Hamilton Middle School

Inspiring Dreams, Empowering Minds Strengthening Community Student Handbook 2023 - 2024



3501 Cadillac Drive Parkersburg, WV 26104 (304) 420-9547

Principal: J. Kevin Campbell Assistant Principal: David Pierotti Counselor: Megan Bost Nurse: Katie Kent Secretary: Maria Morton

This Student Planne	r belongs to:		
Name			
Address			
Phone	Grade	Advisor	

HAMILTON MIDDLE SCHOOL POLICIES AND	
	4
HMS Interruption Free School Day	4
Attendance	
Verification Requirements/Excuse Notes	
Make Up Work	4
Early Dismissal/Leaving School Grounds	5
Sign In Sign Out Sheet	
Tardiness	5
Common Expectations for Student Behavior	
Walking	
Bus Students	
Before School	
In Hallways and Stairways	5
Locks and Lockers	5
At Lockers	
With Substitute Teacher in Classroom	
On Arrival in Class	
Dismissal from Class	
After School	
In the Cafeteria	
During the Activity Period	
During Fire Drill	
At Dances	
Cell Phone Policy	
Wood County Policy 5114.11 –	_
Communication/Electronic Devices	······/
Hamilton Middle School Cell Phone Policy	
Hamilton Middle School Dress Code	
Discipline and Student Responsibilities	
Cheating	
Displays of Affection	
Spray Bottles	
Disciplinary Consequences	
Athletics	
Eligibility Lost and Found	
National Junior Honor Society	
School Nurse	
Student Council	
Tutoring	
Withdrawal Procedures	
Parent Involvement	
Boosters	
Communication	
Conferences	
Volunteers	
	IC
WOOD COUNTY SCHOOLS POLICIES AND	
INFORMATION	
General Information	
Address and Phone Number Changes	
Child Abuse and Neglect	
Concerns and Inquiries	
Domestic Violence	
Insufficient Funds Checks	
Lost and Found	
Money and Checks Sent To School	10

	10
Pictures	
Textbooks - Lost or Damaged	
Academics	
Overview	
Conferences	
Extracurricular Activities	
Field Trips	
Grading Scale	
Homework	
Library Website	12
Physical Education	12
Placement of Students	
Pre-Kindergarten Education	
Recognition Programs	
Reports to Parents	
School Counseling Services	
Section 504 Policies and Procedures	
Special Education Referral Process	
Student Assistance Team (SAT)	
Support for Personalized Learning	
World Book Online	
Attendance, Punctuality, and Transportation	
Arriving Early	
Attendance Guidelines	
Early Dismissal/Leaving School Grounds	
Early Dismissal/School Closing Due To Weathe	
or Emergency	
Transportation	13
Permission to Go Home with Another Child or	
Alternate Transportation	
School Bus Safety - State Regulations	
Students Requiring Special Transportation	
Tardiness	14
Discipline and Student Responsibilities	
	14
Dress Code	14 14
Due Process	14 14
Due Process Expected Behaviors in Safe and Supportive	14 14 14
Due Process Expected Behaviors in Safe and Supportive Schools	14 14 14 15
Due Process Expected Behaviors in Safe and Supportive Schools Harassment/Intimidation/Bullying	14 14 14 15 15
Due Process Expected Behaviors in Safe and Supportive Schools Harassment/Intimidation/Bullying Personal Items and Restrictions	14 14 15 15 16
Due Process Expected Behaviors in Safe and Supportive Schools Harassment/Intimidation/Bullying Personal Items and Restrictions Safe Schools Hotline	14 14 15 15 16 16
Due Process Expected Behaviors in Safe and Supportive Schools Harassment/Intimidation/Bullying Personal Items and Restrictions Safe Schools Hotline Special Education Rights	14 14 15 15 16 16
Due Process Expected Behaviors in Safe and Supportive Schools Harassment/Intimidation/Bullying Personal Items and Restrictions Safe Schools Hotline Special Education Rights Student Rights and Responsibilities	14 14 15 15 16 16 16
Due Process Expected Behaviors in Safe and Supportive Schools Harassment/Intimidation/Bullying Personal Items and Restrictions Safe Schools Hotline Special Education Rights Student Rights and Responsibilities Substance Abuse/Tobacco Control	14 14 15 15 16 16 16 17
Due Process Expected Behaviors in Safe and Supportive Schools Harassment/Intimidation/Bullying Personal Items and Restrictions Safe Schools Hotline Special Education Rights Student Rights and Responsibilities Substance Abuse/Tobacco Control Weapons	14 14 15 15 16 16 16 16 17 17
Due Process Expected Behaviors in Safe and Supportive Schools Harassment/Intimidation/Bullying Personal Items and Restrictions Safe Schools Hotline Special Education Rights Student Rights and Responsibilities Substance Abuse/Tobacco Control Weapons. Health and Safety	14 14 15 15 16 16 16 16 17 17
Due Process Expected Behaviors in Safe and Supportive Schools Harassment/Intimidation/Bullying Personal Items and Restrictions Safe Schools Hotline Special Education Rights Student Rights and Responsibilities Substance Abuse/Tobacco Control Weapons. Health and Safety Accidents	14 14 15 15 16 16 16 16 17 17 17
Due Process Expected Behaviors in Safe and Supportive Schools Harassment/Intimidation/Bullying Personal Items and Restrictions Safe Schools Hotline Safe Schools Hotline Special Education Rights Student Rights and Responsibilities Substance Abuse/Tobacco Control Weapons Health and Safety Accidents Accident Insurance	14 14 15 15 16 16 16 16 17 17 17
Due Process	14 14 15 15 16 16 16 16 17 17 17 17
Due Process	14 14 15 15 16 16 16 17 17 17 17 17
Due Process	14 14 15 15 16 16 16 17 17 17 17 17 17
Due Process Expected Behaviors in Safe and Supportive Schools Harassment/Intimidation/Bullying Personal Items and Restrictions Safe Schools Hotline Special Education Rights Student Rights and Responsibilities Substance Abuse/Tobacco Control Weapons Health and Safety Accidents Accident Insurance Asbestos Drills Immunization Requirements for Pre-K Immunization Requirements for K - 12	$\begin{array}{cccccccccccccccccccccccccccccccccccc$
Due Process Expected Behaviors in Safe and Supportive Schools Harassment/Intimidation/Bullying Personal Items and Restrictions Safe Schools Hotline Safe Schools Hotline Safe Schools Hotline Substance Abuse/Tobacco Control Weapons Health and Safety Accidents Accident Insurance Asbestos Drills Immunization Requirements for Pre-K Immunization Requirements for X - 12	$\begin{array}{cccccccccccccccccccccccccccccccccccc$
Due Process Expected Behaviors in Safe and Supportive Schools Harassment/Intimidation/Bullying Personal Items and Restrictions Safe Schools Hotline Safe Schools Hotline Safe Schools Hotline Substance Abuse/Tobacco Control Weapons Health and Safety Accidents Accident Insurance Asbestos Drills Immunization Requirements for Pre-K Immunization Requirements for 7 - 12 Injury/Communicable Diseases	$\begin{array}{cccccccccccccccccccccccccccccccccccc$
Due Process Expected Behaviors in Safe and Supportive Schools	$\begin{array}{cccccccccccccccccccccccccccccccccccc$
Due Process. Expected Behaviors in Safe and Supportive Schools	$\begin{array}{cccccccccccccccccccccccccccccccccccc$
Due Process Expected Behaviors in Safe and Supportive Schools	$\begin{array}{cccccccccccccccccccccccccccccccccccc$

Student Emergency Medical Information	18
Student Illness	18
TB Skin Tests	18
Child Nutrition Services	18
Wood County Schools Provide Meals to St	udents
at No Cost	18
Menus and Nutritional Information	18
Meal Pricing	18
Special Diets and Food Allergies	19
Parents, Community and Public Services	19
Child Care	19
Citizens Appeal Procedure	19

Faculty Senate	19
Family Education Rights and Privacy Act	
(FERPA)	19
Local School Improvement Council	
Parent/Adult Code of Conduct	20
Parent Involvement and Volunteers	20
Parent Teacher Organizations	20
Pesticide Application Notification	20
Visitors in the School	20
Web Site	21
Wood County Schools Information	21

HAMILTON MIDDLE SCHOOL POLICIES AND INFORMATION

HMS Interruption Free School Day

One of our goals as a school is to teach student responsibility. We ask that parents help by assisting in teaching organizational skills that promote student responsibility. Items such as homework, books, backpacks, class projects, permission slips, picture envelopes, clothing or shoes for gym classes, sports uniforms or equipment, or packed lunches should be brought to school by the student on the day needed. Parents may bring forgotten items to the office for their child to pick up. However, the office staff will not interrupt classes to notify students the forgotten item has been brought, nor deliver these items to the student. Please note, we will never let a student miss lunch because they forgot their packed meal. We all forget an item occasionally, but there will be consequences (from the school discipline plan) for regular or repeatedly forgotten items.

Please arrange after-school pick-up instructions and other personal business prior to your child arriving at school for the day. We will not interrupt a class to deliver a message unless it is an emergency that has been discussed with a secretary or principal. Please understand, forgetting to provide a note or make pick-up arrangements is not an emergency. We understand there are circumstances that cause a change of plan during the day that could not be planned for.

If your child is to be picked up for an appointment or other early dismissal, please send a written note to school with your child in the morning. It will be up to your child to give that note to the assistant principal or designated staff at the attendance table before homeroom. They will give your child a pass slip to be excused from class at the designated time to meet you in the office.

Delivery of flowers, balloons, and other gifts for students will not be accepted at Hamilton. Please advise family and friends to make deliveries to your home.

Attendance

A direct relationship exists between students' daily attendance and academic performance, graduation, and good work habits. Daily attendance is essential for students to meet academic program standards, as each day's learning builds on the work previously completed.

Parents are responsible for stressing the importance of school to their child by expecting the child to attend school regularly. A pamphlet concerning attendance guidelines is sent home with each child at the beginning of the school year. A copy of the attendance policy may be obtained from the school office or Wood County Schools Central Administration Building.

Students who have missed three or more days of school and do not have the absences excused will be placed on social probation. Social probation restricts students from attending dances, skating parties, and other school events. Only five parent notes are allowed each semester. Any notes over those five need to be from a doctor.

Verification Requirements/Excuse Notes

The assistant principal or designated staff is in the main hall on the 'H' from 7:45 AM to 8:00 AM to collect excuse notes, write admission slips for absences, write early excuse permission forms and sign requests for students to ride buses other than their own.

Upon returning to school from an absence, students must bring a note containing the following information for the absence to be excused.

- Student's first and last name.
- The current day's date.
- Date(s) of absence.
- Grade in school.
- Reason for the absence.
- Parent, guardian, or physician signature.

Absences will be excused for these reasons:

- Illness or injury of the student with a doctor's written verification.
- Illness of the student verified in writing by the parent if the absences do not exceed (3) three consecutive days or a total of five (5) days per semester.
- If a student exceeds (3) three consecutive days or (5) five total days per semester, an excuse signed by a qualified health care professional or school nurse is required for further absences to be excused.
- Illness or injury in the family when the student absence is verified in writing as essential by a doctor.
- Death in the family with a limit of three (3) days except in extraordinary circumstances verified in writing by the parent.

Absences of educational value may be excused if approved in advance by the assistant principal or principal. Educational leave forms are available in the office. The form must be filled out and turned in at least five days before the date of the leave in order to be approved. Students must notify their teachers that they will be missing class and must obtain all work that they will miss. In addition, the student needs to complete an assignment for the assistant principal who will then code the absence as educational leave.

Make Up Work

It is the responsibility of the student to contact the teacher concerning makeup work. Students have the same number of days to make up the work as days absent. **Only students who are absent three or more days in a row may request assignments from the main office.** Assignments can be accessed through Schoology. Books or additional materials can be picked up the following day after 3:00 in the main office.

Early Dismissal/Leaving School Grounds

Students who need to be excused during the school day for doctor or dentist appointments must present a note from their parent including the following:

- The student's *full name* (often the student's last name is different from that of the parent)
- The time the parent requests that the student be excused from class
- The reason the student should be excused
- The parent or guardian's signature
- The date the note was written and signed

Sign in Sign out Sheet

Any student who leaves school during the day must be signed out by a guardian. If a note was sent in on the morning of early dismissal, then the student can sign out at time of pick up. If no note was sent in on the morning of early dismissal, then the guardian needs to write a note at the time of pick up. No child is permitted to leave school without a guardian or approval from a guardian with a note. If a child becomes ill during the school day and needs to go home, the **school nurse** contacts the home to arrange transportation. Students may only be picked up by emergency contacts if the nurse had made the arrangements or the student's guardian gives permission stating said emergency contact will be picking up student.

Students must sign in and obtain a pass slip if they arrive late to school or when returning to school from appointments before entering class.

Tardiness

All students report to their first period class when the first bell rings at 7:50 a.m. Students who are not seated in their classrooms when the tardy bell rings at 8:00 a.m. are tardy. Students who arrive tardy to the building before 8:10 a.m. report to their first period class. Students who arrive after 8:10 a.m. must sign in at the office to be admitted to class. Any student arriving after 8:00 a.m. because of an appointment must sign in at the office and turn in an excuse slip from the doctor or dentist.

- Students who are tardy without a written excuse will call home as a reminder for the parent/guardian to write and send a note the next day before going to class. Students who are tardy without an excuse note turned into the office the following day at the start of the school day will be assigned lunch/activity detention.
- Students who are tardy during the school day to any class will be assigned lunch/activity detention.
- Students who are tardy more than five times in a nine weeks will be assigned after school detention.

Common Expectations for Student Behavior

Walking

Students who walk to school are to observe before and after school behavior. They should arrive before the tardy bell and leave the campus immediately upon leaving the building through the front doors.

Athletes may leave by walking through the gym to their practice area outside using door 16.

Bus Students

We ask that parents please get to know their child's bus # and driver and discuss any concerns with him or her. Wood County bus drivers are an important link with the schools and play an important role in the child's school day.

Students are expected to observe all school rules while traveling on school buses. All students are supervised upon arrival and are expected to follow before school behavior. Students waiting for buses in the afternoon are expected to observe after school behavior. Bus students who leave campus are not permitted to return and ride the bus.

Before School

Students have two choices of things to do after arriving at school in the morning and before the first bell rings:

- Wait outside on the front campus until the supervising teacher signals to enter the building. All litter must be placed in trash containers. Students may stand on the walkways or sit on the benches and socialize with friends. They enter the building at the front doors at 7:50 AM and go to homeroom.
- Enter the building and sit on the bleachers or on the gym floor in the gymnasium and socialize with friends. Students may request permission to go to the restroom. Supervising teachers dismiss them to their classrooms at 7:50 AM.

In Hallways and Stairways

- Walk on the right side
- Walk at a moderate pace, and keep moving
- Speak quietly.
- Keep hands, feet, and objects to self.

Locks and Lockers

All students are assigned a locker with a combination lock to store and secure their school materials and personal items. Students must turn off and leave cell phones, personal items, book bags, coats, hats and sunglasses in lockers during the school day. Hats and sunglasses must be taken off upon entering the building and stay in the locker until the end of the school day. Sharing lockers and sharing locker combinations is prohibited. Each student is given a lock at the beginning of the school year and is responsible for this lock. There is a \$5.00 replacement fee for a lost lock. Students must use school issued locks.

At Lockers

- Go to assigned locker before first period; during assigned locker breaks; before and after lunch; with a pass from a teacher, principal, guidance counselor, or school nurse; or at the end of the school day.
- Remove lock and open locker door.
- Get necessary materials from locker and deposit personal items which include cell phones, book bags, coats, and hats.
- Keep contents of the locker arranged so that nothing hangs out of the locker.
- Close the locker door gently so that it does not slam and replace the lock.
- Use only mirrors and decorations that attach with magnets to decorate lockers.

With Substitute Teacher in Classroom

Substitute teachers are guests in the building and are to be treated with respect. Students are to follow all standard classroom rules and school rules/procedures when they have a substitute teacher. Substitutes may refer students whose behavior does not follow standard guidelines to the office.

The substitute teacher has access to seating charts and grade books. Teachers identify responsible students who can be relied upon to assist the substitute teacher. Students are responsible for work assigned by a substitute teacher and are expected to follow the substitute's instructions.

On Arrival in Class

- Sit in the assigned seat.
- Sharpen pencils.
- Get materials ready for class.
- Record assignments in your iPad.
- Begin working as directed by your teacher.

Dismissal from Class

- Wait until the teacher dismisses you from class.
- Exit the room politely
- Speak quietly.

After School

- Observe behavior for dismissal from class.
- Observe hall behavior.
- Observe locker behavior.
- Leave the building and campus unless participating in an organized school activity.
- Students who walk to school or who are transported by friends and relatives leave the school building and campus immediately.
- Students waiting for a ride or for their bus to arrive remain in their last period class until dismissed to their ride or bus. At 3:30 PM students who are still waiting will be

dismissed to the cafeteria to wait until their ride or bus arrives.

• Place all litter in the trash containers to show the pride we have in our school.

In the Cafeteria

- Wait in the hallway at the cafeteria door at the end of the hall until directed to enter the cafeteria line by an adult.
 Students who will not eat a school lunch may enter and sit in their assigned seats.
- Remain quiet as all students make their way through the lunch line.
- Pick up milk, eating utensils and tray.
- Walk to your table (No more than four students to a bench), and sit down to eat.
- When finished eating, clean the area where you have eaten, walk to the tray return window, dump scraps in the garbage pail, and place the tray in the dishwasher rack or on the shelf.
- When asked to prepare for dismissal become quiet.
 - When dismissed, walk quietly out of the cafeteria and on to your next class.

During the Activity/Recess Period

- Quietly enter the gym, sit on the bleachers and await instruction.
- Choose an activity in which to participate.
- Follow all rules for the gym and those given by the teachers on duty.
- Quietly line up when prompted by teachers on duty.
- Exit the gym in an orderly fashion and walk quietly to the cafeteria or class.

During Fire Drill

- Leave all materials in the room.
- Move silently and in a single file through the designated exit from the classroom.
- Continue in single file to the designated area outside. Wait silently for the teacher to take roll.
- At the sounding of the bell, return to the classroom silently using the same route used to leave the building. Wait silently in the classroom for the teacher to take roll.

At Dances

- Come to school 15 minutes prior to the dance and no later than 15 minutes after the dance has started.
- Wear socks on the gym floor.
- After paying the admission fee, put shoes in the cafeteria
- Dance, buy refreshments, sit on the bleachers, use the restrooms by room 114, or socialize with friends.
- Leave the dance before it has ended only if a parent or guardian comes into the building.
- Eat refreshments in the mini gym.
- Stand on the front campus and wait for a ride or walk home if permitted after the dance.

Cell Phone Policy

Wood County Policy 5114.11 – Communication/Electronic Devices

Purpose

In order to maintain an appropriate and effective school environment, communication/ electronic devices shall not interfere with the daily educational process.

Definition

For the purposes of this policy, "personal communication device" (PCD) includes computers, tablets (e.g., non-school issued iPads and similar devices), electronic readers ("ereaders"; e.g. Kindles and similar devices), cell phones (e.g., mobile/cellular telephones, smartphones and/or other webenabled devices of any type which have the potential to cause distractions from and/or interruptions to the daily educational process. Also, the use of PCDs which contain built-in cameras (i.e., devices that take still or motion pictures, whether in a digital or other format) is prohibited in locker rooms, shower facilities, and restrooms. Further, students shall have no expectation of confidentiality with respect to their use of PCDs on school premises/property.

Procedures

The use and/or display of PCDs will be allowed before school, after school and during the student's assigned lunch period in designated areas. PCDs may also be used in classrooms for educational purposes as approved by the school principal and/or classroom teacher. The disruption of class occurs only when the teacher stops instruction to deal with the problem.

Violations of this policy may result in disciplinary action and/or confiscation of the PCD. The building principal will also refer the matter to law enforcement or child services if the violation involves illegal activity. Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based upon the number of previous violations and/or the nature of the circumstances surrounding a particular violation. If the PCD is confiscated, it will be released/returned to the student's parent/guardian unless the violation involves potentially illegal activity, in which case the PCD may be turned-over to law enforcement. If multiple offenses occur, a student may lose his/her privilege to bring a PCD to school for a designated length of time or on a permanent basis.

Students may not use a PCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. In particular, students are prohibited from using PCDs to : (1) transmit material that is threatening, obscene, disruptive or sexually explicit or that may be construed as harassment or belittling of others based upon their race, color, national origin, sex, sexual orientation, disability, age, religion, ancestry, or political beliefs; and (2) engage in "sexting" - i.e., sending, receiving, sharing, viewing, or possessing pictures,

text messages, e-mails or other materials of a sexual nature in electronic or any other form.

Students are also prohibited from using a PCD to capture, record and/or transmit test information or any other information in a manner constituting fraud, theft, cheating or academic dishonesty. Likewise, students are prohibited from using PCDs to receive such information.

Possession of a PCD by a student at school during school hours and/or during extra-curricular activities is a privilege that may be forfeited by any student who fails to abide by the terms of this policy or otherwise abuses this privilege.

Students are personally and solely responsible for the care and security of their PCDs. Wood County Schools assumes no responsibility for theft, loss of, damage to, misuse of or unauthorized use of PCDs brought onto its property.

Hamilton Middle School Cell Phone Policy

Cell phones will be turned off and placed in lockers before first period and will remain there until the end of the school day. Students who wish to use their cell phones during their lunch period must do so in the main office. Upon completing use of the device, students must turn off and return their cell phones to their lockers and report to the cafeteria for their lunch. Any other use of cell phones (texting to go home sick, calling or texting home for an item) is a violation of the policy and an office referral will be written.

If this policy is violated the following will occur:

- First offense will result in the loss of cell phone privilege for five school days. The device will need to be left at home. Detention through suspension may also result.
- Second offense will result in the loss of cell phone privilege for forty-five days (one term) and detention through suspension may also result.
- Third offense will result in the loss of cell phone privilege for the remainder of the school year. Detention through suspension may also result.

Hamilton Middle School Dress Code

Student code of conduct stipulates that students' mode of dress must not be detrimental to the educational process. All shirts must extend below the waistline of the pants, shorts and/or skirts, with no undergarments showing. Low cut necklines that expose cleavage or underwear is inappropriate and will not be permitted in school. Shirts that expose the back will not be permitted in school. No part of the students' torso should be visible at any time. All shorts and/or skirts must adequately cover all personal areas. All pants, shorts, and/or skirts must be worn around the waistline. The exposure of underwear is not appropriate and will not be permitted in school. Hats/and or head covers of any type are not to be worn or displayed inside the school building. Hats must be left in lockers upon arrival to school and are not to be carried to class. Headbands may only be used to hold hair in place and not cover the entire head or forehead. Clothing that displays profanity, illegal substances, explicit content,

tobacco, or alcohol is not permitted. Shoes, for the safety of the student, must be worn in school at all times. Heavy coats are to be kept in the lockers. Light jackets, hoodies, and sweaters are acceptable. Any clothing that disrupts the school environment will be required to be changed. If a student does not have an acceptable change of clothes, clean clothing will be provided by the clothing bank. Violators will not be permitted to call home to ask parents or guardians to bring appropriate attire. Continual violation of the school dress code will result in disciplinary action using the school's progressive discipline procedures.

Discipline and Student Responsibilities

Students learn best in an environment which is safe, warm, and inviting. We believe that self-discipline is always the best discipline and that students must learn to be responsible for their behavior to be successful in life. Most students do accept responsibility for their behavior and take pride in themselves and the school. For students who exhibit inappropriate behavior, our goal is to correct the behavior, not to punish the student.

Cheating

A student cheating the first time receives a zero for that work. The second offense results in the student receiving a failing mark for the nine weeks period. All violations are reported in writing. The report is placed in the student's file and a copy is sent to the parents.

Displays of Affection

The display of affection, such as holding hands, kissing is not considered to be in good taste and is prohibited. Violators are dealt with on an individual basis.

Spray Bottles

Due to health and safety concerns students are not permitted to have spray bottles at school. Many of our students have asthma, and spraying can cause them to have an asthma attack. Therefore, we ask students to use roll-on or stick deodorants after gym class and gels rather than sprays and not to bring any spray bottles to school at all. Students found with spray bottles will have their bottles confiscated.

Disciplinary Consequences

- Noon Detention: Noon detention is held in a designated classroom. Students are provided an opportunity to eat lunch.
- Office Referral: To maintain the integrity of the educational process and to modify the inappropriate behavior of students, students with office referrals will be sent to the principal or a designee.
- Exclusion: A type of disciplinary action whereby the teacher has referred the student to the principal or his/her designee for one or more of the following infractions: misconduct; interfering with the educational process; threatening, abusing, or intimidating staff or pupils; disobeying staff or abusive or profane language directed

at school staff. The pupil is admitted to class when the principal or his designee notifies the teacher of the disciplinary action taken and provides written (and, if possible), telephone notice of the exclusion to the parents.

- Social Probation: Students who are truant, habitually tardy, suspended, assigned in-school suspension, or otherwise disregard the rules of the school may be placed on social probation which excludes that student from attending assemblies, dances and/or sporting events. Social probation is assigned by an administrator and may extend over multiple events. Students will be notified that they are on social probation before an event takes place.
- After-School Detention: A student may be assigned which meets on Tuesday, Wednesday, and Thursday from 3:20 p.m. until 4:20 p.m. After-school detention may be assigned to a student for disciplinary reasons. Any student assigned to after-school detention will be given at least one-day advanced notice and will be expected to inform their parents or guardians so that transportation arrangements may be made at the conclusion of the detention session.
- In-School Suspension: In-school suspension is type of disciplinary action taken by the administrator whereby the student is assigned to one teacher's classroom for a specified number of days (typically, not more than three days at a time). The student's parents are informed of the in-school suspension in writing (and by telephone, if possible). The student's teachers are also notified so that class work may be sent to the assigned teacher for the student to complete. Specific rules of in-school suspension are discussed with the student prior to the student's receiving in-school suspension.
- Suspension: Disciplinary action whereby the student does not attend school for a specified number of days is taken by the administrator when a student has committed serious violations of school rules. The student's parents are notified in writing, and if possible, by telephone, of the suspension from school. The parent must schedule a conference with the administrator before the student is permitted to return to school.
- Expulsion: Students may be expelled from school by the Wood County Board of Education and may not attend any Wood County school for the time specified by the Board.

Announcements

Each morning during homeroom, announcements are made. Announcements include information about upcoming events, dances, assemblies, deadlines, and other important information.

Athletics

Students may try out for the following sports: Boys 6th Grade Basketball, Girls 6th Grade Basketball, Boys 7th & 8th Grade Basketball, Girls 7th & 8th Grade Basketball, Cheerleading, Boys Cross Country, Girls Cross Country, Football, Golf, Boys Track, Girls Track, Tennis, Volleyball, and Wrestling.

Eligibility

Our school is a member of the WV Secondary Schools Activities Commission (WVSSAC) and complies with all the rules of this organization.

- 1. Each student competing in middle school athletics must be a bona fide student of the school, which he or she represents and must be enrolled in school on or before the eleventh school day of the semester in which he or she competes.
- 2. A student whose 16th birthday occurs before August 1 shall be ineligible for all middle school sports. Birth certificates are required.
- 3. A student must play on the team representing his or her grade.
- 4. A student shall be ineligible without passing grades in the previous semester in at least four major subjects (English, math, science, social studies).
- 5. WV State Board of Education rules require students to hold a 2.00 grade point average for the previous semester to be eligible to participate in extracurricular activities, including athletics.
- 6. A student shall be ineligible for participation in any sport for more than one year at each grade level. Where two grades are combined for one team, such as 7th and 8th grade basketball, two years of participation are permitted providing no other regulation is involved.
- 7. A student is eligible to participate only at the school, which receives its students from the area in which his or her parents have established residence. A student from outside our attendance area is ineligible for participation for 365 calendar days. A student who resides in our attendance area but has previously attended a private or parochial school in grades 6-8 is ineligible for 365 calendar days upon entering middle school. Parents should contact the school for exceptions.
- 8. Students participating in school-sponsored athletic programs must secure a physician's statement certifying physical eligibility. This requirement is entirely the responsibility of the athlete's parent. Special physical forms required by the WVSSAC are available in the school office.
- 9. Students who serve ALC or a suspension or are absent from school may not participate in extracurricular activities.

All students participating in athletics at our school must sign and follow the HMS Athletic Code of Conduct.

Lost and Found

The lost and found room for notebooks and textbooks is in the hallway near the first stairwell. Clothing is placed in the barrel in the hall. Jewelry, watches, and other valuable items are sent to the office.

National Junior Honor Society

Membership is open to 7th and 8th grade students who maintain an overall GPA of 3.6 or better. Applicants must complete application forms and provide information in leadership, scholarship, citizenship, community and school service, and character. A faculty committee appointed by the principal evaluates membership applications. New members are inducted in the fall each school year. Members are required to attend all meetings and complete at least two service projects throughout the year.

School Nurse

A registered school nurse is on duty full time and is available for all students in room 122. If a student feels ill, they need to obtain a pass from their teacher and visit the nurse in the clinic. The nurse will then assess the student and determine whether the student needs to go home. A medical excuse for a student will only be given if the nurse deems necessary. If this occurs the nurse will make a phone call to a parent or guardian and the student may then be picked up. **Phone calls and or texts from students to parents asking to go home due to illness violate the cell phone policy and will result in disciplinary action.**

Student Council

Student Council is the student governing body. This group meets each month and at other times deemed necessary during the lunch period. The Student Council sponsors various activities including dances, food baskets, clothes closets, school improvement, guides for various school functions, and many other projects. Officers for the next school year are elected by student council members in May. Classroom representatives are elected in the fall.

Tutoring

Tutoring will be available after school through our Homework It program. More information for this program will be sent home with students.

Withdrawal Procedures

Students who withdraw from school must have a parent come to the school to complete the withdrawal procedure. Students are responsible to return all textbooks, library books, pay all fines etc. and are given a withdrawal form to be presented to each teacher for a final grade and signature. Students should see the school secretary to begin the withdrawal process.

Parent Involvement

Boosters

Hamilton Middle School believes that a student's academic success and participation in extra-curricular activities are dependent upon the cooperation between parents, coaches, and teachers. With that goal in mind, Hamilton encourages all parents to become involved with the various booster organizations. Hamilton currently has three different booster organizations. Athletic Boosters supports and provides for the needs of all athletic teams. Choir Boosters supports and provides for the needs of the Hamilton Choral programs. Band Boosters supports and provides for the needs of the Hamilton instrumental music program.

Communication

Hamilton encourages parents to take an active role in their child's education. We invite parents to become dynamic members of the Hamilton School community. In order to keep parents informed of our many activities at Hamilton, visit our school webpage at <u>http://woodcountyschoolswv.com/HM</u>. In addition, parents will receive reminders via the School Messenger phone message system and monthly newsletters.

Conferences

Parents who wish to talk with any staff member should feel free to call the school (420-9547) to schedule a conference or a time for a phone conversation.

Volunteers

HMS Staff members welcome and invite parents and guardians to volunteer during the school day and during school events. Volunteer application forms are available in the office. All volunteers must complete a background screening at <u>https://bib.com/secureVolunteer/WOOD-COUNTY-SCHOOLS/</u>.

WOOD COUNTY SCHOOLS POLICIES AND INFORMATION

General Information

Address and Phone Number Changes

We make every effort to keep student records accurate and we need parents' help in accomplishing this. Changes in the family's address, telephone number or other important information, such as emergency contacts, **must** be reported to the school as soon as possible.

Parents are asked to please make it a priority to notify their child's school as soon as their phone number(s), address, emergency contacts, or other information changes. Anyone who has any questions or suggestions about using the automated system to keep parents informed should contact the school principal.

Child Abuse and Neglect

West Virginia State law requires teachers and other child care providers to report suspected cases of child abuse or neglect. The law further protects child care providers against liability for referring such cases in good faith.

Concerns and Inquiries

Parents should feel free to inquire at the school should any questions arise. However, they should be aware that, except during emergencies, teachers are not able to come to the telephone during instructional time. The school secretary will give the message to the teacher who, in turn, will return the call during a time that does not interfere with classroom instruction.

Domestic Violence

Domestic violence is a serious issue and is treated as such. Our school follows West Virginia State Law in regard to all domestic violence situations. Domestic violence means the occurrence of one or more of the following acts between family or household members as defined by WV State Code, whether these acts occur at school or away from school.

- 1. Attempting to cause or intentionally, knowingly or recklessly causing physical harm to another with or without dangerous or deadly weapons;
- 2. Placing another in reasonable apprehension of physical harm;
- 3. Creating fear of physical harm by harassment, psychological abuse or threatening acts;
- 4. Committing either sexual assault or sexual abuse as those terms are defined by WV State Code;
- 5. Holding, confining, detaining or abducting another person against that person's will.

Students or student's family members involved in domestic situations which may affect the student while in Wood County schools are encouraged to provide protective orders to the school administration as soon as possible. Orders will be maintained by the school and followed until expiration or a permanent order is issued.

Insufficient Funds Checks

Parents are charged for all checks returned by the bank for insufficient funds.

Lost and Found

The school maintains a lost and found department. Articles found that do not belong to the finder should be turned in to the office. Each school informs students as to the procedure for turning in and claiming lost items and the policy concerning disposal of unclaimed items. Parents who notice that a child's belongings are missing should be sure to have the child check the lost and found the next morning. Taking the time to write a child's name on his or her items may assist in locating them if they are lost.

Money and Checks Sent To School

All checks sent to school should be made out with the school's full name unless otherwise specified.

Money sent to school with smaller children should be put in an envelope, sealed, and marked with the child's name and what the money is to be used for.

Noncustodial Parents

School personnel are at times confronted with the difficult situation of a noncustodial parent appearing at the school asking to remove the child. If a problem concerning the noncustodial parent exists, the custodial parent should contact the school, explain the situation, notify the principal as to child custody, and forward a copy of the court decision to the school.

Pictures

Individual and group pictures are taken according to information sent home with students. Interested parents who do not receive information early in the year should call the school.

Textbooks - Lost or Damaged

Lost or damaged textbooks or library books must be paid for by the student to whom the book was assigned, unless the student can demonstrate that another individual was responsible for the loss or damage. Prices are available through the school office.

Academics

Overview

Wood County Schools' curriculum is based on West Virginia State Policy 2510, Assuring the Quality of Education: Regulations for Education Programs. Textbooks and teaching materials are state approved and meet the West Virginia Next Generation Content Standards and Objectives mandated by the West Virginia State Board of Education. All subjects required by school law are taught and instructional schedules are developed in coordination with Wood County and WV Dept. of Education guidelines. Our curriculum is enriched through the efforts of properly certified professional educators who adjust instruction as necessary to meet the needs of students. The school instructional day meets the West Virginia mandated guidelines for instructional time. Procedures for record keeping, grade reporting, communication with the home, discipline, and student achievement measurements are followed according to the policies of the Wood County Board of Education.

Conferences

Parents who wish to have a conference with their child's teacher at any time are invited to call for an appointment. Parents who would like a conference with the principal should call the office for an appointment. If the concern involves a child's classroom work or conduct, a recent parent-teacher conference should have been held concerning this matter prior to meeting with the principal.

Extracurricular Activities

In addition to the regular curriculum, opportunities for students are available in science and social studies fairs, math field day, art and writing contests, reading programs and music. Sports programs for our students help ensure physical fitness and develop athletic ability. We encourage all students to become involved in activities that broaden their horizons and enhance their educational experiences. Each school may also provide additional opportunities for extra and cocurricular activities and informs students and parents of these choices. Parents who do not receive this information should call their child's school. Several extracurricular academic opportunities are available for our students including:

- Young Illustrators Festival
- Wood County Science Fair
- Wood County Math Field Day
- Wood County Youth Art Month EXPRESSions
- Wood County Social Studies Fair
- Elementary Music Festival
- Elementary Spelling Bee
- Elementary Young Authors Festival
- Wood Whispers

Field Trips

Class field trips, such as visits to the state capitol, governor's mansion, cultural center, various museums, C.O.S.I., Blennerhassett Island, libraries, planetariums, and local industries, enrich understanding of science, current events, history and geography. Parents are notified in advance of all field trips. Permission forms are sent home when appropriate.

Grading Scale

It is our policy to assess each child in a fair and accurate manner. In order to do this properly, some uniformity shall exist in regard to the grading scale applied to subject tests, daily work, and marking period grading. This uniformity shall extend from grade to grade as well as from teacher to teacher. The nature of the material and homework assigned, tests given, and material graded shall be the domain of the classroom teacher.

The following <u>secondary</u> grading scale has been adopted by Wood County Schools:

A 90 - 100% B 80 - 90% C 70 - 80% D 60 - 70% F Below 60%

The Wood County Board of Education recognizes that all students do not progress at the same rate. It may be the professional judgment of teacher(s) that promotion is not in the child's best interest. School personnel who recommend retention should meet with the child's parent or guardian to explain the anticipated benefits. Parents who wish to appeal a retention decision may contact the principal.

Homework

Students are encouraged to establish a regular pattern of study time at home to complete and reinforce classroom instruction. Teachers supervise work being done in the classroom daily, but children occasionally find it necessary to take assignments home for completion. Each teacher establishes his or her policy for sensible management of homework. Homework is any type of study that occurs outside the classroom. Types of homework include preparation for class work, extra practice, enrichment activities, master of basic skills, makeup work, extracurricular reports, and study and review for quizzes or tests. In addition, homework teaches organizational skills as well as responsibility. The amount of time a student spends on homework depends upon several factors; among these are the

constructive use of class time, work pace and overall work habits of the student.

Library Website

Our school libraries can be accessed on the Internet.

- Type www.woodcountyschools.cyberschool.com as the address
- Click once on "Resources." "Looking for Libraries" then
- Click once on "Our School Libraries."

Once on the library site, clicking on a school library name brings up a page that allows a search for a title, author, subject or series. Students can also search using an "Everything" icon. These sites are constantly monitored for approved content and availability. This home access provides an opportunity for parents to help students choose books, see what their child has checked out, and when materials are due.

Physical Education

All students are expected to participate in physical education classes. Students who have a medical condition that prohibits them from taking gym must bring a note from the doctor to keep on file at the school. Children who are unable to participate in physical education for one or two classes must bring a dated and signed note from a parent or guardian. Any excuse for missing physical education class for longer than one week must come from a doctor. The Fitness gram is administered in every school as required by state law. Children who are unable to participate in this test must have a doctor's excuse.

Gym shoes (sneakers or tennis shoes) are required for physical education in the gymnasium. Each child's name should be printed in ink on all personal possessions such as shoes, boots, gym wear, baseball gloves, etc.

Placement of Students

Every effort is made to create the best possible educational situation for all Wood County students. Children are assigned to rooms on a tentative basis in certain instances. Changes may sometimes be made for a variety of reasons, such as balancing the teacher's load. Parents who wish to discuss their child's placement should call the school for a conference.

Pre-Kindergarten Education

Wood County Schools have several pre-kindergarten education programs. Students with a variety of needs are served in these programs. Parents who wish to learn more about pre-kindergarten should call the school or Director of Elementary Education at (304) 420-9663.

Recognition Programs

Research indicates that students who feel good about themselves and their school are better achievers. We believe that every student must be provided the opportunity to experience success and become winners. Accordingly, programs are designed to encourage positive attitudes, suitable manners, high achievement, personal improvement, and good attendance. The intent is to recognize and reinforce 12

appropriate school behaviors and habits. To find out more ho are about recognition programs, parents should contact their child's school.

Reports to Parents

The schedule for report cards and midterms may be found on the county website. Phone calls, visits, school website postings, conferences, or letters home may be used in conjunction with formal reports as methods of keeping parents aware of their children's educational progress and needs. It is our intention that each child may benefit from the cooperation between the school and home. Parents are encouraged to request an appointment with the school anytime they recognize the need for a conference.

School Counseling Services

The counseling program is intended to promote awareness of behavior and positive peer relationships among students. Other areas the school counselor may explore with students include student responsibility, interpersonal relationships, decision-making skills, and career planning. Students may also be assisted in solving a variety of school or personal problems they encounter on a daily basis as they grow up. Parents are invited to contact the school counselor regarding any student-related concerns. The counselor is willing to work with families to help students get through a difficult time or work through a particular behavioral concern. Parents should feel free to call the office and request an appointment. Information is kept confidential unless conditions exist that may indicate a danger to the student or others. Parents or appropriate authorities may be informed as needed after careful deliberation and consultation with other professionals.

Section 504 Policies and Procedures

Wood County Schools has revised its Policies and Procedures for Section 504. These can be found under "Parents and Students" on the Wood County Schools Home Page at woodcountyschools.cyberschool.com

Special Education Referral Process

Any interested person or agency may refer a child for a special education evaluation. Referral sources may include parents, developmental screening, Student Assistance Teams (SAT), student instruction and intervention teams, and/or private/religious schools. Parents who are interested in learning more about the special education process and programs may call their child's school or the Wood County Schools Special Education Office at 304-420-9655.

Student Assistance Team (SAT)

Each public school must establish a Student Assistance Team (SAT) that consists of at least three persons, including a school administrator or designee, who shall serve as the chairperson, a current teacher(s) and other appropriate professional staff. SAT members will invite parents to review recommendations made by the SAT in regard to the student's program and to provide feedback to the team about those recommendations.

Parents may contact their child's school if they have questions regarding the Student Assistance Team.

Support for Personalized Learning

Support for Personalized Learning (SPL) is the framework that uses multiple supports for all students. In West Virginia, student's learning is supported through a process that personalizes their instructional needs. These instructional needs are identified, monitored and evaluated through a variety of assessment processes including screening/interim, formative/classroom, progress monitoring, and diagnostic and summative assessments. Parents and guardians may find information about SPL on the Wood County Schools website at woodcountyschools.cyberschool.com under Departments – Curriculum – Parent's Guide to Support for Personalized Learning.

World Book Online

Libraries provide an additional link on their homepage to our county-wide subscription to World Book Online. This resource is available to parents and teachers by typing the username **woodco1** and the password **pburg**. These library resource sites and links are meant to be used by Wood County school students and their families. They are not for general public use.

Attendance, Punctuality, and Transportation

Arriving Early

Privately transported children who are eating breakfast should arrive during the time breakfast is served. Those who are not eating breakfast should plan their arrival at the time when the doors open for students. Children should not arrive at the school earlier than the regular opening of school unless they are involved in activities sponsored by an adult or are enrolled in a before-school child care program.

Attendance Guidelines

Wood County Schools administrators are required by law to enforce compulsory school attendance and to provide an environment conducive to, and encouraging of, attendance. A pamphlet concerning attendance guidelines is sent home with each child in the beginning of the school year. A copy of the attendance policy may be obtained from the school office or Wood County Schools Administration Building. Absences from school are reported to parents on report cards, noting the number of absences during each grading period and through telephone calls, letters, or home visits concerning questionable absences. If parents have questions about attendance guidelines, please call the Attendance Office at (304) 420-9663.

Early Dismissal/Leaving School Grounds

All pupils who need to leave the school grounds at any time and for any reason, other than to go home at the close of school, **MUST** present a written note to their school office, signed by parent. This note must state where the child is to go, the reason for going, and the date for the excuse. Early dismissal is only granted for doctor's appointments and emergencies. If at all possible, doctor's appointments should be scheduled at a time when school is not in session. Any student who leaves school during the day must be signed out by a parent or other responsible adult in the school office. No child is permitted to leave school without an adult. If a child becomes ill during the school day and needs to go home, the office contacts the home to arrange transportation.

Early Dismissal/School Closing Due To Weather or Emergency

During the winter months, it may be necessary to close school for a day. Radio and television stations are among the first to be notified. Announcements pertaining to school closings are made on the radio beginning at 6:00 AM. In addition, Wood County Schools use automated telephone calls to notify parents of emergencies and school closures. If the school is closed for a day due to inclement weather, it will be open the next day unless another announcement is made. We ask that parents listen to the radio or watch television rather than call the school if bad weather sets in while school is in session. If it becomes necessary to close school while in session due to an emergency or inclement weather, the following procedures are implemented:

- The decision to close is made by the Superintendent of Schools.
- Automated calls are made.
- Dismissal time is announced on radio and television. Ample time between the announcement and dismissal is allowed.
- Students may be picked up after the announcement is made. Parents should be sure the child's homeroom teacher is aware when a child is being taken home.
- Unless otherwise notified, all walking and bus students are dismissed at the announced time.

Communication with the school by telephone during an early dismissal is difficult if not impossible. Therefore, it is wise for all parents to discuss with their children the procedures they should follow during such a situation including:

- 1. Who they might ride home with other than a parent;
- 2. What to do if they arrive home before the parent and are unable to get in the house; and
- 3. What to do if they arrive home early and are able to get in the house.

Due to potential communication problems during early dismissal, parents are asked to notify the school **in writing** as soon as possible of any unusual arrangements.

Transportation

Parents have the responsibility of aiding in the safe transportation of students to and from school, whatever the method of transportation, and should review the following guidelines. The safety of children is a concern to both school and parents. In traveling to and from school, children should:

• Know the safest way to school and follow this route daily. Parents should teach and enforce this.

- Respect the property of others. Picking flowers, throwing stones, and cutting through yards, for example, are not appropriate.
- Cross streets at intersections only, look both ways before crossing, and cross where there are guards on duty whenever possible.
- Always allow enough time to be safe and punctual.

Permission to Go Home with Another Child or Alternate Transportation

Arrangements for going home with a friend or changes in transportation must be made before the child leaves home in the morning. In order for a child to ride on a bus different from the regular bus or to walk home with another student if this is not the usual routine, a written note must be signed by the parent or guardian and the principal, and presented to the bus driver if the child is using the bus. <u>Permission is denied if a written note from home is not received by the school or if overcrowding on a bus is a problem. Bus drivers have been instructed to deny the child to ride alternate buses under these circumstances. Parents who pick up their children during inclement weather (rain or snow) must make prior arrangements with the child and the school.</u>

School Bus Safety - State Regulations

Wood County bus drivers are known for their safe transportation record. This is greatly due to the cooperation of parents and students in maintaining bus safety regulations. At all times, student safety is a priority. Parents should review the following State School Bus Regulations and Safety tips with their children. Bus rules apply to field trips and special events as well as daily bus transportation.

- The bus operator is in full charge of students and passengers. This is a big responsibility. Students must obey the driver promptly and respectfully.
- Students should maintain a conversational tone of voice and use classroom manners on the bus.
- Students may not put arms or heads out the windows at any time and must remain seated.
- No objects of any kind, may be thrown out a bus window.
- Students must stop talking and remain quiet at railroad crossings. It is very important that the driver be able to hear train signals.
- Students must willingly share the seat they occupy with another passenger.
- When getting on or off the bus, passengers should proceed safety and alertly. If it is necessary to cross in front of the bus when getting on or off, students should walk well out in front of the bus so the driver can see that someone is passing. Buses continue the flashing lights until students have reached a safe destination.
- Any student who must continually be corrected for violations of these rules may be denied transportation privileges on a school bus for a period of time. Warnings are given and parents notified of any disciplinary

procedures. Parents are responsible for their child's transportation during the exclusionary period.

• Students who are not regular bus students are not permitted to ride except in case of an emergency. If such an emergency should arise, the student must provide a written note from the parents involved and have it initialed by the principal before boarding the bus.

We ask that parents please get to know their child's bus driver and discuss any concerns with him or her. Wood County bus drivers are an important link with the schools and play an important role in the child's school day. If parents should have specific questions, please call the Transportation Department at (304) 420-9636.

Students Requiring Special Transportation

Individualized Education Plans, individualized health care plans, and 504 Plans shall specify the bus modifications and support required for transporting the student when appropriate. The county school system may terminate bus transportation service if the parent persistently fails to meet the bus at a designated stop.

Tardiness

All students are to report to their rooms when the first bell rings. Each school has a policy for tardiness and will inform students of the procedure to be followed if they arrive at school after the tardy bell. In case of a student's frequent or habitual tardiness, the parent may be contacted by the school and/or the county Director of Attendance in order to take corrective action.

Discipline and Student Responsibilities

Dress Code

The student code of conduct stipulates that students' mode of dress must not be detrimental to the educational process. Restrictions on dress include, but are not necessarily limited to, clothing that displays profanity, illegal substances, tobacco, or alcohol; ill-fitting clothing that does not cover undergarments; and clothing that reveals the body in a distracting manner. Children are expected to dress in accordance with parental approval. Shoes, for the safety of the child, must be worn in school at all times.

Due Process

The United States Supreme Court has declared that students have a right to attend public schools. A suspension or an expulsion would result in depriving the student of a basic right. All pupils are protected by the Constitutions of West Virginia and the United States. Under the Constitutions, no person may be deprived of a right without due process of law. Therefore, the Supreme Court rules that students have a right to procedural due process when they are to be suspended or expelled from school.

The Supreme Court decision provides the following rules:

1. Students are entitled to an informal hearing if they are to be suspended from school for a period of ten days or less.

At this hearing, the principal must tell the student why he/she is being suspended and the student must be given the opportunity to present his/her reasons why he/she should not be suspended.

- 2. If, however, the student's presence in school endangers persons or property or threatens to disrupt the academic process, the principal has a right suspend the student without a hearing to protect the integrity of the school. In cases such as this, the principal must hold the informal hearing in which the student has the right to defend himself/herself as soon after the suspension as practical. The principal must notify the student of the time and place of the hearing so that the student may be present.
- 3. In these usual short suspension cases, the court ruled that the student does not have the right to confront and crossexamine witnesses against him/her, nor to have witnesses to support the student's version of the incident for which the student is being suspended.
- 4. In cases involving suspension of longer than ten (10) days and in cases of expulsion from school, the Supreme Court found that more formal, trial-like hearings are constitutionally required. Since, the student's right to public schooling would be at stake, due process of the law must be carried out in a manner patterned after procedures that are normally associated with judicial process.

Expected Behaviors in Safe and Supportive Schools

The purpose of the Student Code of Conduct is to ensure that schools have an environment conducive to learning. All West Virginia public schools are required by law to undertake proactive, preventive measures that foster learning and personal-social development. The Student Code of Conduct for Wood County Schools is authorized by West Virginia Board Policy 4373, is in compliance with West Virginia Code, and applies to all students enrolled in public school in Wood County. Students shall be held responsible for their conduct and behavior as required by West Virginia Code and State Board Policy. The Wood County Board of Education recognizes the need for students, teachers, administrators, and other school personnel to have a nurturing, orderly, safe, and stimulating educational environment. Wood County Schools must respond immediately and consistently to incidents of harassment, intimidation, bullying, substance abuse, and/or violence or other Student Code of Conduct violations in a manner that effectively deters future incidents and affirms respect for individuals. Each school, in conjunction with the Board of Education, will implement proactive, prevention, and response programs, outline investigating and reporting procedures, and delineate penalties for violations of this Establishing such an environment requires a policy. comprehensive program supported by everyone in the school system, parents/guardians, students, and the community. This environment must exist in all places and activities that are a direct or indirect activity of the school system, such as school buses, other schools, field trips, and any school-sponsored or related event. All students, at each grade level, will be

instructed and educated regarding the students' responsibilities and expectations to establish such an environment. Important components for students consist of raising awareness of the following:

- 1. The different types of Student Code of Conduct violations;
- 2. How violations are manifested;
- 3. The devastating emotional and educational consequences of violations; and
- 4. The potential legal implications of violations.

Wood County Schools, in compliance with state mandate, establishes four levels of Student Code of Conduct violations and progressively severe consequences for each level. Each school shall identify the individual who will receive complaints of violations. Specifically established procedures are to be followed when any staff member observes any of the violations. Staff members are required, in accordance with the Employee Code of Conduct, to report observances of violations. Schools, in accordance with developed guidelines, will reclassify specific violations one classification higher (excluding Level IV) based upon the repetition by the student.

To view a copy of Wood County Board of Education Policy 2500: Expected Behavior in Safe and Supportive Schools, go to woodcountyschools.cyberschool.com – Board of Education – Policy Manual

Examples of disciplinary action may include:

- Student/parent conference
- Counseling
- Conflict resolution and peer mediation program
- Referral to support
- Reprimand
- Referral to tobacco cessation program
- Daily/weekly progress reports
- Behavioral contracts
- Change in student's class schedule
- School service assignment
- Confiscation of inappropriate item(s)
- Restitution/restoration
- Before and/or after school detention
- Denial of participation in class and/or school activities
- Immediate exclusion by teacher from one class period
- Weekend detention
- In-school suspension
- Out-of-school suspension
- Law enforcement notification
- Expulsion with county board approval

Harassment/Intimidation/Bullying

It is the policy of Wood County Schools that racial, sexual, or religious/ethnic harassment and violence will not be tolerated under any circumstances. We firmly believe that all persons are to be treated with respect and dignity. Harassment and violent incidents are responded to in a manner that effectively

deters future incidents. Racial, sexual, or religious/ethnic harassment and violence refers to unwelcome and unwanted behavior related to sex, race, religion, or ethnic group that makes the recipient feel afraid, embarrassed, helpless, angry, or unsafe, or upsets the recipient to the point that he/she cannot learn, cannot teach, or cannot be effective at school or at his/her job. Harassment and violence is prohibited between staff members, between staff members and students, between students, and from members of the public directed at students or staff on school property or at school sponsored events. Some examples of harassment and violence may include, but are not limited to: unwelcome patting, pinching, or physical contact; obscene gesturing or calling someone gay; ethnic or racial slurs; or threats, insults, or assaults against someone due to his/her sex, race, religion, or ethnic group. If a staff member or student feels that his/her emotional well-being, sense of safety and security, or sense of self-worth is being affected by such conduct, a complaint should be filed by contacting his/her school principal or by calling the Director of Human Resources, Wood County Schools, 304-420-9663.

Personal Items and Restrictions

The staff requests parental cooperation in prohibiting all items from being brought to school that may affect the efficient operation of school activities. These may include, but are not necessarily limited to: candy, gum, sports or collector cards, electronic devices, makeup, toys, skateboards, or other personal property items.

Safe Schools Hotline

For information concerning safe schools or to report violations of Safe School Policy or Student Code of Conduct, individuals may call the West Virginia Safe Schools Hotline at 1-866-723-3982 (1-866-SAFEWVA).

Special Education Rights

Wood County Policy does not supersede any right granted to special education students stated by Federal or State law or any other State Board of Education policy.

Student Rights and Responsibilities

Students in West Virginia have basic rights and responsibilities similar to those enjoyed by other citizens. It is a student's responsibility to follow school rules and regulations and to cooperate with school authorities who enforce these rules and regulations.

- 1. All students, regardless of race, religion national origin, language, gender, disability, marital status, parenthood, or pregnancy have the right to an equal education opportunity. Students are required by law to attend school regularly until their seventeenth birthday; as long as they continue to be enrolled as a student after their seventeenth birthday; or until their graduation. Public schooling is tuition-free for all students.
- 2. Students are entitled to exercise appropriate speech while at school. Freedom of speech includes forms of expression other than vocal, provided this activity does

not materially and substantially disrupt the work and discipline of the school or impinge upon the rights of other students. Schools may limit vulgar or offensive speech inconsistent with the school's responsibility for teaching students the boundaries of socially appropriate behavior. Students' off campus conduct that might reasonably be expected to cause disruption in the school may be prohibited or disciplined. This includes blogs and social media postings created for the purpose of inviting others to indulge in disruptive and hateful conduct towards a student or staff member. School sponsored student publications that are a part of the curriculum are subject to teacher editorial, control and therefore student speech may be regulated in a manner reasonably related to educational purposes.

- 3. When schools allow one or more student groups whose purpose is not directly related to any class taught at the school to meet at the school, this is referred to as a limited open forum. If a school is a limited open forum for any purpose, the school must allow religious, political, and/or philosophical group meetings as long as the meetings are voluntary, monitored by the school, and do not interfere with the conduct of school activities.
- 4. Students must meet all state and local attendance requirements and maintain a 2.0 grade point average in order to participate in non-academic extra-curricular activities (e.g. interscholastic athletics such as football, basketball, track or wrestling; cheerleading; student government; class officers in grades 6-12). Eligibility is determined for each semester by a student's grade point average for the previous semester.
- 5. Students have certain privacy rights regarding school records. Parent(s)/guardian(s) of students under eighteen years of age are entitled by law to inspect and review their child's school records. This right applies to both custodial and non-custodial parents. Students have these same rights if they are eighteen years of age or older.
- 6. Federal and state constitutions and statutes provide protection for all citizens from unreasonable searches and seizures. Personal property may be searched by those authorized where there is "reasonable suspicion" to believe that student property contains stolen articles, illegal items or other contraband as defined by law or by local board or school policy.
- 7. Students have the right to grow up without being physically or sexually abused at school, in the home or the community. WV Code §49-6A-2 requires teachers, counselors, nurses or other professionals who suspect that a student is being abused to report the circumstances to the West Virginia Department of Health and Human Resources. Victims of abuse may seek the advice or assistance of a teacher, counselor, nurse, or other school professional.

Substance Abuse/Tobacco Control

All substance abuse and tobacco control policy regulations apply to any person present in or upon any property owned, leased, or operated by the West Virginia Department of Education, West Virginia Board of Education, a county board of education or a Regional Education Service Agency (RESA); to any person present at any education-sponsored event; to any person present on a school bus or other vehicle used for a school-related event or other school/county or RESA function; or to any person present at any schoolsponsored activity or event, whether the activity or event is held on school grounds, in a building or other property used or operated by a county board of education, RESA, the West Virginia Department of Education, West Virginia Board of Education, or in any other facility or upon any other property being used by any of these agencies. No person shall at any time possess, distribute, or use any alcohol product or illegal substance in any area defined in Section 3.1 of Policy 5145. No person shall at any time possess drug paraphernalia as defined in WV Code §47-19-3 in any area defined in Section 3.1 of Policy 5145. No person shall at any time distribute or use any tobacco product in any area defined in Section 3.1 of Policy 5145. In addition, students shall not possess at any time any tobacco product in areas or situations defined in Section 3.1 of Policy 5145 or at any school- or county-sponsored event or school-related event. A copy of Policy 5145: Substance Abuse and Tobacco Control may be viewed on the Wood County Schools website. A brochure with an overview of the policy is given to every student in the beginning of the school year.

Weapons

WV Code defines a "dangerous weapon" as any device intended to cause injury or bodily harm, any device used in a threatening manner that could cause injury or bodily harm, or any device that is primarily used for self-protection. Dangerous weapons include, but are not limited to, blackjack, gravity knife, switchblade knife, nunchaku, metallic or false knuckles, pistol, or revolver. A dangerous weapon may also include the use of a legitimate tool, instrument, or equipment as a weapon including, but not limited to, pens, pencils, compasses, or combs, with the intent to harm another. According to WV Code, a student will not possess a firearm or deadly or dangerous weapon on any school bus, or in or on any public or private primary or secondary education building, structure, facility or grounds including vocational education building, or at any school-sponsored functions unless specifically authorized by the department of education of the county or principal of the school where the property is located with valid educational purposes. According to WV policy, if a student has been suspended for a firearm or deadly weapon, the principal shall, within twenty four hours, request that the county superintendent recommend to the county board that the student be expelled. Any person knowing someone under 18 years of age in violation of the firearm/deadly weapon law or plans to violate this law must immediately notify school and law enforcement officials.

Health and Safety

Accidents

Every accident in the school, on school grounds, at practice sessions, or any school-sponsored event must be reported immediately to the person in charge and the principal.

Accident Insurance

Student accident insurance is available. Parents are asked to read carefully the brochure containing cost and coverage sent home with their child and to send the enrollment forms and payment to the location indicated.

Asbestos

Some Wood County Schools contain asbestos, which is identified and properly contained in accordance with EPA guidelines. Parents should direct any questions about the asbestos program to the Wood County Schools Physical Plant Department, at (304) 420-9568. Questions concerning asbestos in a specific school may be directed to the principal.

Drills

Drills are held several times each year as required by law to ensure the safety of all persons, particularly the children, by learning to leave the building rapidly or shelter in place with a minimum of confusion in case of a real emergency. Teachers advise students of the procedures for each room, including understanding signals, exits to use, leaving rooms, areas in which to assemble, methods of checking student attendance, and returning to the room. There is to be NO TALKING AT ANY TIME DURING A DRILL in order to ensure that students can hear directions in the event of a real emergency.

Immunization Requirements for Pre-K

Vaccinations for Pre-K students are different than K-12. Parent should refer to <u>Minimum Immunizations for Pre-Kindergarten Program Entry</u>.

Immunization Requirements for K - 12

All children who enter school in West Virginia for the first time or transfer back to West Virginia in grades K-12 must show proof of immunizations against diphtheria, pertussis, tetanus, polio, measles, mumps, rubella, varicella, and hepatitis B as specified by West Virginia Immunizations Requirements for New School Enterers.

Immunization Requirements for 7 - 12

In addition to K-12 immunization requirements, students entering 7th grade must show proof of one dose of Tdap (tetanus, diphtheria, and pertussis) and one dose of the meningococcal vaccine.

Students entering 12th grade must show proof of one dose of Tdap vaccine and a second dose of the meningococcal vaccine. If the first dose of the meningococcal vaccine was received after age 16, then only one dose of this vaccine is required.

Injury/Communicable Diseases

A <u>Doctor's Release for Student's Return to School</u> form must be completed before a student may return to school following any hospitalization, emergency treatment, homebound instruction, extended illness, and/or school nurse medical referral.

Medication Guidelines

Medication is administered at school only when necessary to maintain the student's health and facilitate regular school attendance. For medication to be administered as ordered follow Wood County Board of Education Policy 5140: Medication Administration and contact your school's nurse.

Online Health Information

For health services forms or details on health services topics go to woodcountyschools.cyberschool.com – Parents & Students - Departments – Health Services.

Pediculosis (Lice) Policy

Refer to Wood County Board of Education Policy 5141.2: Pediculosis (Head Lice).

School Nurse

A school nurse is assigned at each school. The schedule is available upon request. If an emergency should occur and the assigned school nurse cannot be reached, the school may contact the Coordinator of Health Services at (304) 420-9663 for guidance.

Student Emergency Medical Information

A Student Emergency Medical Information form must be completed each year. Any changes in this information during the school year must be reported immediately to the school.

Student Illness

Students who are fevered, vomiting, or too ill to spend the day at school should stay home and/or follow up with their doctor. If a student is too ill to stay at school, a parent/guardian or designated responsible adult will be contacted to pick up student.

TB Skin Tests

Students enrolling from outside of the <u>country</u> shall provide certification that a TB skin test has been given and read within the past four months in the United States.

Child Nutrition Services

Good nutrition is essential to a student's health and development. Child Nutrition Services encourages our students to eat nutritious school meals in an effort to enable each student to concentrate and learn. For more information feel free to contact us at Child Nutrition Service- 304-420-9663.

Wood County Schools Provide Meals to Students at No Cost

Wood County Schools will offer meals to students at all 24 schools in the district for the 2020-21 school year through the Community Eligibility Provision (CEP).

All enrolled students in the Wood County School System are eligible to receive a healthy breakfast and lunch at school at no charge to your household each day of the 2020-21 school year. No further action is required of you. Your child(ren) will be able to participate in these meal programs without having to pay a fee or apply.

Additional meals as well as milk for students bringing a cold lunch and extra milk will be available for purchase to students. Charging the sale of these items will not be permitted.

If we can be of further assistance, please contact Child Nutrition at 304-420-9631 extension 101.

Menus and Nutritional Information

Child Nutrition Services monthly menus and carbohydrate counts can be found on the Child Nutrition Service Website at www.woodcountyschools.cyberschool.com/Staff/Dept/Child Nutrition/Menus. In addition menus are posted in the school, in monthly newsletter/school calendars, Suddenlink Channel 15, and CAS Channel 98. The menus are written by a registered dietitian following the federal and state guidelines for a healthy school meal. The meals include many of our student's favorites and are planned to be colorful and tasty for all students. To share your thoughts or comments regarding the menus, please contact the Director of Child Nutrition, Hollie Best, RD, LD at 304-420-9631 extension 101. The Child Nutrition Program also provides a monthly nutrition newsletter called "Nutrition Nuggets" that can be found online at http://woodcountyschoolswv.com/District/Department/8-Child-Nutrition/6956-Untitled.html.

Meal Pricing

LUNCH

Second Meal (all grade levels)	.\$2.20
ADULTS	
Adult Breakfast	.\$2.85
Adult Lunch	.\$3.80

(Second Meals for adults same price as first meal)

A La Carte Items All Schools

Milk 8 oz. bottle.....\$.30

Fruit Juice (Physician order needed in place of milk)......\$.30

Soy Milk 8 oz. (Physician order need in place of milk)....\$.60

Meal prices will be posted on the Wood County Schools website prior to the start of each school year. We are always happy to see a parent/guardian or grandparent come to eat with their student as a guest in the cafeteria. Parents/guardians and visiting guests must first report to the office to sign in and receive information on paying for meals.

Special Diets and Food Allergies

A <u>"Special Dietary Needs Medical Statement"</u> must be completed by your health care professional and submitted to the school nurse at the beginning of each school year. After the Child Nutrition Department receives a copy, an alert will be applied to the child's account. The information is required to be submitted <u>annually</u> for student with special dietary needs and/or food allergies. Special diets or special foods are not provided for students without a valid medical condition.

The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.) If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). "USDA is an equal opportunity provider and employer."

Parents, Community and Public Services

Child Care

Several Wood County elementary schools, in cooperation with the local childcare agencies, provide before and/or after school child care. All child care staff is provided by the agency. On-going programs range from help with homework to indoor and outdoor recreation along with arts and crafts. This service is available for a nominal fee to be collected by the child care staff. Additional information and an application may accompany this handbook. Parents who are interested should contact the school for more information.

Citizens Appeal Procedure

The West Virginia State Board of Education Policy 7211: Conflict Resolution Process for Citizens provides a way for citizens to work with county boards of education and school administrators in seeking solutions to problems. This policy can be viewed on the state website at http://wvde.state.wv.us/policies

Faculty Senate

The Faculty Senate is made up of all permanent full-time professional educators at each school. The purpose of the Faculty Senate is to participate in the operation of the school for the betterment of the educational opportunities offered to our students. Meetings are held as mandated by the West Virginia legislature.

Family Education Rights and Privacy Act (FERPA)

Each year the Wood County Board of Education is required to give notice of certain rights which are granted to parents, guardians, and eligible students by the federal Family Education Rights and Privacy Act (FERPA) and the West Virginia Procedures for the Collection, Maintenance and Disclosure of Student Data (the West Virginia Procedures). Parents, guardians, and eligible students have a right to be notified and informed. An "eligible student" is a student or former student who has reached the age of eighteen or is attending a post-secondary school. All rights and protections given to a student's parents or guardian under the FERPA and the West Virginia procedures are transferred to the student or former student when he or she becomes an eligible student upon reaching the age of 18 or enrolling in a postsecondary school). In accordance with the FERPA and the West Virginia Procedures, parents, guardians, and eligible students are notified of the following:

Right to Inspect: You have the right to review and inspect almost all of your educational records, or the educational records of your child or ward, maintained by or at the Wood County School District.

Right to Prevent Disclosures: With certain exceptions, you have the right to prevent disclosure of educational records to third parties. It is the intent of the Wood County School District to limit the disclosure of information contained in education records to (a) those instances when prior written consent has been given to disclosure, (b) items of directory information which you have not refused to allow the school district to disclose, and (c) those instances when the FERPA or the West Virginia Procedures allow disclosure without prior written consent.

Right to Request Amendment: You have the right to seek to have corrected any parts of an education record which you believe to be inaccurate, misleading, or otherwise in violation of your rights. If the Wood County School District decides not to alter the education records according to your request, you have the right to a hearing at which you may present evidence to show that the record should be changed.

Right to Complain to FERPA Office and State Superintendent: You have the right to file a complaint with the Family Educational Rights and Privacy Act Office, Department of Educational, 400 Maryland Avenue S.W., Washington, D.C. 20202, and with the West Virginia Superintendent of Schools, West Virginia Department of Education, Capitol Complex Room B-358, Charleston, WV 25305, concerning the failure of the Wood County School District to comply with the FERPA or the West Virginia Procedures.

Right to Review and Obtain Policy: You have the right to review and obtain a copy of the written policy adopted by the Wood County Board of Education in compliance with the FERPA and the West Virginia Procedures.

A charge may be made for copies obtained.

To view a copy of Wood County Board of Education Policy 5125.4: Student Records, Policies and Procedures, go to <u>woodcountyschools.cyberschool.com</u> – Board of Education - Policy Manual.

Wood County Schools will arrange to provide translations of this notice to non-English speaking parents, guardians, and eligible students in their native languages.

Local School Improvement Council

The legislature provided for the School Improvement Council which acts as a board of directors for each school. This group establishes and seeks to implement goals for the school. State law requires that the council meets at least once each grading period. The council is comprised of the following:

- Three faculty representatives
- Two service representatives (one must be a bus driver)
- Three parents or guardians
- One appointed member of the business community
- One at-large appointee
- Student Council President (where appropriate)
- Building principal

Parent/Adult Code of Conduct

When visiting or volunteering at a Wood County School, each adult shall:

- Report to the office, show photo ID, register, and receive proper identification.
- Use appropriate language.
- Dress appropriately. (For example: No hats, no offensive language, logos or ads on shirts, etc.)
- Treat the school and its property with care. (For example: No hands or feet on the walls, no sitting on the tables, no chewing gum permitted.)
- Talk and communicate with others in an appropriate, problem-solving manner.
- Ask assistance when needed immediately from the school staff which includes the principal, teacher, or secretary. (For example: Discipline problems, illness, accidents involving students, etc.)
- Any remarks concerning students are to be held strictly confidential. No information regarding the students is to leave the classroom at any time.
- Remember that the building, playground and area in front of the school is a tobacco and drug free school zone.

Parent Involvement and Volunteers

Parents have many opportunities to be involved in their child's education. Parents who wish to volunteer should find areas of interest and contact their child's teacher or the school office.

Parent Teacher Organizations

Parent Teacher associations and organizations offer opportunities for parents, teachers, and the community to become better acquainted, assist in providing special programs for students and in financing important school projects. Parental support is needed and appreciated. These groups provide a way to share experiences and knowledge about children. Their members support public education and work to improve children's health and safety. They work independently as well as with the principal, superintendent, and school board to promote the welfare of children and make sure the concerns and needs of families are heard and met.

Objectives:

- To promote the welfare of children and youth in home, school, church, and community.
- To raise the standard of home life.
- To bring into closer relations the home and the school, and promote cooperation in the training of the child.
- To secure for all children the highest advantages in physical, mental, social, and spiritual education.

Pesticide Application Notification

Wood County Schools adheres to an Integrated Pest Management Plan in accordance with "Title 61, Legislative Rules, Series J" of the West Virginia Department of Agriculture. Pests are controlled primarily through preventive measure. When pesticides are required, the least hazardous materials are used. A form to request notification when pesticides are used in the school or information concerning pesticide application is available to all parents upon request from the school or administration offices.

Visitors in the School

For the safety and protection of students, state law requires that visitors first report to the office upon entering the school. Therefore, parents are not permitted to go directly to their child's classroom during the course of the day without first checking in at the office. Wood County Board of Education Policy 1310: Guidelines for Visitors to County Facilities provides guidelines for visitors to any facility in the Wood County School system during the instructional day. All visitors acknowledge that their presence in the county schools is a privilege, and not a right. The county schools exist primarily to serve the needs of the students; therefore, personnel other than school staff are expected to follow the guidelines included in this policy and to recognize that their presence in the school building is solely at the discretion of the building administrator. Visitors are welcomed into the county schools with the expectation that their presence will contribute positively to the educational climate at the schools.

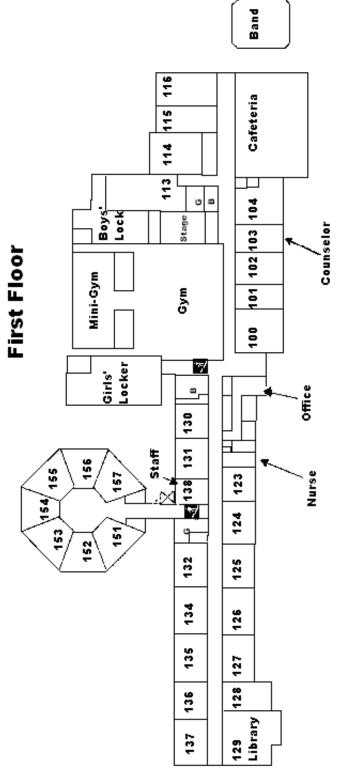
- Visitors are defined as anyone who is not a member of the school staff.
- All visitors must enter through the visitor entrance and sign in at the main office. Visitor sign-in procedures include a credential exchange which requires all visitors to produce a photo ID and be authorized by an authorized school staff member before building access is permitted. The staff member will retain the photo ID and provide the visitor with a badge that must hang on a lanyard in a visible location around the neck. The visitor is to sign out at the conclusion of the visit. The photo ID will be returned at that time.
- Visitors to Wood County facilities are subject to all policies of the Wood County school system.
- Visitors are expected to be appropriately dressed and to display respect for activities in progress at the school.
- Visitors may not compromise the integrity of student confidentiality policies. Visitors must recognize that information regarding any confidential school matters overheard is not expected to leave the school.
- Legal guardians of students, school volunteers, LSIC, and Business Partners-in-Education team members are welcome to participate in events or to partake in lunch with students at the school. Other visitors may be invited by special permission of the principal. All visitors are expected to abide by the general rules of the school as defined by the building administrator.
- Classroom visits must be approved in advance by the principal and classroom teacher on a limited basis.
- Under no circumstances are visitors permitted to remove students from the classrooms or other school activities, without the direct permission of the legal guardian of the student and/or the building administrator accompanying the visitor during this time.
- Visitors participating in school events are expected to conduct themselves as guests of the school and to avoid disruption of any other activities ongoing at the school. Visitors may be denied future access or limited access to the school during school hours if their conduct is such that the building administrator feels it is disruptive to the school's educational program.
- Salespersons or other non-educational personnel are not allowed to disrupt class time activities. Visitors of this nature should expect to make their contacts either before school or after school, but not during school hours.
- Building principals have the authority to sign a complaint charging criminal trespass when deemed necessary.

Web Site

For more information about Wood County Schools, interested parents and students can visit the Wood County Home Page at: <u>woodcountyschools.cyberschool.com</u>. To see a specific school, click once on "schools" and then on the school name.

Parents or students who wish to view upcoming school events, weather-related occurrences such as school closings, board meetings, and other school information can turn to Suddenlink Channel 15 or CAS Channel 98.

Wood County Schools Information



Hamilton Middle School

