straps, halters, or tank tops unless worn under a buttoned-up shirt.
4. Shirts or blouses must cover the entire torso at all times.
5. Transparent and /or see through material is considered unacceptable. (unless an acceptable shirt is worn under the transparent one)
6. Shirts with cut out areas are considered unacceptable.
7. Students shall wear trousers properly - waist at the waist: no sagging.
8. The length of the skirt, dress, or shorts must extend to at least the base of the index finger when the student is standing.
9. All students must wear shoes. Open toe shoes are discouraged for safety's sake.
10. Any type of head covering is unacceptable unless preapproved by the administration. Consideration will be given for religious and medical purposes.

Clarification regarding apparel should be obtained PRIOR TO WEARING IT TO SCHOOL. This can be obtained from the teacher or school administration. Students in violation will be subject to disciplinary action as determined by the school administrators and will be required to call home for a change of clothes. The school administration has the right to determine any current fashion's acceptability for school wear.

## **TITLE IX**

As required by federal laws and regulations, the Braxton County Board of Education does not discriminate on the basis of sex, race, color, religion, handicapping conditions), marital status, or national origin in employment or in its educational programs and activities. Inquiries may be referred to the Title IX Coordinator, Braxton County Board of Education, 98 Carter Braxton Dr., Sutton, WV 26601, phone: 765-7118; or to the West Virginia Department of Education's Director of the Office of Civil Rights.

## **VISITORS**

All visitors to BCMS must sign in and obtain a visitor's pass at the school office upon entering our building. This is important in order to provide a safe environment for our students and our employees, as well as maintain the smooth operation of the school. Parents and appropriate visitors are welcome in our school. If a conference with a teacher is requested, please call the school in advance to make an appointment. This will enable the teacher(s) to be available to meet with you. Parents will not be permitted to go to a classroom to obtain make-up work, etc. during the school day, as this is a disruption to the learning process of the other students. Our policy is that student guests are not permitted to visit our

classrooms during the school day. This is applicable to high school students, family guests, and siblings.

## TRANSPORTATION

Students are to ride busses to which they have been assigned. Parents should not request that their child ride a different bus other than their own. This practice overcrowds busses, causes confusion, and detracts from the driver's knowledge of his/her regular riders and their respective behaviors. Reasons for an exception to this rule may include, but not be limited to, a family emergency or necessity, or participating in a school activity. **This does not include spending the evening with a friend.** A written parental note with a valid reason for a request must be presented to the office. Please refrain from calling the school to make arrangements, however if you do call, you must do so by 3:00 p.m. The decision made by office personnel does not always ensure a student's placement on another bus. The bus driver determines if the student can ride his/her bus. The driver considers: space available on the bus, the validity of the reason for the request, and any past unfavorable conduct of the student. See state policy for further rules and laws concerning transportation.

## FOOD SERVICE

The BCMS breakfast and lunch program is set up as a free service to students.  
Adult lunches-----\$4.00

Any unpaid lunch/breakfast bills, accrued from previous years, may be turned over for collection to the magistrate Court of Braxton County. This debt was incurred prior to the new, free program, so that money is still owed to the school system.

## USE OF PHONE

Students are **not** to use any electronic devices without permission from the supervising teacher. This includes making and receiving calls. **Parents ARE NOT to call or text their child at school. Interruptions to the class could cause your child to be disciplined.** Students are not called to the school telephone, except in emergencies. Instead, messages will be relayed from the office to students. The school office should not be expected to deliver messages that could have been handled before leaving home in the morning (See County Policies and Information Manual).

## CELLPHONE POLICY

Students will be required to leave cell phones in their lockers prior to 1<sup>st</sup> period class. They are to remain in their lockers until 3:20 when we return to lockers and homeroom prior to leaving for the day. Any cell phone that is seen during the instructional day will be taken by school personnel and parents will have to come pick up the phone.

## **ILLNESS OR INJURY WHILE AT SCHOOL**

Students who become ill or injured during the school day should report this to their teacher. If the teacher deems it necessary, the office or school nurse will be notified. The teacher, office personnel, or school nurse will be responsible for notification of parents, and also to indicate the extent of the illness or injury. The person(s) witnessing an incident may need to write a statement. Adult witnesses must complete an appropriate report of an injury. Parents receive a medical information

form at the beginning of the school year. It is to be completed and returned as soon as possible. **An emergency phone number must be available to the school in the event that the parent/guardian cannot be contacted either at home or at work.**

**Any changes during the school year must be reported to the school to maintain current records.**

## **MEDICATION**

Medication cannot be administered without a completed order from a licensed prescriber and parent/guardian permission. Parents must bring the medication to school in the originally labeled container with all pertinent information intact on the label. Medication will be administered exactly as written on the prescriber's order. Self administration of asthma medication shall be permitted upon written approval from the prescriber, the parent/guardian, and the school nurse has verified that the student has the ability to do so. Any permission given to administer/receive medication at school is only for the school year in which permission was granted. **Students are not permitted to have any prescribed or over-the-counter medications at school, except in the case of the asthma inhaler as noted above.**

## **CHILD ABUSE**

Federal law requires school personnel to report any suspected cases of child abuse. This includes physical, sexual, emotional, and educational abuse, as well as neglect. If you know of a child who may be abused, you can contact the West Virginia

Department of Health and Human Services at 765-7344. You do not have to give your name to report suspected abuse. WVDHH employees have authority to meet with students in school for the purpose of investigating possible abuse cases.

## ELEVATOR

Routine use of the elevator by students is prohibited. Under special circumstances, written permission from the administration is given to use the elevator.

## EMERGENCY DRILLS

All students should be familiar with evacuation routes from each classroom and from other areas of the building. Directions depicting these routes are posted in every classroom. Teachers discuss exit routes at the beginning of the school term, and at intervals throughout the school year. Fire drills are conducted regularly to insure that students can evacuate the building in an orderly and safe manner. When a fire alarm sounds or an emergency announcement is made, students and staff shall evacuate to a designated area as quickly as possible. If students are in another area other than the assigned classroom for that period, they should proceed to the nearest exit and immediately report to the nearest adult. From time to time, the school may also practice a "lock down" or a "shelter in place" to prepare for other types of emergencies.

## EVALUATION OF STUDENT PERFORMANCE

Assessment of student academic performance is measured by one or more of the following criteria: standardized tests, textbook adopted tests, teacher-made tests, homework/outside assignments, class participation, written/hands-on tasks, oral presentations, intermittent quizzes, and mastery of skills.

The numerical/percentage grade scale shall be based on 100 points/100% for Academic Curriculum classes:

100-93	A	4 points	74-65	D	1 point
92-85	B	3 points	64- 0	F	0 points
84-75	C	2 points			



Midterm reports will be sent home with students. The best way to monitor your child's academic progress is to access LIVE GRADES often. If you need access codes, please contact the school.

Grade reports are printed and given to each student every nine week grading period, or four times during the school year. Semester grades are the average of the preceding two nine weeks' grades. Refer to the Calendar Below for the dates when you should expect to receive a grade report. If you do not receive a grade report from your child, please contact the school.

September 15	Mid-term report will come home
October 12	End of 9-weeks
October 20	Report cards will come home
November 17	Mid-term report will come home
December 22	End of 9-weeks
January 5	Report cards will come home
February 9	Mid-term report will come home
March 8	End of 9-weeks
March 16	Report cards will come home
April 27	Mid-term report will come home
May 25	Last day; Report cards will come home

Braxton County Middle School encourages parents to work with their children each day, even if there is no homework assignment. Talking with your child each evening about school will encourage them to review their day and help prepare them for the next day at school. Reading and other educational activities should occur through weekends and holidays. Working together, we can enhance your child's academic performance.

At any time, parents may request a Student Assistance Team (SAT) meeting to discuss their child's progress.

## **HOMEWORK**

Homework completed at school and outside of school is a valuable aid to help students maximize their learning experience. Research suggests that, in general, students who complete assignments outside of school have higher achievement scores than students who do not. Research supports the assignment of homework in early grades not necessarily for its immediate effects on achievement, but rather for its potential long-term impact. It is our belief that homework provides

necessary practice of learned skills and nurtures the development of work habits that will serve the student throughout his/her lifetime. Teachers, parents, and students have important roles and responsibilities in the homework partnership. The parent and teacher must respectfully communicate to establish an understanding of the student's needs and capabilities so that successful learning and performance can be assured for each child.

## PROMOTION AND RETENTION

It is the responsibility of BCMS to prepare each student for success at the highest level. At BCMS, promotion shall be based on academic growth and mastery of skills. If a student is not mastering content standards and acquiring the necessary skills being taught, a Student Assistance Team (SAT) may be called at anytime during the school year by the student, parents, or school. This team shall also determine placement for the next school term. Retention will be considered for any student not mastering basic skills at his/her grade level. Students who will not engage in academic classes, who are indifferent, or who will not make the necessary effort to be successful, will not be advanced in the regular program of promotion. Placement of these students may be retention or assignment to the next grade level. The student, school, and the parent/guardian must share in the responsibility of assuring education appropriate to the needs and abilities of individual students.

## LOCKER POLICY

Students are provided with hallway lockers to store coats, book bags, textbooks, and other school-related items. Students are assigned a locker and a specific combination, which needs to remain confidential. *Students are not to bring valuables such as jewelry, money, or electronics to school because we cannot be responsible for their loss or theft.* Students should report locker malfunctions to their homeroom teacher. Personal locks cannot be used on lockers. Lockers are the property of the school, but students must maintain them. Any student who defaces, damages, or destroys a locker will pay for repair or replacement. The administration reserves the right to search a locker if there is reasonable suspicion that a violation of school policy has occurred.

## STUDENT RECORDS / CONFIDENTIALITY

Student records are protected under the Family Rights and Privacy Acts of 1974. BCMS student records are confidential.

## **WITHDRAWAL FROM SCHOOL**

Students withdrawing from BCMS must do so through the school office, accompanied by their parent/guardian. All textbooks, library books, and debts must be taken care of prior to withdrawing. Student records will be forwarded to the new school via FAX or mail when we receive a "Release of Information" form from the receiving school. We do not give records to parents/guardians to hand carry to another school.

## **CIVIL RIGHTS / NON-DISCRIMINATION STATEMENT**

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.

To file a complaint alleging discrimination, write to USDA, Director, Office of Civil Rights, 1400 Independence Avenue SW, Washington, DC 20250-9410 or call, toll free, 866-632-9992 (voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at 800-877-8339 or 800-845-6136 (Spanish). This institution is an equal opportunity provider and employer.

## **BRAXTON COUNTY SCHOOLS ATHLETIC DEPARTMENTS CODE OF CONDUCT**

## FOR SPORTS PARTICIPATION

The Athletic Departments and the Administration at Braxton County Schools feels that participation in athletics is a privilege and requires certain criteria to be met before a student is permitted to participate. The following rules and regulations will determine the eligibility of the student to participate in a particular sport:

1. Any athlete caught in the possession of/or drinking an alcoholic beverage will be disciplined according to school policy and as follows:
  - 1<sup>st</sup> offense- 1 game suspension, disciplined in practice by coach.
  - 2<sup>nd</sup> offense- dismissal from team
2. Any athlete proven guilty of buying, selling or in possession of illegal drugs will be dismissed from the team immediately.
3. Any athlete suspended from school/and or bus will be dismissed from the team immediately.
4. Any athlete that has after-school detention/in-school suspension, will not be allowed to practice and will be disciplined as follows:
  - 1<sup>st</sup> offense- 1 game suspension
  - 2<sup>nd</sup> offense- dismissal from team
5. Athletes must attend school faithfully. Excessive unexcused absences from school will result in dismissal from the team. An athlete must be in attendance for the full day of school to be eligible to practice or play a game. A doctor's excuse or family emergency will be considered an excused absence.
6. An athlete must maintain a C average (GPA of at least 2.0)
7. Athletes must show respect to coaches, players, peers, teachers, and all other members of the public.
8. Athletes must attend all practices, or have a doctor's excuse or family emergency to be excused from practice.
  - 1<sup>st</sup> offense- disciplined by coach
  - 2<sup>nd</sup> offense- game suspension
  - 3<sup>rd</sup> offense- dismissal from team
9. Uniforms and all practice equipment issued by the school are the responsibility of the athlete. The value of lost equipment will be the responsibility of the athlete or his/her family.
10. Dress on game day will be at the coach's discretion.
11. Parents must sign out athletes if they wish to take their child home with them after an away contest.

12. Any athlete wishing to ride home with another adult after an away contest must have written permission from their parent and be signed out by the adult they are riding with.
13. An athlete caught or proven guilty of vandalism of any school property will be disciplined as follows:
  - 1<sup>st</sup> offense- the athlete will return or pay for damaged or stolen goods, plus a one (1) game suspension
  - 2<sup>nd</sup> offense- the athlete will be dismissed from the team
14. Any athlete who quits or is removed from a team for any reason, forfeits all rights to any awards, team photos, and all conference /state selections, etc.
15. Sportsmanship is a major concern. Any parent and/or spectator asked to leave an athletic contest due to poor sportsmanship will abide by the following:
  - 1<sup>st</sup> offense- will not be allowed to attend the next home game
  - 2<sup>nd</sup> offense- may not attend remainder of games for that specific sport.

Student athletes will be disciplined according to WVSSAC standards.

16. Students are encouraged to attend school and practice sessions regularly. However, such participation does not guarantee the students a starting position in his/her particular sport. On the other hand, a student, regardless of how talented, should not expect to earn a starting position in the sport if the student fails to attend school and practices regularly. All participants are required to ride the team bus to away games.

***The purpose of this athletic policy is to make students and parents more aware of school standards and procedures. We know that you, as parents, want your child to represent Braxton County Schools and you in the best possible way.***

We cannot possibly write a policy that covers all infractions; therefore, the coach of the athlete involved will deal with any infraction not covered in this policy.

3.7.2. Any student who in protest lays hands on or attempts to lay hands upon an official may be declared ineligible by the principal or by the WVSSAC for up to one year. Any student who strikes an opponent, coach, or a spectator during or following an athletic event may be declared ineligible by the principal or the WVSSAC for a specified period of time up to one year, depending on the seriousness of the act.