

WEST MUSKINGUM MIDDLE SCHOOL

Message from the Administration

On behalf of the West Muskingum staff, we welcome you to middle school. This handbook is published so that all students in West Muskingum Middle School have easy access to information that will allow for a successful school year. It is essential that parents and students read the Student Handbook.

Since 1975, the West Muskingum Local Schools has had a middle school program. The program is based on the belief that effective fifth, sixth, seventh and eighth grade education can take place in a setting that combines basic skills development, academic achievement, exploratory programs and personalized self-development.

Middle school students present a special challenge to educators and to parents. They represent a variety of academic abilities and interests, different motivational and achievement levels, and a wide range of personal and developmental concerns. A successful middle school program must provide opportunities for growth and learning to accommodate all these differences among students.

We strive to foster a partnership between home and school and look forward to working with you throughout the school year. Please contact us at any time with questions, concerns, and suggestions, since your input is extremely valuable in providing the best possible education for each of our students.

*Let's have a great school year! **GO TORNADOES!***

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VISION

West Muskingum Middle School provides a student-centered learning environment through community collaboration and technology.

MISSION

West Muskingum Middle School provides the highest quality education that fosters an atmosphere of personal excellence.

TABLE OF CONTENTS

WEST MUSKINGUM MIDDLE SCHOOL PROGRAMMING	3
BEHAVIOR AND DISCIPLINE	3
AFTER SCHOOL ACTIVITIES	8
GRADING POLICY	9
ADMISSION / WITHDRAWAL PROCEDURE	9
ATTENDANCE POLICY	9
BUS RULES AND REGULATIONS	11
GENERAL INFORMATION	12

WEST MUSKINGUM MIDDLE SCHOOL

PROGRAMMING

SPECIAL PROGRAMS: Students who demonstrate high academic achievement can be identified to participate in the Talented and Gifted Program. Students who demonstrate a need for special services can be identified to participate in the special education and/or speech and language therapy programs.

ARTS: The Art Club is open to all students in grades 5-8. The club typically meets once or twice a week and works on various projects throughout the school year. Students are also offered Music classes, including Band and Choir.

ATHLETIC PROGRAMS: Programs are designed for students in grades seven and eight who wish to participate in an interscholastic program. For boys, the sports program includes: cross country, football, wrestling, basketball, and track. For girls, the sports program includes: cross country, cheerleading, volleyball, basketball, and track. Fifth and Sixth graders are not permitted to participate in interscholastic sports programs in accordance with Ohio High School Athletic Association Standard; however, they may participate in the West Muskingum Youth League/Club Sports.

PROMOTION, PLACEMENT, AND RETENTION: Promotion to the next grade level is based on the following criteria: (1) current level of achievement (2) potential for success at the next level (3) emotional, physical and social maturity.

LUNCH PERIOD: Lunch periods are closed to outside individuals. No outside vendors are permitted to bring in food during lunch.

PARENT PROGRAMS:

WMMS Boosters: The Boosters is an organization of parents that strives to develop a positive school climate by providing financial assistance for special projects and sponsoring special programs for students, parents, and community members. All parents are encouraged to be involved.

VOLUNTEERS: Volunteers are needed to assist with various special Boosters projects and school activities.

BEHAVIOR AND DISCIPLINE

GOALS: Our goal at WMMS is to help students recognize and achieve self-discipline. We care about each and every student, and look forward to all students reaching their full potential. The second goal for students is to take responsibility for their actions and choices. The following plan will guide WMMS staff and students so that this goal may be achieved.

West Muskingum Middle School participates in Positive Behavior Intervention and Support (PBIS), according to the requirements of state law.

STUDENT CODE OF CONDUCT

It is the desire of the faculty and staff at West Muskingum Schools to provide each student with the best education possible. In order to insure this, a STUDENT CONDUCT CODE is in effect and will be enforced. Please read the code carefully.

RIGHTS AND RESPONSIBILITIES - Students attend West Muskingum Schools under the direction of state law and with the full benefits of constitutional protection for their rights as citizens. They therefore, can act, speak, or behave as young citizens within a large scope of options. This code, published in conformity with O.R.C. 3313.661, specifies the school expectations.

Pupils have a right to reasonable treatment from the school and its employees. The school, in turn, has a right to expect reasonable behavior from students. Freedom carries with it responsibilities for all concerned.

Disciplinary Actions/Consequences

Students who violate the following Code of Conduct can be subject to consequences including all but not limited to warnings, loss of privileges, lunch detention, after school detention, in school suspension, out of school suspension, Friday/Saturday school, emergency removal, expulsion, and arrest.

Teachers reserve the right to create additional rules in their classroom and during activities. All rules and consequences can be regulated by school administration and staff.

RULE 1 - Disruption of School

A student shall not, by the use of violence, force, coercion, threat, profanity, lying or by any other method cause disruption, obstruction, or other interference with the educational process.

RULE 2 - Damage of School Property

A student shall not cause or attempt to cause damage to school property, including school buses, buildings, grounds, equipment, or materials. (Students in violation of this rule may be required to pay the replacement cost of damaged property. If a school custodian is used to repair damage, the custodian's hourly rate will also be assessed in the total bill.)

RULE 3 - Damage of Private Property

A student shall not cause or attempt to cause damage to private property on school premises, or at any school activity on or off school grounds.

RULE 4 - Fighting

A student shall not engage in fighting with other students even if he/she has been provoked. Students are strongly encouraged to seek out an adult should an incident arise where they are threatened.

RULE 5 - Assault

A student shall not cause physical injury or behave in such a way which could threaten to cause physical injury to school staff, other students, or visitors while under the jurisdiction of the school, including inciting other students to fight.

RULE 6- Dangerous Weapons and Instruments

A student shall not possess, handle, transmit, or conceal any weapon or instrument capable of harming another person, such as guns, knives, ice picks, switchblades, brass knuckles, etc. Included in this prohibition would be the use of chemicals and gasses, including mace. Fake and toy weapons are not permitted on school premises or at any school activity on or off school grounds.

RULE 7 - Tobacco

A student shall not possess, use, transmit, or conceal tobacco while on school grounds or facilities, at school-sponsored events, or in other situations under the authority of the school or in school-controlled vehicles. Tobacco products, for purposes of this provision, encompass counterfeit or "look alike" items or paraphernalia whose use either simulates smoking or permits the user to ingest or otherwise be affected by a drug or substance prohibited by this policy, including, but not limited to smokeless tobacco products, e-cigarettes, vape pens or any other device.

RULE 8 - Substance Violations

It is a primary objective of the West Muskingum Schools to assure that the education of all shall proceed in an efficient, orderly, and non-disruptive manner. The sale, use or possession of intoxicants, illegal drugs or other controlled substances on school premises is an obstacle to that objective and an interference with the rights of students to receive quality academic instruction. While student drug education and referral to community resources will continue to be made available, such measures should be viewed as instructional or rehabilitative and will not ordinarily be considered as an alternative to disciplinary measures.

No student shall knowingly possess, use, be under the influence of, sell, offer for sale, purchase, offer to purchase, give, receive, or transmit any substance which is, represented as, or understood to be any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, opiate, opium derivative, alcoholic beverage, stimulant, or depressant of any kind while at school, on school property, at any school-related function, or on a school bus or rented carrier. (The only exception to this policy is the student who is taking prescribed medication in accordance with West Muskingum Board Policy #5330). Nor shall a student knowingly have in the student's possession drug-related paraphernalia as defined by ORC 2925.12 and 2925.14 while at school, on school property, at a school-related function, or on a school bus or rented carrier.

Violations of this rule are cumulative within each of the following periods of academic life (1) grades K through 4; (2) grades 5 through 8; and (3) grades 9 through 12

RULE 9 - Insubordination

A student shall not fail to comply with directions of teachers, student teachers, substitute teachers, paraprofessionals, principal, assistant principal or any other authorized school personnel. Repeated violations of any minor rule, directive, or discipline procedure shall also constitute insubordination.

RULE 10 - Frightening, Degrading, or Disgraceful Acts

A student shall not engage in any act which frightens, degrades, disgraces or tends to frighten, degrade, or disgrace himself/herself, a teacher or fellow students, school administrator or visitor, by written, verbal or gestural means. Included in this prohibition would be use of profanity, obscene gestures, signs, pictures or publications.

RULE 11 - Theft

A student shall not cause or attempt to take into possession the public property or equipment of school district or the personal property of another student, teacher, visitor, or employee of the school district. . Police will be called when appropriate.

RULE 12- Leaving School Property

A student shall not leave school property unless permission is granted by the office. A student must have a signed note from a parent if going home with another student or if riding another bus. A student must sign out if leaving the building for any reason. Students who are not in their assigned area may be considered Truant.

RULE 13 - Dress Code

Students are in school to learn. Any fashion, (dress, accessory, or hairstyle), that disrupts the educational process or presents a safety risk will not be permitted. Personal expression is permitted within these general guidelines. If a student has selected a manner of appearance that is beyond mere freedom of expression and disrupts the educational process or presents risk to themselves or others, they may be removed from the educational setting. Since fashions and designs constantly change and issues may arise which are not addressed by the below guidelines, it is the duty and responsibility of the building administration to make individual decisions on each new situation so as to maintain the general philosophy stated within this policy.

1. Clothing that promotes substance abuse, profanity, or negative concepts are strictly prohibited.
2. Strapless tops/dresses, spaghetti straps, muscle shirts and halter tops are prohibited. Bare midriffs, immodestly low cut necklines, off-the-shoulder, or bare backs are prohibited. Garments must be of appropriate length, cut and/or fit to meet these requirements while sitting and/or bending.
3. Boxer shorts, and/or any pants allowing underwear to show are strictly prohibited. Sagging pants are also unacceptable. Jeans with holes/frays must be below a student's closed fists when standing with their arms straight down by their sides.
4. Shorts/dresses/skirts: These garments must be at a student's closed fists when standing with their arms straight down by their sides.
5. Outdoor wear is not allowed in classes and should be stored in lockers.
6. No hats, bandanas, sunglasses, sweatbands, or hoods may be worn in the building. Hair should not cover eyes.

Students in violation of dress code can be asked to change or be sent home. Violations can result in discipline.

Students who are representing West Muskingum Middle School at an official function or public event may be required to follow specific dress requirements. Usually, this applies to athletic teams, cheerleaders, bands and other such groups. In addition, dress that is appropriate for an athletic event may be deemed inappropriate in the school setting.

RULE 14 - Harassment Verbal/Non Verbal/Physical)

The Board of Education recognizes that every student has the right to participate and function in school without fear of demeaning remarks or actions. The harassment of students, staff members, or any other individual is not permitted. This includes any speech or action that creates a hostile, intimidating, or offensive environment.

Conduct constituting harassment may take different forms, including but not limited to the following:

- Unwelcome sexual advances/improper physical contact/sexual remarks/sexual acts
- Stalking
- Any speech or action that creates a hostile, intimidating, or offensive environment.

SEXUAL HARASSMENT

- A. Verbal: The making of written or spoken sexual innuendos, suggestive comments, jokes of a sexual nature, sexual propositions, or threats to a fellow student, staff member, or other person associated with the District.
- B. Nonverbal: Causing the placement of offensive sexually suggestive objects, pictures, or graphic commentaries in the school environment or the making of offensive sexually suggestive or insulting gestures, sounds, leering, whistling and the like to a fellow student, staff member, or other person associated with the District.
- C. Physical Contact: Threatening or causing unwanted touching, contact, or attempts at same, including patting, pinching, pushing the body, or coerced sexual acts that include but not limited to sexual intercourse with a fellow student, staff member, or other person associated with the District.

RACIAL/ETHNIC/NATIONAL ORIGIN HARASSMENT

- A. Verbal: Written or oral innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person's race, ethnicity, or national origin, etc. toward a fellow student, staff member, or other person associated with the District.
- B. Nonverbal: Placing objects, pictures, or graphic commentaries in the school environment concerning a person's race, ethnicity, or national origin or making insulting or threatening gestures toward a fellow student, staff member, or other person associated with the District. Intentionally conducting a "campaign of silence" toward a fellow student, staff member, or other person associated with the District by refusing to have any form of social interaction with the person.
- C. Physical: Intimidating or disparaging actions such as hitting, hissing, or spitting on a fellow student, staff member, or other person associated with the District. Other actions that are life threatening such as beating, burning, or shooting, or a threat to do such to a fellow student, staff member, or other person associated with the District.

GENDER/RELIGIOUS/DISABILITY/HEIGHT/WEIGHT HARASSMENT

- A. Verbal: Written or oral innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, religious beliefs, disability, height, weight, etc. that are offensive to a fellow student, staff member, or other person associated with the District.
- B. Nonverbal: Placing objects, pictures, or graphic commentaries in the school environment concerning a person's gender, religious beliefs, disability, height, weight, etc. or making insulting or threatening gestures toward a fellow student, staff member, or other person associated with the District. Intentionally conducting a "campaign of silence" toward a fellow student, staff member, or other person associated with the District by refusing to have any form of social interaction with the person.
- C. Physical: Intimidating or disparaging actions such as hitting, hissing, or spitting on a fellow student, staff member, or other person associated with the District.

OTHER ACTIONS that are life-threatening such as beating, burning, or shooting, or a threat to do such to a fellow student, staff member, or other person associated with the District.

BULLYING POLICY

It is the policy of the West Muskingum Board of Education and the School District that acts of bullying are prohibited on school property, at school events, or on school buses.

Bullying is considered to include repeated harassment. Students engaged in bullying face possible suspension. Students who report bullying may request to remain anonymous. Students who make false reports face disciplinary procedures. Threats of harassment or retaliation against reporters will be treated as serious discipline infractions.

RULE 15 - Fireworks or Explosives

Students are not to possess, use, or threaten to use, any fireworks, explosives, stink or smoke bombs, or devices capable of inflicting physical or bodily harm. The appropriate law enforcement authority will be notified.

RULE 16 - Unauthorized Fire

Students are not to possess a lighter and/or matches or to start or assist in starting a fire in the school, on school grounds or at a school-sponsored activity at any time. The appropriate law enforcement authority will be notified.

RULE 17 - False Alarm

Students are not to initiate a false fire alarm, bomb threat or any other type of emergency/disaster procedure. The appropriate law enforcement will be notified.

Rule 18 - Disrespect or Misconduct to Staff

A student shall not use any form of abusive, profane, offensive, obscene, or disrespectful language or gestures toward any staff member.

Rule 19 - PASSES

- Students must have a valid hall pass if they are in the halls, rest rooms, or outside the building while classes are in session.
- Passes are good for only the destination noted on them.
- Students are also expected to use SmartPass, which is our electronic pass system that allows us to appropriately monitor our students throughout the building.

RULE 20 - Cell Phone

Per Ohio Cell Phone Policy cell phones are prohibited during the school day.

ELECTRONIC ITEMS (including cell phones, smart watches, etc.)

Electronic items are to remain turned off throughout the school day and kept in lockers, unless approved by a teacher for academic purposes.

Electronic items used improperly may be confiscated and kept in the office for pick-up, following disciplinary action against the offending student, which may include law enforcement agencies, when appropriate.

Given rapid changes in technology, this policy is subject to change as needed.

Consequences for violating ELECTRONIC DEVICES policy:

- 1st - Warning, device should be put in locker..
- 2nd- Device sent to the office and student can pick up at the end of day.
- 3rd - After school detention.
- 4th - Device sent to the office and a parent must pick it up. Progressive discipline.

POSITIVE RECOGNITION

Students need to be recognized for the positive things they do and for outstanding work and achievement. The following recognition system will be utilized:

PRINCIPAL'S AWARD will be given each nine weeks for the student who receives a 4.0 GPA.

HONOR ROLL AWARD will be given each nine weeks to those students who receive a 3.0 to a 3.9 GPA.

BEHAVIOR BUCKS: Students can earn behavior bucks for a variety of reasons as positive behavior reinforcement. These bucks can be used to purchase items in the market cart available at various times throughout the school year.

AFTER SCHOOL ACTIVITIES

PURPOSE: After school functions (social activities, athletic events, etc.) are considered an extension of the school day, and appropriate school behavior is required.

RULES FOR BOOSTERS EVENTS

Activity nights are open to students of West Muskingum Middle School only. All others may not attend and will be asked to leave. All students leaving early must have parents pick them up at the door. Any student not picked up within 15 minutes of the end of Activity Night may not be able to attend the next activity night.

1. Students who are absent from school on the day of the activity are not eligible to attend.
2. The school dress code is in effect.
3. Chaperones (teachers, parents, or other adults) are in authority. Students are expected to follow their directions. Chaperones are expected to enforce rules.
4. Policies regarding the use of drugs, alcohol and tobacco will be strictly enforced.
5. Once students enter the building, they must remain inside until parents arrive or the activity is over. Students are permitted in designated areas only.
6. Students are asked to cooperate in cleaning up tables after eating and in helping to keep the area free of trash.
7. If inappropriate behavior at school activities becomes a problem, parents will be notified and the student will be sent home.
8. Students receiving multiple infractions/detentions, in-school suspension, or out-of-school suspension at any time during the school year may be excluded from activities per school administration.

RULES FOR ALL AFTER SCHOOL ACTIVITIES:

- Students who remain after school must be under the direct supervision of their coach/teacher.
- Students are not permitted to stay after school to wait for the start of an event or to wait for another student who has a legitimate reason for staying.
- Students must be in school at least 3.5 hours to attend any after school activity or practice.

ATHLETIC POLICY

All 7th/8th graders are eligible to participate in the fall, winter and spring sports program. However, students representing the school in athletics must first show positive progress in school academic and behavior areas.

1. The purpose of this athletic policy is to promote good academic standing and good discipline.
2. The athletic director is the administrator of this policy.
3. Students in grades 7 & 8 must pass a total of four classes.
4. All 7th graders are eligible for the first quarter. Following the first quarter of 7th grade, eligibility for 7th and 8th graders is determined by the previous quarter's grades.
5. Students will be informed at the beginning of the season regarding this athletic policy.
6. Sports eligibility for 9th graders will be based on the 4th quarter of their 8th grade year.

PROCEDURE

1. The coach and cheerleader advisor will provide the athletic director with a list of all participants two weeks prior to the first game.
2. The eligibility period will run on a quarterly cycle. The eligibility or ineligibility of a student continues until the start of the fifth school day of the next grading period or when interims are issued.
3. Coaches will contact the athletic director for a list of ineligible students.

All Ohio High School Athletic Association Rules will be followed.

GRADING POLICY

GRADING SCALE

The following grading scale will be used to determine quarterly and final grades:

A=100 - 90	B=80-89	C=70-79
D=60-69	F=59 and below	

RESPONSIBILITIES WHEN A STUDENT IS ABSENT:

1. Students are allowed a make-up period equal to the number of days absent; however, long-term projects or tests announced in advance are to be turned in or taken upon return.
2. Students who fail to make up work in the allotted time will be assigned an *incomplete* for the grading period.

Grades

1. Grades and marks should reflect primarily achievement, not effort, participation, attendance, lateness of work, extra credit, nor academic dishonesty.
2. Non-academic behavior is important and will be reported and acted upon, but a more effective procedure than reducing grades.
3. If there is not enough evidence of a student's level of proficiency because of missing summative information, the student will receive an *incomplete*.
4. All summative grades will be based on clearly defined standards for performance, not performance compared to other students.
5. There is a role for teacher judgment of proficiency.

ADMISSION/WITHDRAWAL PROCEDURE

ADMISSION

1. Parent fills out enrollment forms
2. Parents must furnish a copy of birth certificate, immunization records, social security number, and legal custody papers.
3. The office assigns a locker and schedule to the students.
4. The office will contact the former school for records, such as IEP/MFE or other pertinent records needed by WMMS. Before a Special Education student can enter WMMS a current MFE & IEP must be on file in the office.

WITHDRAWAL

Students should advise teachers and secretaries of withdrawal. Teachers should collect school materials.

ATTENDANCE POLICY

Continuity in the learning process is seriously disrupted by excessive absences. In most situations the work missed cannot be made up adequately. Students who have good attendance generally achieve higher grades, enjoy school more, and are more employable after leaving high school.

School attendance is closely related to school and life success. Therefore, the legal, as well as the West Muskingum Local School District, attendance regulations are as follows:

The educational program offered by this District is predicated upon the presence of the student and requires continuity of instruction and classroom participation. Attendance shall be required of all students enrolled in the schools during the days and hours that the school is in session, or during the attendance sessions to which she/he has been assigned.

In accordance with statute, the Superintendent shall require, from the parent of each student of compulsory school age or from an adult student who has been absent from school or from class for any reason, a statement of the cause for such absence. The Board of Education reserves the right to verify such statements and to investigate the cause of each.

Repeated infractions of Board policy regarding attendance may result in suspension or expulsion.

The Board considers the following factors to be reasonable excuses for time missed at school:

- personal illness (A written physician's statement verifying the illness may be required.)
- recovery from accident
- required court attendance
- death in family
- illness in the family (the absence under this condition shall not apply to children under fourteen (14) years of age)
- quarantine of the home
- necessary work at home due to absence or incapacity of parent(s)/guardian(s)
- observation or celebration of a bona fide religious holiday
- such good cause as may be acceptable to the Superintendent
- Attendance need not always be within the school facilities, but a student will be considered to be in attendance if present at any place where school is in session by authority of the Board.
- The Board shall consider each student assigned to a program of other guided learning experiences to be in regular attendance for the program provided that she/he reports to such staff member she/he is assigned for guidance at the place in which she/he is conducting study, and regularly demonstrates progress toward the objectives of the course of study.
- The Superintendent may excuse a student over fourteen (14) years of age from attendance at school for a future limited period for the purpose of performing essential work directly or exclusively for his/her parents or guardian. Such excuse should not exceed five (5) days and may be renewed twice if necessary in any one (1) school year

If a student is going to be absent, the parent must contact the office by 9:00 a.m. and provide an explanation. When calling before or after school hours, please leave a voicemail.

- After 5 non medical absences per semester, students may be designated unexcused.

Tardies

The amount of time a student is late counts towards the student's total hours missed.

Multiple tardies can result in discipline. Every 5th tardy can result in progressive discipline.

HB 410

The Ohio House of Representative submitted HB 410 concerning truancy. The Governor signed it into law in January of 2017. Beginning with the 2017-18 school year each school district is required to develop an intervention strategy for all of the following actions:

- Providing a truancy intervention plan for any student who is absent from school in an amount that surpasses the threshold for habitual truant.
 - Habitual truant is any student who is absent without legitimate excuse for 30+ consecutive hours or 42+ hours in a school month or 72+ hours in a school year.
- Providing counseling for a habitual truant:
- Requesting or requiring a parent, guardian or custodian to attend a parental involvement meeting.
- Requesting or requiring a parent, guardian or custodian to attend a truancy prevention mediation program.
- Notification of the Registrar of motor vehicles.
- Taking legal action.

The attendance officer must notify the child's parent, guardian or custodian if the child is absent with or without legitimate excuse for 38+ hours in one school month or 65+ hours in a school year. The notice must be made in writing within 7 days after the date of the absence that triggered the notice. Within 10 days after the absences surpass those for habitual truancy, the school principal or district superintendent must assign the student to an absence intervention team. Within 14 school days after the assignment, the team must develop an intervention plan for the student in an effort to reduce or eliminate further absences.

A student wishing to be involved in any extracurricular activity must be in attendance a minimum of 3 ½ hours on the day of the event. Extenuating circumstances will be considered.

Truancy is defined as being out of school or class for a reason other than the reasons listed under the Ohio Revised Code (ORC). Truancy from school will result in disciplinary action.

PLANNED ABSENCE

According to Ohio Law, days missed for family vacation, college visitation, and educational activities sponsored by organizations other than the school are not legal absences. However, it is recognized that circumstances may cause a parent to request that a student be out of school for one of the above reasons and a planned absence policy has been adopted by the Board of Education.

When a student is suspended, when possible, assignments should be completed during the suspension and due upon their return to school. When possible, any missed tests will be given upon the student's return.

School field trips or school-sponsored activities do not count as class absences.

The parent may appeal to the Superintendent of School, in writing, any action of the administration that does not reflect the intent of this policy.

BUS RULES & REGULATIONS

Students who are riding the school bus are under the authority of the bus driver. In order to have a safe ride to and from school, it is most important that each student cooperate with the bus driver and practice safe bus riding habits at all times. Please note the following rules. This list is not meant to be all inclusive. Rules based on Ohio Law 3301.83.08

STUDENT CONDUCT AT THE BUS STOP

Students are expected to be at their bus stop at least *five minutes* before the assigned arrival time of their bus. Drivers are not required to wait for children not at their bus stop on time; this makes each stop after that late.

- All students in the am. must wait at their Point of Safety location as assigned by their driver. In the afternoon they must return to their Point of Safety and wait until the bus drives away before going home.
- Students required to cross the street should do so at least ten feet (10 giant steps) in front of the school bus and after the driver has signaled the student that it is safe to do so.

STUDENT CONDUCT ON THE BUS

- Students are to cooperate, show respect and follow the instructions of the bus driver.
- Remain in your assigned seat at all times except when loading or unloading the school bus.
- Normal conversation will be permitted except total silence at railroad crossings.
- No fighting, hitting, horseplay or teasing will be permitted.
- Yelling, profanity, name calling etc. will not be tolerated.
- Students are to keep hands, heads and other objects inside the bus. Students shall not throw items in or out of bus windows.
- Students are to keep the bus clean and not damage the bus. Any damage to the bus may result in students or parents being billed for repairs.
- No drinking or eating (including suckers/candy or chewing gum) will be permitted on the bus.
- No pets, explosives, glass, dangerous objects, guns, knives or likenesses of, will be permitted on the bus.
- Check with the driver before transporting large class projects or musical instruments. All carry-on items must fit on the student's lap. Wheel-type book-bags are not allowed.
- No selling or soliciting on the bus.
- Students will not be permitted to ride another bus other than their assigned bus without a written note signed by parent or legal guardian and approved by the office, pending room on the bus.
- Students must not tamper with or open a school bus emergency door unless directed to do so by the bus driver.

STUDENT CONDUCT WHILE DEPARTING THE BUS

- Remain seated until the bus comes to a complete stop.
- Walk carefully, quickly & quietly, using the handrails while exiting the bus.
- Depart at your scheduled stop or at a stop approved in writing by your parents and the principal.
- At the bus stop, if crossing, take ten (10) giant steps beyond the bumper of the bus. Look up to see the driver who will signal you with a drop of his/her hand. Check both ways for traffic before crossing.

- Never go back to pick up anything you drop or forget.
- Never cross the road in the rear of a stopped bus.
- Go directly to your point of safety; after the bus pulls away go straight home.

PARENT REMINDERS

- Any HS/MS student who misses the bus will not be repeatedly picked up on the elementary run and taken to the HS/MS at the end of the elementary route. Bus transportation in this case is the parent's responsibility.
- Parents are not allowed on the school bus. Wait off the bus to speak to the driver.
- On days we are not in session and the vocational/parochial schools are, bus transportation will be provided from pick-up points only, not from individual homes. A schedule will be provided.
- If you are going to be late meeting your student at the bus stop please call the Administrative Center (740) 455-4052 and let them know. Arrangements can be made for you to pick your student up at the Administrative Center, 4880 West Pike, at the end of the bus route.

BUS TRANSPORTATION DISCIPLINARY PROCEDURES AND CONSEQUENCES

- Principals can request the bus driver and or bus supervisor to appear for a conference.
- Career Center School student information regarding any offense will be forwarded to the West Muskingum High School Principal who will forward it to the Career Center Principal.
- Parochial school student information regarding any offense will be forwarded to the West Muskingum School Director of Special Services who will forward it to parochial schools.
- Suspension of special education students shall be in accordance with the law.
- Audio and video surveillance equipment may be used on school buses. *Parent and student confidentiality laws prevent parents from viewing tapes.*
- Consequences could include, but are not limited to:
 - o Principal conference with student
 - o Lunch Detention
 - o Parent Notification
 - o After-School Detention
 - o Suspension of bus riding privileges for 1-10 school days
 - o Expulsion from bus-riding privileges
 - o Friday/Saturday School
 - o In-School Suspension
 - o Suspension from school for 1-10 days
 - o Expulsion from school
- In all cases (preschool – 12) listed above, when circumstances warrant, the principal has the option to select another consequence not listed, subject to review by the West Muskingum Administrative Team.

QUESTIONS RELATING TO SCHOOL BUS TRANSPORTATION

Please call the Director of Special Services, 740-455-4291, located at the West Muskingum Administrative Center.

It is the policy of the Board of Education to provide transportation for those students whose distance from their school makes this service necessary within the limitations established by State law and the regulations of the State Superintendent of Instruction. Such laws and rules shall govern any question not covered by board policy.

GENERAL INFORMATION

CALENDAR

Visit westmschools.org for the latest calendars.

CARE OF PROPERTY

Students are responsible for the care of their own personal property. The school will not be responsible for personal property, including valuables, such as jewelry, cell phones, or other irreplaceable items. Personal property should be stored in lockers at all times and this includes book bags, purses and winter coats. Students may carry a pencil pouch for feminine hygiene products.

Water/Clear Bottles will be the only food and drink permitted in the classrooms.

GUM and Energy Drinks are prohibited

Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student does damage to or loses school property, the student or his/her parents will be required to pay for the replacement or damage. If a school custodian is used to repair damage, the custodian's hourly rate will also be assessed in the total bill. If the damage or loss was intentional, the student will also be subject to discipline according to the Student Discipline Code.

DISTRACTIBLE ITEMS

Students may not bring to school any item that is not related or could cause an interference with the educational program, such as fidget spinners or any distractible device, unless prescribed by a doctor or special permission from the school. Upon violation the item may be confiscated and kept in the office for pick up by a parent/guardian.

DISMISSAL

Students walking to the high school or elementary must exit the front door near the office. Procedures for students going to other buildings at the end of the day may change according to circumstances. Students are not to enter the staff parking lot until buses clear out.

EARLY ARRIVAL/DISMISSAL

Students should enter the building through the main doors.

Students are in academic classes until dismissal. It is the school's hope that early dismissals will be requested only when absolutely necessary. Legitimate reasons for early dismissal will be accepted providing a note signed by parents is presented at school.

Students seeking an early dismissal should report to the office before their first class period with a note stating the reason and time to be excused. The office will call the student's teacher at the time of the dismissal. The student should then sign out in the office, where the parent is required to meet the student. The students are expected to return to school after appointments, if possible. When returning to school before the day is over, the student is to sign in at the office and pick up an admit slip to return to class.

FEES

The instructional materials fee helps provide for the purchase of classroom materials. This fee should be paid promptly at the start of the school year.

Food Services

We utilize a pre-pay system in the cafeteria. All students will be issued a PIN number which they enter before approaching the cashier. Their purchase amount will either be deducted from their account or the student will pay at that time.

An online resource to assist in monitoring meal balances, viewing transactions, making payments and setting up low balance alerts, is available through our website at www.westmschools.org. You will need your student's ID number to register,

or

You may choose to remit a check or cash with your child to their building of attendance.

Lunch deposits should be made by students or parents in the cafeteria in the mornings. Parents can limit their child's purchases, and/or request a record of purchases, by contacting the cafeteria staff.

It is the policy of West Muskingum Schools that no student will miss lunch because lunch money is forgotten. Students may secure two lunch charges under the following guidelines:

1. The regular price lunch charge will entitle the student to a type A lunch.
2. The lunch charge must be paid the next day.
3. Students will not be permitted to buy "extras" if they have an unpaid charge.

Parents will receive a notice of unpaid lunch charges either in writing or by an automated notification system.

For menus and pricing, please visit the school's website. Other extras such as pizza, salad, peanut butter and jelly sandwiches are available.

No student is permitted to leave the school grounds during the lunch period. Food is not to be ordered in and delivered to the school by outside vendors.

ILLNESS OR INJURY AT SCHOOL

When a student becomes ill during the school day, he/she should secure permission from the teacher to report to the school office. This student will be checked by school personnel and, if necessary, parents will be notified. Repeated visits to the office for treatment will result in a parent contact and a recommendation to consult the family physician.

If it is necessary for a student to take medication at school (non prescription or prescription), the medicine is to be kept in the office. The student should come to the office to take the medication at the proper time. (See District Policy 5330 Use of Medications) District authorization forms must be completed before any medication can be dispensed by the school.

INSURANCE

Accident insurance is available to all students who wish it. Information for securing this will be available to students in September. Parents requesting further information about this may contact the school office.

SCHOOL AND PHYSICAL EDUCATION LOCKER ASSIGNMENT

Each student will be assigned a school locker. Lockers are assigned at the beginning of the year and are to be cleaned and maintained by the students. No pornographic materials are to be in lockers. Magnets are encouraged to display items in and/or on lockers rather than tape. Lockers may be used before and after school, during lunch, and at designated times. Lockers remain the property of the school.

In order to protect belongings, each locker must be kept locked and used by the assigned student only. The school is not responsible for lost or stolen items. Students may use a school lock for their P.E. locker, or they may provide their own lock. If a student supplies his/her own lock, it is the student's responsibility to give the combination/key to one of the P.E. teachers.

LOST AND FOUND

Lost and found items will be kept in a predetermined location. If not claimed, they will be given to a charitable organization at the end of each grading period.

PHONE USE

Students may request the use of the office phone for emergency calls. Parents and students should make every effort to ensure that after school plans are made in advance. Parents are advised that the best way to contact your child at school is through the school office, (740)455-4055. Board Policy 5136.

PROGRESSBOOK

Parents are provided a registration code from the office which will allow you to log on and monitor your child's grades, assignment completion and homework assignments. If a student is absent from school, ProgressBook should be used to obtain school assignments. This information will be mailed to the home in the beginning of the school year. If current assignments are not on ProgressBook for a particular teacher, please notify the teacher.

PUBLIC DISPLAYS OF AFFECTION

Public displays of affection are prohibited on school property. This includes, but is not limited to, holding hands, hugging, and kissing.

SCHOOL CLOSINGS

In the event of inclement weather, school closings will be reported on local radio and television. Parents are encouraged to sign up for the schools one call system for updates on school and bussing updates.

SEARCH AND SEIZURE

Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the safety of others. All searches may be conducted with or without a student's consent.

Students are provided lockers, desks and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches. Bookbags are not permitted in classrooms. They must be kept in the student's locker, except by teacher/administrative permission.

Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items which have been confiscated.

STUDENT SALES

No student is permitted to sell any item or service in school without the approval of the principal. Violation of this may lead to disciplinary action.

STUDENT WELL-BEING

Student safety is a responsibility of the staff. All staff members are familiar with emergency procedures such as fire and tornado drills and accident reporting procedures. Should a student be aware of any dangerous situation or accident, she/he must notify any staff person immediately.

State law requires that all students must have an emergency medical card completed, signed by a parent or guardian, and filed in the School office. A student may be excluded from school until this requirement has been fulfilled.

Students with specific health care needs should submit those needs, in writing and with proper documentation by a physician, to the school office. All medications, prescribed and non-prescribed, are to be delivered to the school office and taken only with adult supervision. The principal is available to discuss the procedure for medications and treatments. No medications or medical treatments are to take place in school without his/her knowledge.

TEXTBOOKS AND OTHER MATERIALS

Textbooks and learning materials issued to students become his/her responsibility. If these materials become lost or damaged, the student and/or his/her parents will be requested to pay for the damaged materials. Book covers may be required for textbooks.

VISITORS

Students from other schools, absent from their own school, are welcome only if they are here as the official representative of their school. This arrangement must be established by the sending and receiving schools.

Boyfriends, girlfriends or friends from outside the student body may not visit during the school day.

Any visitor entering the school should report to the office upon arrival.

All visitors/volunteers entering the main part of the building (not office) must be pre-approved by administration.

Lunches are closed to outside visitors

