

MANNINGTON MIDDLE SCHOOL **STUDENT PLANNER/AGENDA**

MANNINGTON MIDDLE SCHOOL
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This agenda belongs to:

Name: _____

Homeroom Teacher: _____

A MESSAGE FROM THE PRINCIPAL

On behalf of Mannington Middle School, we welcome you to the home of the Gators. This student planner is published so that all students at MMS have some general guidelines at our school. It serves as your hall pass and is also an easy way to record assignments and other information. It is essential that you take responsibility for your Student Agenda. Parents should become familiar with the agenda also. We strive to foster a partnership between home and school and we look forward to working with you throughout the school year.

Mission Statement

The MMS mission is to equip all students with college and career readiness skills to compete in today's society. We will provide a variety of opportunities for all students to increase their skills academically and socially, allowing them to reach their full potential.

Vision Statement

Mannington Middle School is committed to providing a safe educational environment that is interactive with students, parents, community, and staff.

**** Information in this guide is only a portion of the rules and procedures applicable to MMS.**
Please be sure to refer to the MCBOE for additional policies and procedures.

Student Behaviors and Expectations

The student Code of Conduct has been revised and replaced with State Policy 4373. The new approach is aimed at fostering the expectations of students and the behaviors that affect them. Policy 4373 is broken down into standards and objectives and is similar to subject content standards and objectives. The standards are:

Standard 1: Self-awareness and Self-management

The self-awareness and self-management standard promotes the development of self-esteem and identification of emotions leading to student self-efficacy to express themselves in constructive ways. These skills enable students to control impulses, manage stress and motivate themselves to establish, monitor and achieve academic and personal goals.

Standard 2: Social-awareness and Interpersonal Skills

Social-awareness involves recognition of the thoughts, feelings and perspectives of others, including those that are different from one's own. Interpersonal skills involve cooperating, communicating respectfully and constructively resolving conflicts with others. Both are essential for building and maintaining positive relationships that are essential to success in school and life.

Standard 3: Decision-making Skills and Responsible Behaviors

Decision-making requires an ability to accurately assess a variety of situations, define and evaluate choices, anticipate consequences of each, generate alternative choices and select a responsible choice. Responsible behaviors are those that promote safety, avoid risk, deal honestly and fairly with others and contribute in a positive way to one's classroom, school, family and community.

Each standard is then broken down into objectives, which will be available on LiveGrades, and can also be found on the Marion County Board of Education website and the West Virginia State Department of Education website.

Policy 4373 has identified inappropriate behaviors and the consequences and possible interventions that may be used when students do not comply with the Student Behaviors and Expectations standards and objectives. The behaviors are identified in four separate levels and the interventions and consequences are also broken down into four distinct levels. Mannington Middle School will follow the discipline matrix outlined by West Virginia Policy 4373. This section may also be found on LiveGrades and both the Marion County Board of Education and West Virginia Department of Education websites.

The administration of Mannington Middle school reserves the right to take any action that is deemed necessary and appropriate given any situation and/or student(s).

Student Dress Code

A student will not dress or groom in a manner that disrupts the educational process, violates the school dress code, or is detrimental to the health, safety, or welfare of others. See Operations and Procedures Handbook for details. (The general rule is that shorts should be as long as their fingertips when arms are extended to their side, no tank tops, and holes in clothing cannot be in indecent areas. We strongly suggest not wearing flip flops.) If a teacher feels that a student's clothing is impeding the learning process, they may send the student to the office. However, it will be a judgment call made by the administration. If a student's outfit is deemed inappropriate, parents will be contacted to bring a change of clothing for their child.

Cellular Telephones and Electronic Communication Devices

A student may possess a cellular telephone. Cell phones may be used after, but not during, school hours. Students may not use cell phones on school property or at school sponsored activities to access and /or view Internet web sites that are otherwise blocked to students at school. Also, during school activities when directed by the administrator or sponsor, students will turn off (not just place on vibrate or silent mode), and store out of sight, all cellular telephone or other ECDs.

The requirement that cellular telephones and ECDs must be turned off will not apply in the following circumstances when the student obtains prior approval from the building principal:

1. The student has a documented special medical circumstance;
2. The student is using the cell phone for an educational or instructional purpose with the principal's permission and supervision;
3. The student is involved in an extra-curricular activity after school hours and needs to communicate with his/her parent/guardian when the activity is ending so pick up can be arranged.

The use of cellular telephones and other ECDs that contain built-in cameras is prohibited in locker rooms, classrooms, and restrooms.

Possession of a cellular telephone or other ECD by a student is a privilege, which may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege. Cellular telephones or other ECD are not permitted, in any way, to disrupt the education setting of the school.

Violations of this policy may result in disciplinary action and/or confiscation of the cellular telephone or ECD. If the cellular telephone or ECD is confiscated, it will be returned to the student's parent/guardian after the student complies with any other disciplinary consequence that is imposed. The building principal may also refer the matter to law enforcement if the violation involves an illegal activity (e.g., child pornography).

The student who possesses a cellular telephone or ECD is responsible for its care. The Board is not responsible for preventing theft, loss, damage, or vandalism to cellular telephones or ECDs brought onto its property.

Parents and/or guardians are advised that the best way to get in touch with their child during the school day is by calling the school office.

- 1st offense Cell phone will be taken to the office and returned to the student at the end of the day.
- 2nd offense Cell phone will be taken to the office and returned to the parent and student will be assigned one day of lunch detention.
- 3rd offense Cell phone will be taken to the office and returned to the parent. Student will be referred to the office for Defiance of Authority and assigned a minimum of 3 days of lunch detention.
- 4th offense Cell phone will be taken to the office and a conference with parent will be scheduled. Student will receive 1 day OSS (out of school suspension).

Conferences

Parent/Teacher Conferences will be held one per semester. Parents, teachers, or administrators may request a conference at any time during the year.

Attendance

All students at Mannington Middle School are expected to attend school regularly as well as to be on time for classes. This is very important in order to benefit from instructional programs and to develop habits of punctuality, self-discipline, responsibility, and good work habits.

Please refer to State Policy W.Va. Code 18-8-4(a) (b) (c) for the entire attendance policy.

Student, parent, guardian or custodian will receive written warning after 3 unexcused absences in a school year. After the 5th unexcused absence parents/guardians must report to the school for a conference. After the 10th unexcused absence the attendance director is to file a Magistrate Court complaint against the parent, guardian, or custodian.

Students must provide a note from their parent/guardian for all absences and tardiness from school.

3 tardy incidents will count as one day absent when we are considering PBIS school wide reward activities based on attendance. 3 days tardy will result in 1 day of structured lunch.

Excessive absences/tardiness may also disqualify the student from quarterly school wide positive behavior rewards.

When possible, medical appointments should be scheduled outside of the school day.

Absences during the school day may prevent students from participating in after school activities during the same day.

If your child is absent, please provide their homeroom teacher with a written excuse (parent note or Doctor's excuse) on the day of return.

Reporting to School

All students will enter through the cafeteria doors no earlier than 7:00 each morning. Students eating breakfast will remain in the cafeteria, those not eating will report directly to grade level designated areas in the auditorium. **Homeroom begins at 7:40.**

Breakfast is served between 7:08 and 7:38 in the cafeteria.

Reporting to Homeroom

All grade levels will be dismissed following breakfast. Students will move quickly to their lockers and to homeroom.

The **tardy bell will ring at 7:40.** Students must be in their classrooms at this time for Homeroom and announcements.

Lockers/Locks

Students will be assigned locks and lockers by their homeroom teacher. Homeroom teachers will designate times when students will be allowed to visit lockers. Items not being used should be kept in lockers. Combinations should not be given to any other student. Lockers are not to be shared between students. All locker problems should be reported to their homeroom teacher. Students must purchase a school approved lock from the office at the cost of \$6.00. Lockers are considered school property.

Locker Times

Students will go to their lockers at the end of breakfast. Homeroom and grade level teachers will determine when students will obtain materials from their lockers for their classes. Students should not deviate from the locker schedule.

Lunch Procedures

There will be two 30-minute lunch periods:

1st lunch will be from **10:54** to **11:24**

2nd lunch will be from **11:40** to **12:10**

These times could differ on early release or assembly days. Student behavior expectations are the same as they would be in the classroom.

School Dismissal

Bus students who ride the early bus will report directly to their buses when the bell rings at **2:28.** Walkers and parent pick-ups are dismissed at **2:31.** The remaining students are late bus students and will board the buses when dismissed by supervising staff, approximately **3:00.** All students will exit the building through the security doors on Beatty Avenue. Parents: when picking up your children at the end of the day, please do not park in the bus line up on Beatty Avenue. Beatty Avenue must always remain open for buses to park in their designated area at dismissal time.

MMS Student Agenda Handbook

One Agenda will be available for MMS students. Students must carry their agenda with them to all classes. Their agenda will be used as their hall pass and communication between home and school. Lost Student Agendas must be replaced at the cost of \$6.00.

Medications at School

Whether or not it is an OTC or prescription drug, all medications must be kept in the office. If new medication needs to be brought into school, parents must bring the medication in person to the office.

School Property

Students are responsible for the proper care of all books, supplies, musical instruments, and furniture supplied by the school. Students who disfigure property, break windows, or damage other school property or equipment will be required to pay for the damage or replace the item. Lost textbooks will be replaced only after the student pays for the one that has been lost. If the book is later found, the payment will be refunded.

Visitors

All visitors must check in at the office bringing with them their license and receive a visitor pass. Visitors must sign out upon leaving and exchange the visitor's pass for their license.

All Volunteers at MMS must be registered and may be required to have a routine background check on file.

Mannington Middle School's Positive Behavior Support System

The Gator Roll

Student Pledge:

Respect

On task

Listen

Learn

Students will be able to recite the PBS Pledge when called on to do so.

Gator Pods	Respect	On Task	Listen	Learn
Classroom	<ul style="list-style-type: none"> * Be polite * Be patient 	<ul style="list-style-type: none"> * In seat ready to learn * Bring all materials needed to class 	<ul style="list-style-type: none"> * Follow teacher directives 	<ul style="list-style-type: none"> * Be organized * Use agenda to record homework
Hallway	<ul style="list-style-type: none"> * Maintain personal space * Be polite * Talk quietly * Be patient 	<ul style="list-style-type: none"> * Walk directly to class * Keep locker clean and locked 	<ul style="list-style-type: none"> * Stay on right * Use correct stairs * Follow bell schedule 	<ul style="list-style-type: none"> * Get only necessary items from locker
Computer Lab	<ul style="list-style-type: none"> * Follow AUP * Maintain personal space * Be patient * Be polite 	<ul style="list-style-type: none"> * Complete assignments at assigned computer 	<ul style="list-style-type: none"> * Follow teacher directives 	<ul style="list-style-type: none"> * Stay on appropriate sites. * Be engaged * Be a participant
Cafeteria	<ul style="list-style-type: none"> * Talk quietly * Be polite * Be patient * Use good manners 	<ul style="list-style-type: none"> * Clean up after yourself * Stand quietly in line * Dress for the weather 	<ul style="list-style-type: none"> * Follow teacher directives 	<ul style="list-style-type: none"> * Memorize your lunch number * Keep area clean
Restroom	<ul style="list-style-type: none"> * Wait your turn * Maintain personal space * Keep area clean * Respect privacy 	<ul style="list-style-type: none"> * Walk quietly to class promptly * Flush toilet * Wash hands 	<ul style="list-style-type: none"> * Talk with quiet voice 	<ul style="list-style-type: none"> * Use restrooms between classes when possible * Carry hall pass
Playground	<ul style="list-style-type: none"> * Maintain personal space * Be polite * Be patient 	<ul style="list-style-type: none"> * Play and socialize cooperatively with peers * Dress for the weather 	<ul style="list-style-type: none"> * Follow teacher directives * Enter school quietly and walk to next class 	<ul style="list-style-type: none"> * Report incidents to teacher on duty

Gymnasium / Locker Room	<ul style="list-style-type: none"> * Maintain personal space * Be polite * Be patient * Be safe 	* Dress for the gym	<ul style="list-style-type: none"> * Follow safety rules * Report incidents or injuries to teachers * Follow teacher directives 	<ul style="list-style-type: none"> * Be an engaged listener * Be an engaged participant
Auditorium	<ul style="list-style-type: none"> * Maintain personal space * Be polite * Be patient 	* Sit appropriately in assigned seat	<ul style="list-style-type: none"> * Follow teacher directives * Keep eyes on the speaker 	<ul style="list-style-type: none"> * Be an engaged listener * Be an engaged participant
Office	<ul style="list-style-type: none"> * Quietly wait for assistance * Be polite * Be patient * Speak to adult in the office 	<ul style="list-style-type: none"> * Only report to the office for an emergency or if a teacher gives you permission to do so * Speak clearly when stating need 	* Follow teacher directives	<ul style="list-style-type: none"> * Return to class as quickly as possible * Carry hall pass
Structured Lunch	<ul style="list-style-type: none"> * Be polite * Be quiet * Walk 	* Wait to get lunch in assigned area	* Follow teacher directives	* Keep area clean
Late Bus	<ul style="list-style-type: none"> * Be polite * Be patient 	<ul style="list-style-type: none"> * Remain seated * Use time wisely 	<ul style="list-style-type: none"> * Listen for dismissal * Follow teacher directives 	* Bring necessary items to go home
Gym Bus	<ul style="list-style-type: none"> * Maintain personal space * Be polite 	* Remain seated	<ul style="list-style-type: none"> * Face Forward * Follow adult directives 	<ul style="list-style-type: none"> * Stay alert * Be safe

Mannington Middle School Bell Schedules

Regular	Schedule	#1
Locker	7:37-7:40	3
Homeroom	7:40-7:50	10
1	7:52-8:36	44
2	8:38-9:22	44
3	9:24-10:08	44
4	10:10-10:54	44
Lunch	10:54-11:24	30
5a	10:56-11:40	44
Lunch	11:40-12:10	30
5b	11:26-12:10	44
6	12:12-12:56	44
7	12:58--1:42	44
8	1:44-2:28	44
	2:28	Early Bus Walkers by call
	2:30	
	2:40	Late Bus

Afternoon	Assembly	#5
Locker	7:37-7:40	5
Homeroom	7:40-7:50	10
1	7:52-8:28	36
2	8:30-9:06	36
3	9:08-9:44	36
4	9:46-10:22	36
6	10:24-11:00	36
5a	11:02-11:38	36
Lunch	11:02-11:32	30
5b	11:34-12:10	36
Lunch	11:40-12:10	30
7	12:12-12:48	36
8	12:50-1:26	36
Assembly	1:28-2:26	
Back to 8th	2:26-2:28	
	2:28	Early Bus Walkers by call
	2:30	
	2:40	Late bus

3 Hour Early Release # 4		
Locker	7:37-7:40	3
Homeroom	7:40-7:45	5
1	7:47-8:07	20
2	8:09-8:29	20
3	8:31-8:51	20
4	8:53-9:13	20
6	9:15-9:35	20
7	9:37-9:57	20
8	9:59-10:19	20
5a	10:21-10:51	30
Lunch 5/6	10:21-10:51	30
5b	10:53-11:23	30
Lunch 7/8	10:53-11:23	30
8th dismissal	11:25-11:28	5
	11:28	Early Bus Walkers by call
	11:30	
	11:55	Late Bus

2 hour delay #2		
Locker	9:37-9:40	3
Homeroom	9:40-9:45	5
1	9:47-10:16	29
2	10:18-10:47	29
3	10:49-11:18	29
4	11:20-11:49	29
5a	11:51-12:21	30
Lunch 5/6	11:51-12:21	30
5b	12:23-12:53	30
Lunch 7/8	12:23-12:53	30
6	12:55-1:24	29
7	1:26-1:55	29
8	1:57-2:28	31
	2:28	Early Bus Walkers by call
	2:30	
	2:40	Late bus