

Belington Middle School
Policy Handbook
2022-2023
Be Respectful, Be Responsible

Belington Middle School
469 Morgantown Pike
Belington, WV 26250
Phone: 304-823-1281

Homepage: <https://sites.google.com/site/belingtonmiddle/home>

Name _____

Student Name _____

Team Teacher _____ Grade _____

The policy of Barbour County Schools is that there will be no discrimination made on the basis of race, religion, sex, sexual orientation, national origin, age, disability, or handicap in the educational services or activities which it supports. Barbour County Schools does not discriminate on the basis of disability or handicap in admission or access to, or treatment or employment in, its programs and activities. Barbour County Schools will comply with Section 504 of the Rehabilitation Act of 1973("Section 504"), 29 U.S.C. §794, and its implementing regulations at 34 C.F.R. Part 104, Title II of the Americans with Disabilities Act of 1990 ("Title II"), 42 U.S.C. §§ 12131-12134, and its implementing regulations at 28 C.F.R. Part 35, or Title IX of the Education Amendments Act of 1972 in the operation of its schools and facilities. Questions regarding implementation of this policy or regarding 504, Title II or Title IX should be directed to the Barbour County Schools Superintendent:

For Students and Employees please contact:

Superintendent
Barbour County Schools
45 School Street
Philippi, WV 26416
Telephone: (304) 457-3030

Please Sign and Return

REQUIRED SIGNATURE FORM

My child and I have reviewed the Student Handbook/Policy Manual from Belington Middle School for the 2022-2023 school year.

Student Name _____

Student Signature _____

Parent Name _____

Parent Signature _____

BARBOUR COUNTY SCHOOLS

*Administration reserves the right to revise the handbook, if needed, throughout the school year.

Mission

The mission of Barbour County Schools is to provide educational excellence with **commitment to learning for all** in preparation for the challenges of the 21st century. **Core**

Beliefs

We believe...

- our highest priority should be to provide an accessible, clean, safe environment in which students can maximize their learning potential.
- our schools should embrace a positive school culture and should promote academic, professional and personal integrity.
- the education of our students is a partnership among community, schools, parents and students.
- clear communication is vital to the success of the system.

Belington Middle School

Our Mission

Dedicated to the success of **ALL** students.

Our Vision

At Belington Middle School you will find teachers and students collaborating to empower a community of lifelong learners and productive citizens who take ownership of their future.

WEST VIRGINIA BOARD OF EDUCATION MISSION

The West Virginia Board of Education and State Superintendent of Schools work in concert to establish policies and procedures to assure implementation of West Virginia's Public Education goals and to ensure the general supervision, oversight and monitoring of a thorough, efficient and effective system of free public schools.

WEST VIRGINIA EDUCATION GOALS

- 1. Lead a Thorough, Efficient, and Effective Educational System**
- 2. Improve Student Achievement and Accountability**
- 3. Develop Economic Preparedness of Students**
- 4. Expand the Number of High-Quality Educators and Leaders**

WEST VIRGINIA STUDENT CODE OF CONDUCT

1. All students enrolled in West Virginia public schools shall behave in a manner that promotes a school environment that is nurturing, orderly, safe and conducive to learning and personal-social development.
2. Students will help create an atmosphere free from bullying, intimidation and harassment.

3. Students will demonstrate honesty and trustworthiness.
4. Students will treat others with respect, deal peacefully with anger, use good manners and be considerate of the feelings of others.
5. Students will demonstrate responsibility, use self-control and be self-disciplined.
6. Students will demonstrate fairness, play by the rules, and will not take advantage of others.
7. Students will demonstrate compassion and caring.
8. Students will demonstrate good citizenship by obeying laws and rules, respecting authority, and by cooperating with others.

West Virginia Department of Education Policies – All WVDOE policies may be found in their entirety at:

<http://wvde.state.wv.us/policies/>

Barbour County Schools Student Handbook –

<http://www.wvschools.com/barbourcountyschools/files/Handbooks/Student%20Handbook%202023.pdf>

Barbour County School Policies – All Barbour County School Policies may be found in their entirety at:

<http://www.wvschools.com/barbourcountyschools/Policies.html>

A LIST OF PUPIL POLICIES AVAILABLE ARE LISTED BELOW 8100

Equal Educational Opportunities

8200 School Attendance Areas

8210 Attendance

8220 Early Entrance into Kindergarten

8230 Drop Out Prevention Program

8240 Closed Campus

8300 Student Rights and Responsibilities 3

8310 Student Council

8400 Student Code of Conduct

8410 Cell Phone Use in Schools or on Work Time

8420 Bullying, Harassment, and Intimidation

8500 Emergency Preparedness

8510 Search and Seizure

8600 Student Insurance Program 8700

Communicable Disease

8710 Medication Administration

8800 Student Gifts and Solicitations

8810 Student Imaging

8820 Student Fees, Fines, and Charges

8830 Student Fundraising Activities

8900 Procedures for the Collection, Maintenance, and Disclosure of Student Data

Barbour County Schools does not discriminate on the basis of disability or handicap in admission or access to, or treatment or employment in, its programs and activities. Barbour County Schools will comply with Section 504 of the Rehabilitation Act of 1973("Section 504"), 29 U.S.C. §794, and its implementing regulations at 34 C.F.R. Part 104, Title II of the Americans with Disabilities Act of 1990 ("Title II"), 42 U.S.C. §§ 12131-12134, and its implementing regulations at 28 C.F.R. Part 35, or Title IX of the Education Amendments Act of 1972 in the operation of its schools and facilities.

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Printed copies of all policies are available upon request.

Belington Middle Schedule 2022-2023

7:00	Doors Open
7:30	Bell to lockers & 1st Period

7:40-8:25	1 st Period
Switch Classes & Grab Breakfast	
8:25-9:25	2 nd Period
9:25-9:27	Switch Classes
9:27-10:12	3 rd Period
10:12-10:14	Switch Classes
10:14-10:59	4 th Period
10:59-11:01	Switch Classes
11:01-11:31	5 th period
11:31-11:33	Switch Classes
11:33-12:03	6 th Period
12:03-12:05	Switch Classes
12:05-12:35	7 th Period
12:35-12:40	Switch Classes
12:40-1:25	8 th Period
1:25-1:27	Switch Classes
1:27-2:12	9 th Period
2:12-2:14	Switch Classes
2:14-3:01	10 th Period
3:01-3:06	End of Day Announcements

Belington Middle Schedule
2022-2023

2 Hour Delay Schedule

9:05	Doors Open
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9:35	Bell to lockers & 1 st Period
9:40-10:05	1 st Period
10:05-10:07	Switch Classes
10:07-10:32	2 nd Period
10:32-10:34	Switch Classes
10:34-10:59	3 rd Period
10:59-11:01	Switch Classes
11:01-11:31	5 th Period
11:31-11:33	Switch Classes
11:33-12:03	6 th period
12:03-12:05	Switch Classes
12:05-12:35	7 th Period
12:35-12:38	Switch Classes
12:38-1:13	4 th Period
1:13-1:15	Switch Classes
1:15-1:50	8 th Period
1:50-1:52	Switch Classes
1::52-2:27	9 th Period
2:27-2:30	Switch Classes
2:30-3:06	10 th Period

Arrival

- **Students should NOT arrive at school before 7:00 AM**, unless dropped off by a Barbour County Schools bus.
- Parent Drop off starts at 7:00am at the front door of the school.
- **Cars cannot be parked in the traffic lane(s) in front of the school.**
- **All students must be in school by 7:35 AM or they are tardy.** Students arriving late must be signed in at the office by a responsible parent/adult before going to class. Students that are tardy to school for 3 or more days during a nine weeks period will serve 1 day of intramural detention for each tardy thereafter.
- After (4) tardies in a nine weeks the student will serve a day of in-school suspension
- Students are not allowed to ride bikes to school.

Departure

- A student who must leave during the day must be signed out in the office by a parent/adult who is legally responsible for him or her.
 - **No dismissal of students from class after 2:30 P.M. If you arrive after 2:30, you will need to pick up your child at parent pick up. (This has been a huge distraction at the end of the day, so if you need to pick up your child do so before 2:30.)**
- Student dismissal is at 3:06 PM.
- Students who are assigned to ride busses cannot walk from school to Belington. Only students who live in the immediate area of the school and who are not assigned to ride a bus will be allowed to walk home.
- Parent pick-up. Parents need to park their vehicles and walk to the far door by the band room at the end of the building. Students will be released from the parent pickup door at 3:06 as long the parent is there to pick them up. Students are expected to go straight to their parent's vehicle. Teachers will be supervising Parent Pickup.
- **Cars cannot be parked in the traffic lane in front of the school.**

School Attendance – see also Barbour County Policy 8210

- All students are required to submit written excuses for each day absent.
- There is no limit to the number of doctor excuses a student may have. There is a limit of 5 per semester for parent excuses for each student.
- Students leaving school early must be signed out at the office by a parent.
- All tardies will be kept track of in WVEIS.
- **Students have two days to turn in excuses for absences and tardies.**
- **Any absence not meeting the state's requirements shall be considered an unexcused absence for the purpose of this policy.**
- **Educational leave of less than 6 days is to be submitted to the principal prior to the anticipated event.**
- **Educational leave of 6 or more days MUST be submitted to the Barbour County BOE at least TWO WEEKS prior to the event in order for it to be approved.**

Bus Transportation

- The bus driver has authority over the students on the school bus. He/She expects each student to be safe, polite, orderly, friendly, and to follow the rules posted on the bus by the State Department of Education.
- Each student is required to be at the bus stop on time. The bus driver cannot wait for students. If it necessary to get off the bus at another stop, students must bring a note from home signed by the parent or guardian stating this request clearly. The principal or designee must sign this note. However, when buses are running at capacity, bus notes may not be approved due to overcrowding.
- All Belington Middle School students will be required to wear a face covering on the school bus.

Dress and Appearance

Students are asked to dress in a manner that is appropriate for the classroom setting or learning process.

- Students are not permitted to wear hats, caps, hoods, toboggans, beanies, or bandanas.
- Students should not wear any open weave or short shirts that expose any portion of the stomach or midriff area. Shirts with no sides are also not permitted.
- No spaghetti straps of any kind. Any garment must be four fingers in width to cover the shoulder.
- Shorts and skirts are permitted as long as they reach three inches or more below the buttocks. Pants with decorative holes below the three inch mark all the way around the legs are permitted.
- Clothing should be worn in a manner that does not expose one's undergarments.
- Clothing which promotes or depicts drugs, alcohol, tobacco, or other inappropriate products and/or foul or suggestive language or slogans is not permitted.
- Inappropriate and/or dangerous jewelry may not be worn. This includes wallets with chains.

The administration reserves the right to determine student dress requirements.

- **Students will be asked to change clothes or call home for appropriate attire.**

Breakfast/Lunch

Belington Middle School will be participating school in the CEO option program. All students will be able to eat free of charge.

Breakfast will be grab and go. Students will eat in their 2nd period classes.

Lunch

BMS has three lunch periods. Lunch periods are assigned by grade level and activities. Intramural activity periods will be held during lunches. Students have thirty minutes for lunch and thirty minutes for activity. Following are cafeteria rules:

1. No more than 6 to a side of a table.
2. Feet are always under the table.
3. Permission must be obtained from a supervising teacher to leave the cafeteria.
4. Students are to remain in the same seat during lunch.
5. Students need to clean up their seating area of food and materials.
6. Students must maintain a quiet voice in the cafeteria.

Illness and Injury

- A student who becomes ill or injured will be sent to the office by his/her teacher. An assessment of student needs will be made in the office. A student should never go to a restroom and stay when he/she is ill. In case of illness or injury, every attempt will be made to contact the parent by phone to arrange transportation home. We have no facilities at school to handle seriously ill students.
- The school cannot give any type of medication to a student without a doctor's prescription – **this includes Tylenol and cough drops**. All medications must be deposited with the secretary **in the original container and doctor's note (The Barbour County BOE Medical Form must be filled out and signed by the doctor.)** For the safety of your child, parents should make the school aware of any health problems of your child.

Academic Information – see also Barbour County Policies 7200-7400

Report cards will be issued to students at the end of each nine-week grading period. The report card is the primary report to the parent concerning the student's academic progress and should be studied carefully by the parent.

Midterm Notices will be sent home at the mid-point of each nine weeks.

Homework is generally defined as content-related activity assigned to be completed outside of the school, and the student must take responsibility for completion of the homework assignment. Late work may be turned in one day late with a deduction in points. No late work after one day will be accepted.

Honor Roll lists will be completed at the end of each nine-week grading period to recognize those students who have performed above average academically.

"A" honor roll, a student must have a 3.6-4.0 grade point average. To be eligible for the **"B" honor roll**, a student must have a 3.0-3.59 grade point average. Students with an "F" in any subject are not eligible for honor roll status.

Retention of students will be based upon county policy. The Light's Retention Scale will be administered.

Make Up Policy

- When a student is absent, it is his/her responsibility to get the make up work from the teachers. Students can check daily posted assignments in the classrooms and/or on the Google Classroom for each class. A student will be given the same number of school days to complete the make up work as he/she was absent. (Example: 1 day absence = 1 day to complete make up work, 2 days absence = 2 days to complete make up work, etc.)
- Make up work will be sent home by the school upon request if a student has been absent for 2 or more days.
- If a student has been absent near the end of a grading period, the student will be given an I (incomplete) until the work is completed by the due date. That grade will then be averaged and officially changed.

Textbooks

Free schoolbooks are issued to all students at BMS. The students are expected to keep the books, clean, free of marks and in good repair. Students are responsible for textbooks and workbooks until the end of school. They must be returned in good condition. Otherwise, parents may be required to pay for lost or damaged books.

Discipline –

Students are expected to follow the rules. A partial list of school rules follows. Violations of discipline will be addressed through assignment of detention. In-school and out-of-school suspensions can also be disciplinary actions.

Detentions – The administration, teachers, and staff have the ability to assign lunch detention. Any student receiving three detentions in one day will be assigned one day of ISS.

The following are examples of possible suspension offenses. The administration holds the authority to add to the lists.

IN-SCHOOL SUSPENSION-

- Excessive body contact
- Leaving the classroom without permission
- Disrespect toward a teacher, staff member, or administrator
- Cursing or threatening a teacher, staff member, or administrator
- Leaving school property without permission
- Skipping school
- Chronic or major disruption of class
- Writing own absence excuse
- Cursing or using profane language – written or spoken
- Habitual violations of rules, and
- Defacing school property
- Second Violation of cell phone policy

OUT-OF-SCHOOL SUSPENSION-

- Excessive body contact
- Possession and/or use of tobacco (Including but not limited to cigarettes, chewing tobacco, vapes, etc.)
- Possession of firecrackers, etc.
- Setting off firecrackers, etc.
- Possession and/or use of alcohol or controlled substance
- Fighting
- Habitual violations of rules
- Verbal disrespect
- Intentionally defacing school property

Cellphones, Music and Electronic Devices

- The office phone is a business phone. Only when a child is sick will the student be allowed to use the office phone. NO EXCEPTIONS!
- **Cellphones are to be kept in students' lockers throughout the day.**
 - All Students may use a cell phone before or after school while on school property.
 - Any cell phone or other electronic signaling device that is visible is considered in use and will be subject to confiscation by the school administration, teachers, and/or staff (when administration is not available).
 - Any cell phone or other signaling device that rings or vibrates at a prohibited time or location is considered in use and will be subject to confiscation by the school administration, teachers, and/or staff (when administration is not available).
 - Cell phone communication, including text messages, will not be tolerated during a school emergency. Such use violates safety regulations and will be considered a Level III violation of the Student Code of Conduct.
 - A student using cell phone communication features (camera, audio recording, text messaging) for academic dishonesty, harassment, bullying, threats, or other inappropriate means will be severely dealt with by school administration and school policy on such issues will be enforced.
 - Any device that is confiscated by the administration will not be released to the student but shall only be released to the parent/guardian of the student.
 - Any second offense for violation of policy regarding cell phones or other electronic signaling devices will result in the student being prohibited from possession of any such device on school property.
 - This policy does not prohibit any device that is used for medical purposes and is worn by the student because of a condition that requires the device. The parent/guardian shall provide the school with permission for this student to wear the device as well as a signed statement from a licensed physician (MD, DO) prescribing its use.

- Any student who violates this policy in the commission of any other disciplinary offense be in violation of both this policy and the Student Code of Conduct. This would be taken into consideration with regard to discipline and might increase the level of the infraction.
- As communication devices will become an integral part of technology in the Global 21 initiative, with permission from administration, teachers may have the right to incorporate such devices into the curriculum for purposes of instruction and learning.
- The Barbour County Board of Education and/or individual schools are not responsible for lost or stolen cell phones or other electronic signaling devices.
- If a student has their cell phone out without permission, then it will be confiscated and returned at the end of the day. If a student's cell phone is confiscated more than three times, then they will no longer be allowed to bring a phone to school.

The above policy for cell phones was copied from Barbour County Schools Policy 8410 and 6800.

- **Parents will need to sign for any device that has been confiscated; only the Principal or designee can return the device.**

Student Rules

Failure to observe the following rules will result in disciplinary action which may include the following: Detention, exclusion, or suspension.

1. No running.
2. No loud, abusive, or inappropriate language.
3. Display good cafeteria manners.
4. No physical contact.
5. Students will be allowed to carry re-fillable water bottles labeled with their name and has a secure closable lid. They may NOT share with others. There will be a water bottle filling station available between classes.
6. Obey all posted classroom rules
7. No tobacco products, alcohol, drugs or weapons are allowed at school.
8. Lighters and matches are prohibited.
9. Students may use the office phone only with permission.
10. Schedule/locker changes must have a valid reason and be arranged through the office.
11. Do not bring visitors to schools.
12. No soft drinks may be purchased during school hours.
13. Personal and valued items should remain at home.
14. Teacher's lounges, teacher work rooms and record rooms are off limits to students.
15. Gum is not allowed at Belington Middle School.
16. No aerosol deodorants are allowed at Belington Middle School.
17. No permanent markers are to be brought to school by students.

Lockers –

- Lockers will be assigned at the beginning of the school year. Locker mates should be selected with care as few changes will be made after assignments have been made.
- Students are allowed at their lockers at the beginning of the school day, during lunch periods, after lunch and at the end of the day.
- A student going to the locker during a class period must have a pass from the teacher.
- Students are responsible for maintaining their lockers. Students must take responsibility for keeping their lockers secure by not giving the combination to others and by not setting their combination to open without working the combination.

Extracurricular Activities

- All students participating in sports must maintain a 2.0 grade point average from the previous semester period in order to maintain their eligibility.
- All students participating in Student Council must maintain a 3.0 grade point average from the previous semester period in order to maintain their eligibility.
- Students who do not attend school on a school day will not be allowed to practice on that day, nor will that student be allowed to participate in any evening event sponsored by the school. Only in cases of emergency will exceptions to this rule be made by the principal. Each sponsor/director/coach will be responsible for enforcing this policy and will set his/her own rules and regulations for participation in his/her particular activity. The student will then be responsible for meeting the rules and regulations of the activity. School

rules and policies are in effect during all extracurricular activities including field trips and other off-campus activities.

- If a student is suspended for any reason, they are not allowed to participate in any school activity or sports activity.

School Parties/Awards Day-

At Belington Middle School we do not have school parties. We do have activities such as Walk-a-Thon Day, Community Service Projects, Career Awareness Day and Awards Day at the end of the school year.

Incentive Days:

Each nine-weeks Belington Middle School completes a behavior incentive activity day. This is a regular school day for ANYONE who does not qualify or chooses not to participate. If a student is absent they will need to complete the make-up work assigned. The only exception is a student with a medical excuse for the day. This day is a day of activities or a field trip which students earn by meeting the following high expectations during each nine weeks:

- Having no more than three behavioral incidents resulting in detention
- Have zero days of ISS or OSS.
- Have zero bus suspensions.
- Have zero F's on their report card.

Volunteers and Chaperones-

- Barbour County Board of Education promotes and encourages school volunteers in order to expand and enhance parental and community involvement with schools while ensuring the maintenance of an adequate and appropriate level of safety and security in each school.
- The principal shall determine the need for school volunteers. The principal is the sole decision maker regarding the need for a volunteer(s) in the school. An individual who wishes to volunteer at a school shall be interviewed and approved by the principal prior to serving as volunteer at the school. A rejected volunteer applicant may appeal the principal's decision to the Superintendent, whose decision shall be final. Prospective school volunteers as defined above shall complete all volunteer forms provided to schools including a volunteer application form, a background investigation authorization and release and a volunteer release form.
- All Chaperones must be approved by the Principal and approved by the Barbour County Board of Education.

Pesticide Application Notification/Asbestos Management Plan

Barbour County Schools is asbestos free. The pesticide notification letter will be sent at the beginning of the school year, and it needs returned with your child. In the event that pesticides are used in the schools a notification letter will be sent home.

Parent-Educator Resource Center

The Barbour County Schools' Parent-Educator Resource Center is located in the office at Belington Middle School. The center provides direct assistance and information on education and parenting issues. Resources are available upon request. All services are free and confidential. For more information call the school office.

Computer Usage

The student and parent/guardian must sign the County Acceptable Use Policy (AUP) prior to the student using the school's computer facilities. Violations of this AUP will be dealt with according to state, county and school procedures.

Safety Drills

Fire drills are conducted ten times during the school year for the protection and safety of the students and staff members. Fire drill procedures for individual classrooms will be explained by the teacher. Fire drill regulations and escape route maps are posted in each classroom.

REGULATIONS:

1. When the alarm sounds, quickly fall in line and exit following the established route.
2. Stay with your group. Maintain order and silence. Walk at all times.

3. The teacher will be the last person leaving the room with the class role book making sure the doors and windows are shut and the lights are off.
4. Teachers will take role before students will be readmitted to the building. Students temporarily away from their regular classroom are to join the nearest line in making an exit and once outside should rejoin their class so their teacher may take an accurate role.
5. All students must be clear of the driveway and pavement in front of the building to allow emergency vehicles room to reach the building.

Belington Middle School also practices other safety drills throughout the year. These include, but are not limited to weather drills, bomb threats and lockdown drills

Belington Middle School Staff

2022-2023

Mary Beth Hovatter	Principal
Benjamin Shew	Assistant Principal

Michelle Bennett	Cook
Matthew Bright	Spanish
Freda Cross	Cook
T. J. Dalton	Band
Lacey Daugherty	Special Education
Ladonna Davis	Social Studies
Trista Dalton	Title I
Jamie Green	Counselor
Melanie Gribble	Special Education
Shaun Haller	Custodian
TBA	Wellness
Sarah Harris	Math/Social Studies
Lisa Hart	Nurse
Patricia Levesque	ELA
Mary McCartney	Barbour County Parent Resource (PERC)
Samantha Miller	Special Education
Rochelle Nestor	Math
Nancy Jo Mullens	5 th Grade
Kammy Peacock	5 th Grade
Ashley Poling	ELA
Catlin Carrico	Science/Gifted
Leo Roe	Art
Shanda Ross	5 th Grade
Tina Shriver	Wellness/Learning Skills
Stephanie Skidmore	Secretary
Kevin Snider	Custodian
Christina Sterck	Science
Dorothy Watson	ELA
Tom Williams	TSS
Gina Wolfe	Special Education

** As a Title I School parents have the right to inquire about a teacher's certification status. As of the publication of this handbook all teachers, except for TBA Wellness and TBA Special Education, are certified in their curriculum content areas.