

MADISON MIDDLE SCHOOL

2020-2021



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Angela G. Walker, Assistant Principal
Danielle L. Martin, Assistant Principal
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Madison Middle School
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304-369-4464 Phone
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MMS

SCHOOL RULES:

1. Keep hands, feet and negative comments to yourself!
2. Treat others as you wish to be treated!
3. Students will use manners!

Please, Thank You, You're Welcome, Excuse me,
Yes sir, No sir, Yes ma'am, No ma'am.

Welcome to Madison Middle School

On behalf of the faculty and staff, I want to welcome you to Madison Middle School. During the school year you will have many opportunities to participate in various curricular, extra-curricular and service activities. It is important to remember that your success is directly related to your efforts, the greater the effort, the greater the results. I encourage you to become an active participant at Madison Middle School. This will allow you the best opportunity for student achievement and social adjustment as you "Prepare for Success".

Sincerely,
Shann J. Elkins, Principal

Our Vision
Preparing for Success

Our Mission Statement
We believe that having high expectations and providing relevant experiences will guide each student to individual success.

Beliefs and Values
A climate of high expectations for ALL is necessary for continuous improvement. Given time and opportunity, ALL students will achieve mastery of the essential curriculum. Strong instructional leadership and highly qualified personnel are required to drive the curriculum to achieve mastery for ALL. School commitment to continuous improvement will result in improved teaching and learning for ALL. Assessment, data disaggregation and instructional focus are essential components for measuring student achievement. A positive, safe and

nurturing environment is required for ALL students to achieve mastery. Collaboration with parents and community will provide greater educational opportunities, while creating a richer more fulfilling school environment.

AVID

Madison Middle will be an AVID school (Advancement Via Individual Determination). AVID fosters a safe, open culture, high expectations for teachers and students, and collaboration in all classrooms. All teachers will be incorporating AVID strategies in their classrooms, and all students will be assigned an AVID class. All students will be provided an AVID binder that will be used in all classes.

Homeroom/1st Period

Students will be expected to report to the cafeteria to pick up breakfast, visit their locker and then immediately to Homeroom/1st Period upon arrive to school. Students will be counted as absent or need to sign-in after 7:25.

Tardies

A student is considered tardy when he/she is not in his/her seat when it is time for class to begin. When detained by a teacher, the student should obtain an excused tardy note from that teacher. Three unexcused tardies during a semester will result in one day of Detention Hall. Six tardies will result in one day of In School Suspension.

Signing In and Out of School

Students who are late arriving at school **MUST** have a parent or a parent designee come into the office and sign the student in. Students are not permitted to leave school property during the school day unless a parent or parent designee from the Student's Information Form comes to the office and signs the student out. If a student becomes ill during

the day, he/she must secure permission from a teacher to leave the room and report directly to the school nurse or office. Only those people authorized by the parent on the Student Information Form may sign a student out of school.

Students who sign in during 1st period or out during 8th period will be considered tardy. Three accumulated tardies will result in one day of Detention Hall. Six accumulated tardies in one semester will result in one day of In School Suspension. Any sign ins after 1st period and sign outs before 8th period is a half day absent.

Bus Notes/Passes

If a student is going to ride a bus other than their assigned bus or get off at a different location they must bring a signed parent note. Students should turn in bus notes to the office and a parent must call to verify the note during the school day. If any or all of these steps are not completed the student will not be given a bus pass.

Textbooks

It is the responsibility of each student to care for his/her books. Excessive wear and/or damage to the book will result in a fine or complete payment for replacement. Textbooks are purchased with tax dollars; please take care of them.

Lockers

Every student is assigned a locker upon entering school. It is to be used for keeping books, notepads, supplies, coats, etc. Students are responsible for the contents of their lockers. **DO NOT GIVE YOUR COMBINATION TO ANYONE ELSE AND DO NOT ALLOW ANYONE ELSE TO USE YOUR LOCKER.** Sharing lockers could result in disciplinary action. Keep your locker in neat and good condition.

For the health, safety, and protection of our school family, lockers are subject to search at any time and for any reason.

No food, drinks or perishable items can be left overnight in your locker. The assigned student must pay for damaged or vandalized lockers.

LOCKER VISIT SCHEDULE:

Before Homeroom
Between Classes
After Dismissal

Grades

Parents may access their student's grades 24hrs/day 7days/week using Schoology. Schoology is our on-line student grading and information system.

Students receive letter grades for each subject they take. Every teacher shall explain his/her grading procedure at the beginning of the year. Progress reports are sent home every 4 1/2 weeks into a 9-week period to provide a report on student achievement. Grade Cards are sent home every 9-weeks. Two 9-weeks grading periods constitute a semester. Only 1st and 2nd Semester grades are recorded on a student's permanent record. Those students in danger of being retained will receive notification by letter after first semester. Any student who fails four subjects in a semester or fails two subjects for the entire year may be retained.

Grading Scale

90-100	A
80-89	B
70-79	C
60-69	D
0-59	F

Honor Banquet

To attend the Academic Honor Banquet at the end of the school year, a student must have a 3.5 GPA for the 1st, 2nd, 3rd nine weeks. Students must have zero unexcused absences, zero In School suspensions, and zero Outside School Suspensions.

Library

Students are responsible for all lost library books. Payment will be for the cost of the book(s). Regular library hours will be kept during the school day with designated times for students to check-in or drop-off borrowed books.

Posters & Signs

No posters, stickers, or notices are to be placed anywhere in the building without the approval of the administration.

Transportation of Students on School Buses

WVDE POLICY 4336: Regulations for Students Transported on School Buses

4.2. Responsibilities of students. Students shall:

- 4.2.1. Walk on the left side of the road facing traffic.
- 4.2.2. Wait on the bus at the designated stop in an orderly manner.
- 4.2.3. Board the bus in an orderly manner.
- 4.2.4. Follow the school bus operator's/aide's instructions at all times.
- 4.2.5. Comply with Policy 4373.
- 4.2.6. Be responsible for vandalism that occurs on a seat in which they ride.
- 4.2.7. Change seats only with permission of the school bus operator when the bus is not in motion.
- 4.2.8. Avoid unnecessary conversation with the school bus operator.
- 4.2.9. Keep heads and arms inside bus windows at all times.
- 4.2.10. Report any open exit or released hatch to the school bus operator immediately.
- 4.2.11. Provide enrollment information to the school bus operator.

Students shall not:

- 4.2.12. Eat, drink, or place objects in their mouth that may cause a choking hazard while on the bus except for medically necessary foods or medications according to Policy 2422.7.
- 4.2.13. Ride in stepwell or forward of front row seats.
- 4.2.14. Stand at any time while the bus is in motion.
- 4.2.15. Throw, or pass, any object of any nature into or from the bus through a door or window.
- 4.2.16. Use profane or obscene language or gestures.
- 4.2.17. Open emergency exits, except during emergencies, unless directed by the school bus operator.
- 4.2.18. Wear headphones or any type of earpiece that may prevent hearing a warning signal or horn while loading or unloading from the bus.

NATIONAL JUNIOR HONOR SOCIETY

A candidate for the National Junior Honor Society must maintain the standards of scholarship, leadership, service, character and citizenship.

Leadership:

- Must maintain a 3.5 GPA each grading period.

Service/Citizenship:

- Must acquire a minimum of 16 service points per nine weeks (8 hours of service).
- Must have participated in a school or community function. (Scouts, church or civic function, school clubs, etc...)

Character:

- Must not receive more than 3 detentions per academic year.
- Must not receive ISS, suspension, or an expulsion.
- Must not have a juvenile (state/county) petition on file.

General Statement of Eligibility:

A student must be enrolled at least three consecutive nine weeks prior to being considered for membership, maintain a 3.5 GPA each 9 weeks and make application to the NJHS Induction Committee.

NJHS Probation Information:

A NJHS member must maintain the standards listed above. If any one of the mentioned standards has not been met throughout the school year, a letter of probation will be given to the member. The letter will state the violation committed and what activities the member will be suspended from during the nine weeks period following the violation. This will permit the member complete one nine-week period to improve or dismissal procedures may be taken.

NJHS Dismissal:

Students will be dismissed from the NJHS if they receive the following during the school term: In-School Suspension (ISS) or Out-of-School Suspension (OSS).

Student Council

The MMS Student Council is a very active student government organization. It is made up of elected representatives from every homeroom. To become a member, a student must have a 2.0 grade point average. Officers and members plan and carry out various projects that benefit our school and community.

Counseling Services

The counseling program at MMS is available to help each student. The program consists of a variety of services and activities including individual and group counseling, developmental guidance, parent and teacher consultation and referral assistance. Students may be referred to a counselor by a parent, classroom teacher, administrator, or may go to a counselor on his/her own. If a counselor is not available, the student should see an administrator.

Student Dress and Appearance

Clothing worn to school should be comfortable and appropriate for school activities. While we encourage self-expression, your clothing should not distract from the learning process. Clothing must cover undergarments and the mid-section of the body down to the waistline. Clothing which promotes alcohol, drugs, tobacco, gang affiliation, nudity or profanity is not allowed.

1. Clothing and jewelry with writing or designs that depict prejudice, unlawful acts, tobacco, drugs, or alcohol are prohibited.
2. Tank tops, spaghetti straps or halter tops are not permitted unless worn under a shirt. No see thru clothing is permitted.
3. Pants should be worn to the waistline. The student must be able to raise his/her arms above the head without exposing bare areas. Shorts should extend to mid-thigh.
4. Sleepwear and slippers are not permitted.
5. No holes in pants are permitted above mid-thigh.
6. Chains, large rings, jewelry or shoes that may be used as weapons are not allowed on campus.
7. Sunglasses may not be worn in the school unless required for medical reasons. No hats, hoods, or other headwear can be worn in the building during the school day.
8. All bags and /or backpacks must be placed in locker before Homeroom/1st Period and must remain there during the school day.

Consequences

The following will be the disciplinary policy regarding not adhering to the dress code:

1. Administrative conference and correction of the problem (Change or turn inside out).
2. We will make every effort to provide the violating student with loaner clothing in order to return to class. Inappropriate clothing will be labeled and can be picked up after school from the administrator.
3. Administrator will call home to inform parents.
4. Students with major violation will wait for parents to bring proper attire. If parents cannot bring proper attire, student will be sent to in-school suspension.
5. Repeat offenders may face further consequences (i.e. Lunch detention, In-school suspension, or Out-of school suspension).

Electronic Devices

All electronic devices, including cell phones, must remain in your locker during the school day. MMS is not responsible for the loss, theft, damage or destruction of any electronic device(s) brought to school.

Student Attendance

In order for students to keep up with class, they must be at school. Students that have missed an excessive amount of days in the classroom will not be considered to take school field trips and will not be approved for curricular/extra-curricular activities that take place during the normal school day. Therefore, any student who has ANY unexcused absences may not be approved for outside school learning environments (trips).

Student Absences & Excuses

A student who has been absent from school must immediately upon returning to school, bring either a home excuse or a doctor's excuse to the office. A parent may write a home excuse for up to 6 days per year. Excused absences include doctor's excuse, death in the immediate family, school trip, or court appearance. Excuses are to be submitted within three days of the student's return to school. Excuses submitted at a later date may not be accepted. Students who accumulate five unexcused absences shall be referred to the county attendance director. Students who accumulate ten unexcused absences may be referred to the county attendance director for legal action. Remember that the discussions and

experiences that take place in the classroom during an absence are as valuable as the written material and can never be made up. **The student is responsible for requesting any missed assignments from their teachers on the day they return to school.** The time ratio to receive credit for late assignments is 1 to 1. Example: If a student is absent 1 day, he/she is given 1 days to turn in the missed assignment. Missed assignments will not be provided in advance of the absence unless an emergency or extreme circumstance exists.

Any request for a "Leave of Educational Value" must be **pre-approved** by the administration. No exceptions. Any request for "Leave of Educational Value" after the fact will be treated as a parent excuse or an unexcused absence.

Fire Drills & Emergency Exits

Emergency drills are held periodically and are a bit different for each room. Your teacher will tell you which stairway to exit and where to go for emergency evacuation of the building or school grounds. Some rules are the same for everyone – get yourself out of the building quietly and quickly during fire or emergency drills and move quickly to the designated area. Moving orderly, quickly and quietly during all emergency exits is a must. Once outside, each group will remain in a straight line while a teacher takes roll. You will be signaled when it is safe to reenter the building.

Always use common sense. Never exit in the direction of smoke, flames, or loud noises. Safety is a serious issue; respond likewise!

Code Red Drills

ALL STUDENTS:

1. Follow teacher instructions and move to a part of the room farthest from doors and windows and be seated on the floor.
2. Remain quiet and calm until the ALL-CLEAR signal is given and/or teacher instructs otherwise.
3. If you are in the hallway move to the nearest room and enter quickly. If no room is available, move to the nearest restroom.
4. If you are in the restroom, enter the stall farthest from the door, lock the stall and sit on the toilet with your feet up. Remain calm, quiet and wait for the ALL CLEAR to be given.

Active Shooter Drills

RUN-HIDE-FIGHT

Run-Escape/Evacuate if possible. If there is considerable distance between you and the gunfire move quickly away from the sound of gunfire. Leave belongings behind, take others with you and call 911

when it is safe. Always keep hands visible for law enforcement.

Hide-In locked areas/out of sight. If you cannot evacuate safely hide in an area with thick walls and few/no windows. Lock doors and barricade with furniture. Silence phones and turn off electronics. Remain in place until police arrive or "all clear" signal is given. Always keep hands visible for law enforcement.

Fight-Take action to disrupt or incapacitate gunmen. As a last resort, fight. If you cannot evacuate or hide safely and your life is in imminent danger, take action. Act with physical aggression, throw things at gunmen, try to incapacitate with chairs, fire extinguisher, books. Call 911 when safe to do so! Always keep hands visible for law enforcement.

Cafeteria

A nutritious breakfast and lunch are offered daily.

Cafeteria Rules:

1. You may not share food with other students.
2. If you drop anything on the floor you are expected to pick it up.
3. Clean and stack trays properly. Place silverware in assigned location. Please do not leave gum in trays.
4. Horseplay and excessive noise are not permitted. Good manners, respectful behavior and following MMS school rules are always a requirement.
5. During dismissal all students are expected to be quiet and act in an orderly manner.

Hallways

The hallways at MMS become very crowded during class-change and at lunch-time. It is required that everyone **WALK** to the right of the hallway. If you are in the hallway during class-time, you must be on the right side of the hallway, be quiet and have a hall pass issued by your teacher. There should be **NO HALLWAY NOISE** when classes are in session. The stairwells are designated to facilitate traffic flow and safety. Stairwells at ends of the building are designated down while the middle stairwell is designated up.

Drug/Alcohol Offenses

It is our duty to make MMS as safe as possible. Drugs and alcohol are very dangerous and are therefore treated as a major offense with maximum penalties imposed. A student who is caught with alcohol, any type prescription, over the counter or controlled substance at school will be suspended up to 10 days and possibly expelled for the year. Anyone who passes alcohol or a drug to

another student may be expelled for the year and reported to the police.

Medication

Boone County Schools has a written policy for medication administration in compliance with WV State law. The following requirements are therefore necessary if your student requires medication to be given at school:

- A. No medication will be administered unless accompanied by a medical form. No medications will be given out of sandwich bags or unmarked containers.
- B. The medication should be dropped off at school by the parent. Although your child may be very trustworthy in delivering the medication, other students could steal it on the bus or at school, creating a very dangerous situation.
- C. A written order from the physician is required after the second week of school. You may obtain the form in the office.
- D. If the child's dosage changes during the year, the physician must send a new written order to the school before we can administer the new dose. These orders may be faxed to us at 369-5800.

Any student who carries medication is in violation of the drug policy and is subject to the maximum punishment allowed by policy.

Discipline

The rules and standards set forth in this handbook apply to conduct on school premises, school buses, extra-curricular events, field trips, and conduct off school property that directly affects other students or school employees or the school in general. Students are expected to conduct themselves in a way that does not interfere with the learning, rights or safety of other students or staff members. This handbook does not define all types and aspects of student behavior. Consequences are administered according to the severity of the offense and the record of the offender.

Typical consequences used at MMS include but are not limited to lunch detentions, in-school suspension, out of school suspension, loss of privileges, assembly suspension, law enforcement intervention and behavior contracts. Other methods may be used when appropriate. When a student is suspended out of school or expelled, he/she is not permitted to attend extracurricular activities or participate in athletic events. If a student has received ISS or OSS within the nine weeks of a school trip, they will not be able to attend.

Teachers and bus drivers may exclude students from the classroom or school bus who are guilty of disorderly conduct, interfere with an orderly

educational process, threaten, abuse or intimidate a school employee or student, willfully disobey a school employee or use abusive or profane language.

Safe Schools

The Safe Schools Act

School violence is: 1) possession of a deadly weapon, 2) battery on a school employee, 3) sale of a narcotic drug, 4) threats to injure a pupil, teacher, administrator or other school employee, 5) willful disobedience, 6) possession of alcohol, 7) intentional defacing of school property, 8) physical assault, 9) habitual violation of school rules or policies.

Weapons are defined as an instrument which is designed to be used to produce serious bodily injury or death, or is readily adaptable to such use.

This includes but is not limited to: “Blackjack, Gravity knife, Knife, Switchblade knife, Nunchucks, Metallic or False knuckles, Pistol and Revolver.

Violence is any mean word, look, sign, or act that hurts a person’s body, feelings, or things. No one is entitled to use violence. Violence is not tolerated at our school!

Using the Internet

At MMS you will have access to a high speed connection to the Internet. When you use the computers at MMS, you have a responsibility to use them correctly. This means that they should not be used to access or create materials that don’t belong at school. This includes, but is not limited to, images and messages that are sexually explicit, grotesquely violent or seek to demean or harass others. Please be aware that the privilege of computer use at MMS depends on your ability to use technology correctly. You will lose that privilege if you are unable to act responsibly.

There is no charge of using the MMS Internet services. However, only those students who have turned in **The Acceptable Use Policy Form** will be allowed to access the computers or Internet.

Instructional Time

Madison Middle School teachers provide “bell to bell” instruction daily. To facilitate teacher’s instructional plans no student is allowed to leave the room during the first or last 10 minutes of class. This will give students ample opportunity to visit the restroom during class, if needed. In addition, students have adequate time between classes to use the restroom and care for personal hygiene. The time at the beginning and ending of class is crucial to facilitate the instructional process and allows students

to receive directions and learning targets for the lesson, while allowing for summarization of instruction at the end of the lesson.

Athletics

In order to participate in extracurricular athletic activities, a student must maintain a 2.0 grade point average. The fall sports at MMS are football, cheerleading, cross-country, tennis, volleyball and soccer. The winter sports are boys’ basketball, girls’ basketball and cheer. The spring sports are track, baseball and softball.

We hope you have a wonderful year at Madison Middle School!!!

Visit Madison Middle School Online:
www.madisonredhawks.com

Visit Schoology Online:
bcswv.schoology.com

Visit Boone County Schools Online:
www.boonecountyboe.org

Boone County School Discipline Policies and Procedures

I have reviewed the Boone County Schools Manual for Expected Behavior in Safe and Supportive Schools (JBACB) (BCS Website). I have also reviewed the Discipline Policies and Procedures established by my school as listed in the Student Planner/Agenda. In addition, I received information about the following:

- ✓ Boone County Schools Student Code of Conduct as outlined in the BCS Manual for Expected Behavior in Safe and Supportive Schools which includes the “Dangerous Weapon” definitions from State Code 61-7-2 which may result in a twelve month expulsion from school for possession. (BCS Website)
- ✓ Boone County Schools Attendance Policy (JBAA)
- ✓ Student Rights and Responsibilities
- ✓ Grading Scale and Honor Banquet Policy
- ✓ Medication Administration Procedures and Guidelines

Parent Signature: _____

Date: _____

Student Name: _____

Please Print

Student Signature: _____

NOTICE!

NOTICE!

NOTICE!

Return this form to the school the day after it is received. Refer to your child’s Student Planner/Agenda throughout the school year for a listing of Madison Middle School and Boone County Schools Policy Highlights.