**MATEWAN PK-8 SCHOOL**

**STUDENT HANDBOOK**

**2024-2025**

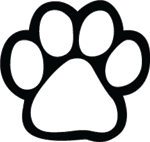
**100 Chambers Street**

**Matewan, WV 25678**

**Phone: (304) 426-4719**

**Fax: (304) 426- 4732**

**matewan.mingoboe.us**



**PRINCIPAL’S MESSAGE**

Welcome to Matewan PK8 School for the 2024-2025 school year. We are delighted to have you as members of the Matewan PK8 family. Our purpose is to foster an environment of academic excellence that will effectively prepare all students for successful post-secondary studies and the challenges of the 21st century.

The Faculty, Staff and Administrative team are dedicated to promoting and sustaining academic excellence. The purpose of this handbook is to provide the framework for excellence. The guidelines and procedures outlined in this handbook are in accordance with both Mingo County Schools and West Virginia Schools mandates and regulations.

As elementary and middle school educators, we pledge to support our students through this critical time in their lives by providing an avenue for expression, creating a nurturing and safe learning environment. In addition, we will provide them with meaningful and engaging educational opportunities and prepare them to take their place in society as productive and responsible citizens.

We are looking forward to an exciting and rewarding school year!

Cindy Calfee

Principal

**MISSION STATEMENT**

The mission of Matewan PK8 School is to EDUCATE, ENGAGE, EMPOWER, and ENCOURAGE all students to succeed.

**CURRICULUM AND INSTRUCTION**

**MIDDLE SCHOOL SCHEDULE**

The middle school schedule is made up of four subjects (math, science, language arts, and social studies) along with related arts courses (physical education, art, music, chorus, career education and band) for 6th, 7th, and 8th grades. The middle school curriculum is aligned with the West Virginia CCRS Standards. The middle school operates on nine-week grading periods.

**Daily Bell Schedule**

***Breakfast in the Classroom begins at 8:20 a.m.***

**1st Period** **8:30-9:15a.m.**

**2nd Period**  **9:17-10:02a.m.**

**3rd Period**  **10:04-10:49a.m.**

**4th Period**  **10:51-11:36p.m.**

**5th Period**  **11:37 -12:23p.m.**

***5th/ 6th Period will be Lunch/Activity for grades 6-8***

***Every Wednesday Advisor/Advisee***

**6th Period**  **12:24-1:09p.m.**

**7th Period** **1:11-1:56p.m.**

**8th Period** **1:58-2:43p.m.**

**9th Period 2:45-3:30 p.m.**

**GRADES AND GRADE REPORTING**

Progress reports for **4.5, 13.5, 22.5, and 31.5 weeks** will be issued throughout the school term. Report cards are issued at the end of the nine-week grading period.

The grading system mandated in Mingo County Schools Policy 5421 is as follows:

**PRE-SCHOOL: Early Learning Reporting System**

**KINDERGARTEN to SECOND GRADE: Early Learning Reporting System**

**GRADES 3-8:**

|  |  |  |
| --- | --- | --- |
| **Average** | **Grade** | **Quality Points** |
| 90-100 | A | 4.0 |
| 80-89 | B | 3.0 |
| 70-79 | C | 2.0 |
| 60-69 | D | 1.0 |
| 0-59 | F | 0.0 |

**PLANS FOR REMEDIATION**

Deficiency Reports will be issued to students who are failing or in danger of failing. Reports will be sent to parents/guardians at the end of the second nine-week grading period (end of the first semester) and the end of the third nine-week grading period. Parents who desire a conference with any of their child’s teachers should contact the school to schedule a meeting with administration and teachers.

**MAKEUP WORK POLICY**

When a student has an excused **or** unexcused absence, any work missed **must** be made up. It is the student’s responsibility to obtain the missing assignments and complete the work by using Blackboard or contacting the teacher immediately upon return to school. Students are encouraged to use Blackboard/Live grades /teacher communication to complete assignments during an absence if their health permits.

In accordance with Mingo County Schools Policy 5200, the teacher may allow one day for completion of missed assignments per day missed. For example, if a student misses three days of school, he/she will be given three days to complete the assignments for those missed days.

In the case of missed tests or quizzes, make-up tests and quizzes will be administered at the teacher’s discretion. A student who has been absent on the day of a test/quiz and/or the proceeding day should return to school prepared to take the test/quiz.

When dealing with an extended absence (5 or more consecutive excused absences), the teacher will work with the counselor and assistant principal to determine the best plan of action to allow the student to make up missing assignments, projects, tests/quizzes. The teacher will establish specific guidelines for making up long-term assignments (research papers, projects, etc.).

If the work is not completed within the allotted time, the student will receive a zero for the incomplete work. A student who has been suspended will be given the opportunity to make-up all the missed work. The makeup rule does not apply to previously assigned due dates on assignments (research papers, projects, etc.). In that case, the student is expected to turn in work on the first day back to school.

\*Students are expected to use Blackboard during absences to remain current with assignments if possible.

\*\*Missing assignments beyond the assigned period may be made up at the discretion of the teacher.

**TEXTBOOKS, MUSICAL INSTRUMENTS, TECHNOLOGY, EQUIPMENT, AND SCHOOL PROPERTY**

Textbooks are supplied by the school system and may be issued to each student by his/her teachers. This is a loan for the period the student uses the textbook. All books should be treated as borrowed property. In the event of loss or abuse of textbooks, a fee will be charged for replacement cost of the book(s). In the event of loss or abuse of school issued technology, instruments, equipment, or property, restitution payment will be determined by the amount it costs to replace or repair technology, instruments, equipment, or school property. **The school is not responsible for any loss of personal items such as instruments, books, purses, cellular phones, earbuds, tablets, other electronic devices, etc.**

**Technology**

Students will be issued a Chromebook for educational purposes ONLY. Students have been trained in the Acceptable Use Policy and the rules and regulations concerning the use and care of Chromebooks. **The parents/guardians will be responsible for all repairs that resulted from abuse, misuse, or neglect.** A new Chromebook will not be issued in this case. **A replacement fee will be required for a damaged power cord that results from neglect, misuse, or abuse. The parents will be notified by the school administration by phone and a written document indicating the damage.**

**ACADEMIC DISHONESTY**

Cheating on a test, quiz, or assignment is considered a serious breach of conduct. The student will be penalized with a zero for the work with notification to parents/guardians of the reason for the action. These actions are considered to constitute cheating:

1. Using unauthorized materials in a test situation.
2. Receiving unauthorized information regarding a test.
3. Knowingly giving information to another in a test situation.
4. Giving definite questions or answers to someone who has not yet taken the test.
5. Turning in work for credit that is not one’s own.
6. Plagiarism.

**ATTENDANCE**

According to Mingo County Schools’ Attendance Policy 5200, the educational program offered by Matewan PK8 is predicated upon the presence of the student and requires continuity of instruction and classroom participation. Mingo County Schools recognizes that a direct relationship exists between students’ daily attendance and academic performance, graduation, and excellent work habits in the workplace. Direct instruction and classroom environment interaction is the most effective method of learning. To facilitate good attendance, this school system will maintain a positive, safe learning environment and commit to helping students develop responsibility, self-discipline, and other excellent work habits.

Therefore, parents/students will abide by the following guidelines concerning student attendance:

Students returning from an absence **MUST** provide an excuse to his/her homeroom teacher. The excuse must provide the student’s name, WVEIS #, date(s) of absence(s), and reason for absence.

All students absent from school for more than **three** consecutive days will receive a call from their classroom teacher. The School Social Worker will contact the parent(s)/guardian(s) of the student via letter and/or phone if excessive unexcused absences are noted.

##### The assistant principal shall contact any parent, guardian, or custodian, of the student and hold a meeting with such person, the student, and any other person that the principal deems a relevant participation when the enrolled student has accumulated five (5) unexcused absences from attendance. This student may be placed in the SAT Process to ensure frequent academic information is discussed between student, parent, and teachers.

**Administrative Guidelines for Attendance and Participation in Athletics and Extracurricular Activities**

**Attendance Required for participation in Extracurricular Activities:**

1. Students must be in attendance for at least 50% of the school day to participate in an athletic practice or contest, or to participate in an extracurricular activity (does not pertain to attending a public athletic contest as a spectator). A medical excuse or parent excuse is required the day of the partially missed school day. Exceptions will be made for documented medical appointments. Medical emergencies will be considered on a case-by-case basis. The school principal’s decision is final.

2. An athlete/extracurricular participant suspended out of school is automatically suspended from the team. The suspended athlete/participant cannot practice or participate in a game/event until the suspension is over and he/she is reinstated to school by the school administration. This means, for example, that a student who is suspended from school on Friday will not be eligible to practice or play in any games on Friday or Saturday because reinstatement to school can occur no earlier than Monday morning.

3. Parents/Guardians are encouraged to make medical appointments at times that will allow the student to be at school no less than half the school day. Exception for appointments made at health care facilities located at distant proximities, which will not allow for travel back to the extracurricular event will be considered.

**STUDENT CONDUCT/STUDENT DISCIPLINE**

Learning occurs everywhere. Because many children and adults spend multiple hours together in school, rules of behavior exist to ensure that everyone can be free of distraction, fear, or discomfort so that learning can take place. We believe that each student and each staff member have the following rights in school:

● To work in pleasant, safe, and orderly surroundings

● To be free from insulting or abusive treatment from others

● To have an atmosphere that encourages learning

Therefore, we have established the following classroom expectations for each class in the Matewan PK8 environment:

While in the classroom, students are expected to:

* Apply themselves attentively and constructively during all instructional activities
* Respect the rights of others in the classroom by listening and participating without being disruptive.
* Express disagreement in a courteous, respectful, and constructive manner.
* Listen with an open mind and without ridiculing the ideas and opinions of others.

We realize students will make mistakes and believe in progressive discipline and logical consequences. Self-­control and good citizenship are the main objectives of good discipline. Through pupil and staff discussion, reasonable and appropriate guidelines for self­-control and good citizenship will be reinforced. The principal and assistant principal will decide each student’s situation on its own merit, act accordingly and make every effort to resolve problems informally. Problems are to be solved through discussion rather than physical contact.

Students are expected to give the maximum courtesy and respect to all school personnel, other students, and school policies. Rules and expectations for conduct apply to the school day and the school bus and school-sponsored events and activities.­

While it is not possible to list everything which might be considered misconduct, the following are considered Level 1 and Level 2 offences according to the Mingo County School Policy 5500 – Student Code of Conduct:

* Any act that disrupts the educational process
* Insubordination: It is expected that the directions of a teacher or administrator will be followed immediately
* Cheating/Deceit
* Habitual violation of school rules
* Inappropriate display of affection/Inappropriate language
* Profane language/Obscene gesture/Indecent act toward an employee or student
* Continuous violations of dress code
* Disrespect to school personnel or other students
* Damage/disrespect to school property or the property of any other person (i.e., vandalism)
* Loitering in hallways or bathrooms
* Possession of any inappropriate property such as cell phones, vapes, etc.
* Tardiness/Skipping class
* Leaving school without permission
* Physical Fight without injury
* Possession of Imitation Weapon
* Technology misuse

The following are considered to be Level 3 offenses – Imminently Dangerous, Illegal, and/or Aggressive Behaviors:

* Battery against a student
* Defacing School Property/Vandalism
* False Fire Alarm
* Fraud/Forgery
* Hazing
* Larceny
* Sexual Misconduct
* Threat of Injury/Assault against an employee or student
* Trespassing
* Harassment/Bullying/Intimidation
* Imitation Drugs: Possession, Use, Distribution, or Sale
* Possession/Use of a substance containing tobacco and/or nicotine

If rules are disregarded, appropriate action will result through parent, teacher and/or principal involvement. When school rules have been violated, any or all of the following could result:

* Discussion involving the school principal, child, teacher, and/or parent/guardian
* Quiet time­out area (office, guidance area, separate class)
* Teacher assigned detention
* Office assigned detention
* Loss of privileges
* In­-school suspension
* Out-­of-­school suspension

Level 4 offenses breach the WV Safe Schools Act and require that the principal, Superintendent and County Board address Level 4 behaviors in a specific manner as outlined in WV Code 18A-5-1a:

* Battery against a school employee
* Felony
* Illegal substance related behaviors
* Possession and/or use of a dangerous weapon

According to Mingo County Schools Policy 5500, students may be subject to discipline for violation of the Student Code of Conduct even if that conduct occurs on property not owned or controlled by the Board, but which is connected to activities sanctioned or managed by the Board or its personnel or incidents that have occurred on property owned or controlled by the Board. Such discipline shall be consistent with the form and procedure for disciplining students set forth in Board policy 4373.

**STUDENT SUSPENSIONS**

Suspension from school involves the denial of a student’s privilege to attend school and its activities. All parents/guardians and students should understand that an out of school suspension (OSS) means that the suspended student may not be in school or on school grounds for any reason, attend any classes, take part in any athletic or other activity until after midnight of the last school day of the suspension.

The suspension of a student is at the determination of the Principal or Assistant Principal when she concludes that no other action is suitable or likely to result in the correction of a student’s unacceptable behavior.

A parent/guardian signature on the suspension papers provided to a student when he/she is suspended is required before a suspended student can return to school. Suspensions vary in length from one (1) day in­-school suspension up to and may include consecutive days of suspension, either ISS or OSS. All students will be provided with due process when subject to suspension in­-school, out-of-­school, or expulsion.

**SCHOOL BUSES & OTHER TRANSPORTATION**

**Riding a bus is considered a privilege not a right, which may be denied if a student’s behavior endangers his/her safety or that of the group**. The bus driver will give any student who engages in disruptive behavior a referral. All students transported in school buses are under the authority of and responsible to the driver of the bus. **Disorderly conduct or refusal to submit to the driver's authority shall be enough reason for refusing transportation to any student.** Students must ride the bus assigned to them and sit in the assigned seat if deemed necessary by the bus driver. If a child needs to ride a different bus, a parent note making that request must be sent to the principal/assistant principal. All notes requesting a student to ride another school bus must be submitted to an administrator no later than the morning of the change in bus assignment and must include the student’s name, the change in bus assignment, and a parent’s signature.

**CONDUCT AT SPORTING EVENTS**

Students must display appropriate school behavior while attending any sporting or school-sponsored activity held on or off campus. Students must always exhibit sportsmanship towards our host, guests, and officials. ALL SCHOOL RULES AND REGULATIONS ARE IN EFFECT AT ALL ACTIVITIES AND WILL BE ENFORCED.

**CONDUCT AT SCHOOL ACTIVITIES**

To make our school activities more enjoyable for all students, the following rules have been adopted:

1. Students who leave the activities will not be readmitted.
2. All school and Mingo County rules and regulations are in effect at all school activities.
3. **Failure to comply with these rules may result in suspension from subsequent events and possible administrative action.**

**CONDUCT AT ASSEMBLIES**

Assemblies are a regularly scheduled part of the curriculum and, as such, are designed to be an educational as well as an entertaining experience. Regardless of the nature of the program, Matewan PK8 expects students to be polite, respectful, and appreciative. Failure to comply with school rules can result in suspension from school and exclusion from future school activities.

**Mingo County School Wellness Policy 8510**

Except for foods served in the school nutrition programs, no food or beverages shall be sold, served, or distributed to students on school campuses until 20 minutes after all students are served lunch. All such food or beverages shall comply with current state and federal nutritional guidelines. **Matewan** **Pk-8 Students are not allowed to consume or have energy drinks including but not limited to:(e.g. Red Bull, Rockstar, Amp, and Monster, etc.) in school or at school functions due to the potential for negative health effects related to these beverages. This includes prior to sporting events or practices. Also, beverages brought from an outside source such as home, convenient store, or restaurant may not be consumed before lunch.**

**ATHLETICS**

The athletic program at Matewan PK8 School includes football, volleyball, basketball, cheerleading, baseball, and softball for sixth, seventh and eighth grade students. Information on eligibility, practice schedules, and other requirements may be obtained from the school’s athletic director or the coach of the specific sport. (See attendance section for further information)

**PROCEDURES**

##### **PARENT DROP-OFF AND PICK-UP**

##### Parents who bring their children to school or pick them up in the afternoon should do so in the designated area marked for parent drop-off and pick-up. ALL parents must go through the drop offline. No parent/guardian may get out of their cars due to safety. **Please do not park in the bus lane. All parents and visitors must enter the building through the main entrance. Upon entrance, please sign in at the table at the entrance.**

#### ***Students may not be signed out after 2:45 PM to avoid disrupting parent pick-up and bus dismissal. This rule WILL be enforced for the safety of the students and staff.***

**LATE PICK UP**

Any student remaining in the building or on campus after 3:45 PM must be under the supervision of a teacher or activity sponsor. All students who are not involved in a school-sponsored activity must leave the building by 3:45 PM.

## LATE ARRIVALS

When a student arrives at school after 8:30 AM, the student must report to the main office and sign in with the secretary. A parent/guardian should provide a note for tardiness, with a parent signature and a telephone number.

**EARLY DISMISSALS/CHECK-0UT**

In order to prevent unnecessary interruption of instruction, a parent, guardian, or other designated adult must use the sign-out book in the lobby to sign a student out early**.** School personnel will escort the students to the pick-up area.Any student leaving the school campus during the day must be checked out of school. Relatives, neighbors, brothers, sisters, etc., will not be allowed to check out any student, unless they are listed on the child’s record. Proper ID must be presented. ***Please be advised that the student must be in school by 8:30 AM to be considered on time. There is no check-out after 2:45 PM unless an emergency arises. If a student sign out after 2:00 pm they will NOT be readmitted to the building that day.***

**CAFETERIA**

Breakfast takes place inside the classroom for all grades upon student arrival at school.

Each student eating breakfast in the classroom must:

1. Keep the classroom clean and place trash in designated trash bins.
2. Use a good table and eating manners.
3. Follow all classroom rules while eating breakfast.

During the lunch period, students may not be in the halls except when moving directly from classrooms to the cafeteria with a teacher at the designated time. Food is not permitted, nor to be eaten, in any place other than the cafeteria or classrooms during designated times. Water bottles are encouraged for all students. Please do not bring celebration items to the school, such as balloons, flowers, birthday cakes, doughnuts, ice cream, etc.

Students are not to leave the cafeteria (without permission) or school campus (for any reason) during lunch period. Unruly cafeteria conduct will result in disciplinary action.

**USE OF TELEPHONE BY STUDENTS**

Office telephones are strictly for school business. Students may not be permitted to use the office phones for personal calls (i.e., calling home regarding forgotten assignments or to get permission to go home with a friend, etc.). Only in an emergency will a message be delivered to a student while in class. All teachers have a phone in their classrooms. Students may use this phone at the discretion of the teacher. **However, all calls home due to illness must go through the Nurses’ office or the main office.**

**ILLNESS AT SCHOOL**

A student who becomes ill or exhibits a temperature at school will be referred to the school nurse by his/her teacher. A parent will be notified, and if necessary, a parent or guardian may sign the student out of school.

**MEDICATION**

Mingo County School employees **may not** provide or administer any medication to a student except as authorized by a physician. A student required to take medication during the school day must have the appropriate documentation on file. Please see the school nurse to obtain these forms.

**CHANGE OF ADDRESS OR PHONE NUMBER**

If, at any time during the school year, it becomes necessary for parents/guardians to change their home or mailing address or phone number, parents/guardians are asked to report this change to the school as soon as possible. Please provide documentation as proof of address change. This information is needed so that school records can be updated in case of an emergency.

If it is necessary for a student to be picked up at school for any reason (illness, emergency, discipline, etc.), the people listed on the student emergency form will be contacted. If a parent, guardian, or emergency contact cannot be reached after several attempts by the counselor or administrator, the parent/guardian will be contacted by letter to update the information on the emergency form.

**LOCKERS:**

Each student will be assigned a locker to help keep books and personal items organized. **STUDENTS SHOULD NOT SHARE LOCKERS OR LOCKER COMBINATIONS WITH OTHER STUDENTS**. Students will not be allowed to carry book bags into the classroom, except in extenuating circumstances (i.e., a student on crutches, in a wheelchair, etc.).

Students are permitted to go to their lockers **at the designated times only.** The administration will determine those times. Students should NOT leave any money or valuables in the lockers. Matewan PK8 School is not responsible for items placed in lockers. LOCKERS ARE THE PROPERTY OF MATEWAN PK8 SCHOOL AND ARE SUBJECT TO INSPECTION AND SEARCH BY SCHOOL OFFICIALS or LAW ENFORCEMENT PERSONNEL .

**All Cell Phone must remain in a student’s locker. Students may use the classroom phones if a need arises.**

**Lockers are a privilege, not a right and may be taken from students for the following reasons:**

1. Banned items found in the locker.
2. Using the locker at an unauthorized time.
3. Misuse or vandalism of the locker.
4. Placing an additional lock on the locker.
5. Failure to follow instructions: repeatedly tardy to class, ‘hanging out,’ etc.
6. Sharing lockers

**EMERGENCY DRILLS**

Periodically, fire and lockdown drills will be held. During these drills, students must realize the importance of obeying rules and regulations, remaining calm, and taking the drill seriously. The teacher must give careful attention to specific instructions. In each classroom, diagrams of the various exit routes are posted. Students are encouraged to familiarize themselves with these emergency exit routes and/or locations.

**HONORS PROGRAM**

Matewan PK8 School hosts an annual student recognition program at the end of each year. The program is held each May (specific date and time will be announced as the event approaches). Specific awards will be determined by school staff and will be presented at the awards ceremony.

**PARENT VOLUNTEERS:** Parents or legal guardians are encouraged to volunteer at Matewan PK8 School. Parents who desire to volunteer must complete the required training, documentation and background check as required by Mingo County Schools. Please see the school administrators or the school’s Parent Volunteer Coordinator for necessary paperwork and information.

**STUDENT DRESS CODE**

The atmosphere of a school must be conducive to learning. A student’s appearance can positively or negatively impact the climate of a school. Students must adhere to Mingo County Schools’ Dress Code (Policy 5511) requirements. Students who fail to comply with district/school dress code requirements may be charged with the following offenses: Level 1 – Inappropriate Appearance, Level 2 – Habitual Violation of School Rules, and/or Level 3 – Insubordination.

**MATEWAN PK-8 STUDENT DRESS CODE**

“The Board of Education recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The Board will not interfere with the right of students and their parents to make decisions regarding their appearance, except when their choices interfere with the educational program and process of the schools.” (MC Schools Policy 5511) The atmosphere of a school must be conducive to learning. A student’s appearance can positively or negatively impact the climate of a school. All students must adhere to Mingo County Schools’ Dress Code (Policy 5511) requirements. Students who violate the dress code will be required to change clothes (will be offered alternative dress from clothing closet) or may call home for a change of clothes. Students having to wait for a parent to bring a change of clothes will wait in the office until the parent arrives.

Students are not permitted to wear attire, including wearable technology that is disruptive to the school environment, that promotes illegal or harmful activities, or that could endanger the health or safety of that student or others during school hours and school-related activities. Prohibited attire includes, but is not limited to:

Shirts may not reveal a midriff, undergarments (i.e., bra) or chest. Spaghetti strap tank tops (can be worn under items such as a jacket, but cannot be worn alone), cropped shirts, cut off t-shirts, backless shirts, strapless shirts, and shirts that are overly revealing are prohibited. Attire that depicts profanity, hate speech, obscenity, the use of weapons, drugs, or violence is prohibited.

Bottoms: Skirts, shorts, and dresses that are excessively short are prohibited; this means dresses, skirts, and shorts, ripped jeans/pants that follow the “5- “6 inseam rule (one hand length from the top of the knee) are permitted. Ripped jeans may not be above mid-thigh unless another garment (spandex, etc.) is worn underneath the garment. Pajama bottoms, blankets, or miniskirts are not permitted. Visible underwear that exposes the pelvic/groin area, and buttocks is a violation.

Shoes: Student choice of athletic, low-heeled, flat shoes, sandals, are allowed. Athletic shoes are required for PE and/or outdoor activities. House shoes/slippers or flip fops are not permitted.

Bags/Purses: While students are permitted to carry backpacks to school, they must put them in their lockers upon arrival and cannot get them out of their lockers until the end of the day. Book bags are not permitted in class. Students may carry a small purse or clutch for personal items. However, if carrying a purse becomes a disciplinary issue for a student, they may be denied the privilege to carry a purse to class (in which case they would be allowed to go to their locker before going to the restroom to retrieve any needed personal items). **Cell phones are prohibited in purses that are carried into the classroom. Phones are available in all classrooms if an emergency arises.**

Items intended for outdoor use including hats, caps, and similar head coverings, scarves, and coats are prohibited in the classrooms.

In general, students are not to wear or carry items of apparel to school (for example, clothing, chains, spurs and/or studded accessories, or jewelry) that may interfere with the instructional process or present a health or a safety hazard to the student wearing or carrying them, or to others is prohibited. These items will be confiscated until a parent/guardian retrieves them from the office or at the end of the school year. If a parent or student believes that the student, for religious obligations or medical reasons, must wear attire prohibited by this policy, the parent or student will consult with the principal. The principal may consult with the Mingo County Board of Educations in rendering a final decision.

***\*School administrators have the final authority to determine when personal appearance and dress do not meet school standards.***

**RESTRICTED ITEMS**

In order to ensure a proper learning environment, students are **NOT PERMITTED** to bring to school any items that do not directly enhance learning, which will interrupt the learning in the classroom. Such items include, but are not limited to, the following: ***Essential Oils, over-the-counter medications, vitamins, canned/bottled drinks, energy drinks, laser pointers, balloons, rubber bands, portable gaming devices, sports/playing cards, water pistols, toy guns, handcuffs, fidget spinners, tobacco products (including electronic cigarettes), or pets.***

Teachers will confiscate any restricted items and will turn them over to an administrator. Items of an illegal nature, such as weapons of any kind (including chains and handcuffs), drugs, alcoholic beverages, etc. are prohibited and should be immediately reported to any adult in the building. **These items should not be touched or handled by a student**.

Balloons, flowers, or any other special occasion items are not to be delivered to the school! Furthermore, flowers, balloons, and toys should not be brought to school by students or family members.

Students are not permitted to sell any items, consumable or non-consumable, while at school, on school property, or at a school activity without APPROVAL FROM THE PRINCIPAL. The only items approved for sale by school organizations are school spirit items, school newspapers, yearbooks, literary magazines, etc. Under no circumstances will any items be approved for sale at a time when the instructional program may be interrupted. Unauthorized items brought to school for selling will be confiscated.

**CELL PHONE POLICY**

**CELL PHONES MUST BE PLACED IN LOCKERS AT THE BEGINNING OF EACH SCHOOL DAY AND MUST REMAIN THERE DURING THE ENTIRE SCHOOL DAY!**

Student cellphones at school are discouraged! Students are **NOT** permitted to have a cell phone out in the bathroom, hallway, classroom, cafeteria, hallways,gymnasium, outside or the buses for any reason, unless receiving prior approval from an administrator **ONLY**.

**Students MUST go to the Nurses Station or the office if they wish to call home because they do not feel well.**

The following procedures will be taken if a student is in possession of a cell phone during the school day:

|  |  |
| --- | --- |
| **# of Infraction** | **Consequences Per Occurrence** |
| 1 | The cell phone is confiscated and taken to an administrator’s office. The cell phone is kept by the administration for 1 day days. The teacher/staff/office member that confiscated the device is responsible for contacting the parent(s). |
| 2 | The cell phone is confiscated and taken to the administration. The cell phone is kept by the administration for 3 days. The administration will contact the parent(s). |
| 3 | Student receives a discipline referral (Habitual Violation of School Rules or Insubordination) and 1 day in-school suspension (ISS) or comparable consequence. The administration will contact the parent(s) to pick up the cell phone and schedule a student/parent conference to sign a behavior contract. |
| More than 3 | Student receives a discipline referral (Insubordination). The administration will contact the parent(s) to pick up the cell phone and will schedule a student/parent conference to determine disciplinary actions. |

**POSITIVE BEHAVIOR SUPPORT**

**EXPECTED BEHAVIORS**

All teachers will teach expected behaviors during the first week of school and review the expected behaviors throughout the year. These are the expected behaviors for students in grades PK-8. It is important that parents also discuss acceptable behavior in the classroom setting to ensure that students understand how to behave in each area of the school. This will guide student behavior and promote their attainment of PAWS tickets and other positive behavior incentives.

**PAWS REWARDS**

Teachers will provide positive behavior incentives within their classrooms at the teacher’s discretion. Elementary students will participate in classroom rewards and school level incentives if they meet the incentive requirements.

Students at the middle school level will be able to participate in bi-monthly incentives, midterm incentives, and quarterly incentives if they exhibit exemplary behavior. The specific activities and criteria will be determined by the Positive Behavior Incentive Support (PBIS) Team.

**NOTICE OF NON-DISCRIMINATION**

The Board does not discriminate on the basis of sex (including sexual orientation or gender identity), in its education programs or activities, and is required by Title IX of the Education Amendments Act of 1972, and its implementing regulations, not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The Board is committed to maintaining an education and work environment that is free from discrimination based on sex, including sexual harassment (See Mingo County Board policy 2266). Furthermore, the Board does not discriminate on the basis of race, religion, color, national origin, ethnicity, ancestry, sex (including gender status, change of sex, or gender identity), pregnancy, age, blindness, disability, veteran status, military status, genetic information, socioeconomic status, physical appearance, sexual orientation, mental/physical/developmental/sensory disability or any other characteristic protected by law (collectively, "Protected Classes"), or any other legally protected category in its programs and activities including employment practices (See West Virginia State Board of Education policy 4373).

Please report any concerns to the Title IX Coordinators: Rocky Hall or Leah Wireman, Mingo County  
Schools 110 Cinderella Road Williamson, WV 25661 Phone: 304-235-3333 Email: Rocky Hall- rahall@k12.wv.us or Leah Wireman:-lwireman@k12.wv.us (The coordinators also serve as Compliance Officers for non-sexual harassment, 504/ADA). If you have web accessibility issues, please contact: Virginia Lee Taylor- Mounts @ vmounts@k12.wv.us or 304-235-3333.

**STUDENT HANDBOOK AGREEMENT:**

**To be Completed by Parent/Guardian**:

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, have read and discussed the 2024-2025 Matewan PK-8 School Student Handbook with my child, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**To be Completed by Student**:

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, have read and understand the contents of the 2024-2025 Matewan PK-8 School Student Handbook. I agree to abide by all rules, regulations, and policies within this handbook.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

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