

WELCOME TO BLUEFIELD MIDDLE SCHOOL

2002 Stadium Drive
Bluefield, WV 24701

Phone: 304-325-2481 Fax: 304-325-2156

Jeff Matthews, Principal
Josh Riffe, Assistant Principal
Jeff Johnson, Assistant Principal

Student Services/Contact List

Counseling – Larry Lester or Crystal Goddard
Food Service – Dee Richardson
Sixth Grade Teachers – Pamela Browning
Seventh Grade Teachers – Heather Simmons
Eighth Grade Teachers – Ivory Rowe
Creative Arts Teachers – Shannon Honaker
Band – Dr. Mary Woodbury
Choral Music – Ashley Vaughn

BMS MISSION STATEMENT

To challenge each student to meet his/her potential by providing a strong foundation for mastering academic skills in a safe environment.

BMS CREED

Buccaneers respect and protect each other.

BMS SCHOOL PLEDGE

I believe that everyone has the right to feel respected and protected at school. Each day, I will control my words, actions, and emotions. I know that my failure to do so could hurt another person's body, feelings, or things.

TEAMING

The middle school is organized into interdisciplinary teams to help personalize education and to provide a sense of community and belonging. Each team is composed of a group of students, a science teacher, an English teacher, a math teacher, and a social studies teacher, plus additional staff who specialize in specific areas. The teachers on each team have a common planning period to work on curriculum, discuss specific student learning issues, and to meet with parents. The team approach has several advantages for students, parents, and teachers. Included in the advantages are:

1. Individual attention for students.
2. Coordination of tests, quizzes, and homework.
3. Lack of duplication.
4. Early identification of problems.
5. Consistency in handling problems.
6. Increased home/school contacts.
7. Creating a small community within the school.
8. Economy of time - allowing parents to meet with the entire teaching team rather than individual teachers.

Elective programs will be provided to assist learners in their quest for personal identity and self-expression and to prepare them to make appropriate educational, career, and recreational decisions in the future.

TEAM SPORTS

BMS is proud of its athletic teams and we encourage students to get involved in some aspect of the program. Student athletes must maintain their scholastic eligibility and good behavior. Sixth, seventh, and eighth graders may participate in team sports including:

- Cheerleading
- Football
- Baseball
- Golf
- Soccer
- Basketball
- Volleyball
- Softball

MUSIC

The vocal (choirs) and instrumental (band) programs have been successful and provide students with unique opportunities to perform and travel. To participate in either band or choir students must be willing to attend practices and performances outside the regular school day.

STUDENT PROGRESS REPORTS

Progress reports are usually sent home midway (4.5 weeks) during the grading period. Parents/guardians are asked to discuss the reports with their children.

REPORT CARDS

Report cards are issued at the end of each nine-week grading period. These will be sent home with the student one week after the end of the grading period.

HONOR ROLL

After each grading period BMS will compile an official honor roll. All students receiving a 93 or above in all subjects will be placed on the **A Honor Roll**. All students receiving 85-92 in all subjects will be placed on the **A/B Honor Roll**.

GRADING SCALE

<u>GRADE</u>	<u>AVERAGE</u>
A	93 - 100
B	85 - 92
C	75 - 84
D	65 - 74
F	0 - 64

PARENT CONFERENCES

Parents are invited to make appointments with teachers and/or counselors if they have any concerns or questions regarding their child's academic or behavioral performance. Appointments for conferences may be scheduled by telephoning the office at 304-325-2481.

LINKS

BMS has an LINKS program where teachers assist and closely monitor students. The LINKS program will assist learners in their quest for personal identity, self-expression, and to prepare them to make appropriate educational, career, and recreational decisions in the future.

STATE TESTING

The Smarter Balance will be administered in May of each school year. It is critical that students attend school during the testing week in order to participate. Information from the Smarter Balance allows teachers and administrators to make appropriate curriculum and placement decisions.

BUCCANEER BUCS

The Buccaneer Bucs program encourages students to make positive personal choices in areas such as manners, responsibility, organizational skills, cooperative living, decision-making, and self-discovery. Standards and expectations include:

- **Enter through cafeteria doors in the morning**
- Use proper stairway
- **Walk on the right side of the hallway**
- Be prepared for class
- Be ready to work when tardy bell rings
- Wait for teacher dismissal at end of period

Rewards are given to students who behave responsibly. Buccaneer Bucs can be redeemed for prize drawings and school supplies.

LOCKERS

The advisory teacher will issue lockers at the beginning of school. Students will be expected to pay for damages that result from negligence and/or improper care. Lockers are the property of Mercer County Schools and may be inspected and/or searched by the principal or his/her designee at any time, with or without the students', parents', or guardians' permission. Students are encouraged to:

1. Keep lockers locked at all times
2. Do not give locker combination to others
3. Do not keep friend's belongings
4. Keep locker neat at all times
5. Do not change lockers without permission

TEXTBOOKS

All textbooks are loaned to students for the school year. Textbooks are to be kept clean and handled carefully. Students are to be sure that their name and grade are written on the book label. Students (parents) will be required to pay for lost or damaged books.

STUDENT HANDBOOK/ASSIGNMENT BOOK

Each student will receive and be required to keep a Bluefield Middle School Handbook/Assignment Book. Daily class assignments are to be kept in this book. The book is used as **a hall pass**.

COMMUNITY/BUSINESS PARTNERSHIPS

BMS is fortunate to have interested parents that are involved with school activities. Currently Bluefield Middle School has four active and supportive business partners: **First Century Bank, McDonald's on the Avenue, Food City and Cole Chevrolet**. These business partners provide the school with resources that are valuable to the learning environment and add a variety of opportunities for students and teachers that would not be possible without their support.

HARASSMENT

WHAT IS IT?

Unwelcome and unwanted behavior related to your sex, race, religion, or ethnic group that makes you feel afraid, embarrassed, helpless, angry, or unsafe, upsets you to the point that you can't learn, you can't teach, or you can't be effective in your job.

HARASSMENT IS . . .

- Abusive power over another person
- Unacceptable and illegal
- A violation of constitutional rights

For more information contact the school or the human rights officer at Mercer County Board of Education at 304-487-1551, Ext. 245. Also, see Policy G-8 in student calendar.

GUIDANCE COUNSELING

BMS has 2 full-time counselors who are available each day from 7:42 a.m. to 3:12 p.m. Students may wish to visit the office during these hours with permission from teachers, administrators, or other staff members. Problems pertaining to scheduling of classes, special education, transfers, enrollment, grading, personal matters and other things may be shared with the appropriate counselor.

SCHOOL IMPROVEMENT COUNCIL

The School Improvement Council composed of the principal, faculty members, service personnel, one student representative, parents, and community leaders, works toward the betterment of the entire school. The School Improvement Council meets at least once every quarter throughout the school year.

ATTENDANCE

Absences – Upon returning to school from being absent, students must present a parent note or doctor's excuse. Failure to do so will result in the absence being recorded as an unexcused absence. Students with unexcused absences will be reported to the Mercer County Schools Director of Attendance/Tuancy Officer, who will pursue legal action for continual and/or excessive unexcused absences.

Steps to follow when absent:

- Parent/guardian or doctor excuses **are required** after each absence
- Excuses with student's full name and ID number should be turned in the advisory teacher or office
- Make-up work is the student's responsibility

TARDINESS

BMS identifies two types of tardiness – 1) class tardy and 2) school tardy. A class tardy results when a student is not "ready to receive instruction" when the bell signaling the beginning of class rings. There is no excuse for class tardiness and students are subject to disciplinary action. A school tardy results when a student is not present at the beginning of the school day as signaled by the 8:05 a.m. bell. Students may be subject to disciplinary action.

EARLY DISMISSAL

If it is necessary for a student to leave school, a parent must sign the student out. In case of unavoidable medical appointments, the student is to bring a written excuse from the physician to school. **In accordance with county attendance policy, repeated early dismissals will not be granted after 2:50 p.m.** Early dismissals for emergency situations during the last thirty minutes of the instructional day may be authorized by the administration.

EMERGENCY CARDS

An emergency card for each student must be on file in the office. The card must be signed by a parent/guardian and is to be returned to school within one week after school begins in the fall. The name and telephone number of someone to be called in case of illness or injury to your child when we are unable to reach the parent is required. Only people listed on the emergency card may pick up the child.

TELEPHONES

The office telephone is for emergency calls only. Students who need to call home must fill out a telephone pass provided by a teacher. That telephone pass will be sent to the ISS room and calls will be made from there. Students will not be called from classes for phone calls; however, emergency messages will be taken in the office. Transportation and visitation arrangements are to be made outside school hours.

HALL PASSES

Students may not be in the halls or in the office during the school day without a pass signed by a teacher. Passes are located in the assignment book.

VISITORS

Students are not allowed to bring friends or family members to school. Parents are always welcome, but are encouraged to make an appointment to see a teacher, the principal, guidance counselor, or to visit classes. Guests or persons visiting the school must report to the main office and receive administrative approval to obtain a visitor's pass.

INCLEMENT WEATHER CONDITIONS

Students are encouraged to listen to local radio and television stations as well as check the Mercer County Schools website for information regarding school delays or closing. <http://boe.merc.k12.wv.us> Click the information tab.

MEAL SERVICE

The cafeteria serves a complete breakfast and lunch, or students may purchase milk to supplement a lunch brought from home. Lunch and breakfast must be eaten in the cafeteria. Proper behavior is expected. Eating areas are to be cleaned. Trays, utensils, and waste materials must be returned to the proper area. **No food or drink** is to be taken from the cafeteria. Food brought from home is not to be shared with other students.

SCHOOL DAY BEGINNING/END

Students will report to the cafeteria upon arrival and will be dismissed to report to advisory at 7:42. Students must arrive for advisory prior to 8:05 to avoid being tardy. At the end of the day, students not riding the "first wave" of buses are to report to the cafeteria. Students being picked up by parents in vehicles are dismissed through the front door. ALL walkers are to report to the cafeteria and will be dismissed when it is deemed safe to walk down the hill.

BUSES

State and county regulations apply to all students. Students are to exhibit proper behavior at all times. School/team rules also apply. Parents must send written permission to change a child's normal transportation. **School provided transportation is an extension of the classroom and students are expected to behave accordingly.** Inappropriate conduct on a school bus or at the bus stop will not be tolerated.

Per Policy EEACC

Outside the Bus -

- Walk on left side of road, facing traffic
- Be at the designated bus stop at the scheduled time for bus arrival
- Parents shall instruct students to wait for the bus on the proper side of the roadway
- Never stand or play on the roadway while waiting for the bus
- Line up orderly, safely away from the traffic lane
- Board the bus in a safe, orderly manner
- Follow the bus operator's instruction
- Go home promptly after leaving the bus at the end of the school day

Inside the Bus -

- Go immediately to assigned seat
- Promptly report any damages . . . **pupils can be held responsible**
- Change seats only with the bus operator's permission
- Get on or off the bus only when it is stopped
- Cooperate with any monitor on duty
- Cooperate with the bus operator to keep the bus clean
- Observe classroom conduct enabling the bus operator to give attention to safe driving
- Avoid unnecessary conversation with the bus operator
- Keep head and limbs inside the bus
- Immediately report any open exit
- No riding in the stepwell
- No standing while the bus is in motion
- No use of tobacco, alcohol, or controlled substances
- No use or display of cellular phones
- No use of profane or obscene language
- Do not throw or pass any object of any nature into or from the bus through a door or window
- Unless directed by the bus operator, do not open emergency exits, except during emergencies.

See Policy EEACC in student calendar for additional clarification

NONDISCRIMINATION

As required by federal laws and regulations, children who receive free and reduced price meals are treated the same as children who pay for meals. No child will be discriminated against because of race, sex, color, national origin, age, or disability in the operation of the child feeding programs. If you believe you have been discriminated against, write to the USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue SW, Washington, D. C. 20250-9410 or call 202-720-5964 (voice and TDD). USDA is an equal opportunity provider.

As required by federal laws and regulations, the Mercer County Board does not discriminate on the basis of sex, race, color, religion, handicapping condition, age, or national origin in employment and in administration of any of its education programs and activities. Inquiries may be directed to Dr. Deborah Akers, Superintendent, or to the Title1x/Section 504 Coordinator, Mercer County Board of Education, 1420 Honaker Avenue, Princeton, West Virginia, 24740, or phone 304-487-1551; to the Elimination of Sex Discrimination Program Coordinator, 304-348-7864; or the U. S. Department of Education's Director of the Office for Civil Rights, 215-596-6795.

DANCE POLICY

At various times during the school year, Bluefield Middle School will have dances at school. Please remember that these dances are for BMS students only. No outsiders are allowed to attend these dances. Once students enter the dance they may not leave until parents pick them up. Anyone who breaks this rule will be barred from future dances. Students that are suspended on the day of the dance are not allowed to attend the dance. If students are absent from school the day of the dance students cannot attend that dance. **Additionally, you must make arrangements to be picked up immediately after the dance or you will not be permitted to attend future dances.**

Student Expectations

- Comply fully with all county, school, and classroom policies and procedures.
- Be present and on time for school and classes each and every day. Treat all school personnel and fellow students with dignity and respect. Demonstrate respect for school facilities, property and equipment, and the property of others.
- Be prepared to participate fully in all aspects of the school program.

Student Rights and Responsibilities

- All students, regardless of race, color, national origin, religion, language, sex, or disability have the right to an equal educational opportunity.
- Administrators, faculty members, staff members, and students have a shared responsibility for contributing to a positive learning environment.
- Every student has the right to academic success without intrusions and interruptions that would impede his or her educational growth.
- Every student has the right to attend school daily without the fear of personal harm.

Student Behavior

Students are expected to practice good citizenship. Certain behaviors that disrupt the learning environment and/or jeopardize the health, safety, and well being of others are deemed disciplinary infractions and are subject to state, county, and school policies.

Bucs Student Code of Conduct and Discipline Policy

The safety and wellbeing of every student and staff member at Bluefield Middle School is a top priority. It is imperative that students comply fully with all county, school, and classroom procedures. Students **DO NOT** have the right or authority to refuse or negotiate an assigned response to a disciplinary infraction. For example, if you are assigned lunch detention, you cannot refuse the lunch detention in exchange for another disciplinary response. If a student refuses or fails to serve the established duration of time to be served, then he/she will be issued the next tier of disciplinary response in addition to serving the previously assigned response. **(The administration reserves the right to alter the discipline consequences depending on the individual differences and severity of the offense.)**

NOTE: Infraction examples listed below are not limited to these specific examples.

All violations and consequences are covered by the West Virginia State Policy Code of Student Conduct - Policy 4373. Anything not specifically referred to in this book can still be covered by the aforementioned state policy.

Additionally, any 5 detention referrals during a semester will result in 1 day of ISS. 5 days of ISS will result in OSS, and any 3 OSS incidents will result in loss of event privileges such as dances, field trips, games, etc.

An extra-curricular activity is subject to the same BMS rules and regulations enforced at school. Any violation of these rules during the extra-curricular activity will result in the exclusion of the student from extra-curricular activities for a semester.

Level One Violations and School Responses

Minimally Disruptive Behaviors – disrupt the educational process and the orderly operations of the school but do not pose direct danger to self or others.

Infraction/Definition/Examples	1st Offense	2nd Offense	3rd Offense
Cheating/Academic Misconduct – copying another student’s work, cutting/pasting without citing sources, etc.	Conference w/ student, given “0” on assignment	“0” on the assignment and ISS	Parent & admin conference, ISS, and “0” on assignment
Deceit / Falsifying Identify – deliberately concealing or misrepresenting the truth, or giving misleading information	Conference and ISS	Parent conference and ISS	Parent and admin conference and OSS
Inappropriate Appearance – dressing or grooming in a manner that disrupts the educational process, or is detrimental to the health, safety or welfare of others, or is indecent to the extent that it interferes with teaching and learning, Ex: dresses, shorts, and holes in jeans must be at or below the middle finger when shoulders are relaxed and arms are straight down by the side, entire top of shoulders must be covered, (no tanks, spaghetti straps, wife beaters, razor backs, or cut out backs of any type), girls’ shirt necklines are not to be lower than the line straight across from left armpit to right armpit, no midsection showing, no hats/hoodies covering any part of head in the building, no inappropriate wording or images referring to drugs, sex, weapons, alcohol, etc.	Correct the violation, notify parents, office staff may provide clothing	Correct the violation, notify parents, office staff may provide clothing	Parent and admin conference, correct the violation, and lunch detention
Display of Affection -engaging in displays of intimate affection. Ex: no holding hands, no kissing on lips, jaw, head, etc., no embracing/hugging, no arm around shoulders/waist/hips, and no body contact front/front or back/front	Contact parent	Student & teacher conference and detention	Parent & admin conference, possible change of class/lunch schedule, ISS

<p>Disruptive/Disrespectful Conduct exhibiting behaviors that violate classroom/school rules, result in distraction and obstruction of the educational process, are discourteous, impolite, bad mannered, and/or rude. Behavior is considered disruptive and/or disrespectful if a teacher is prevented from starting an activity or lesson, or has to stop instruction to address the disruption – i.e. asleep in class, out of seat at the bell, non-academic game play, disruptive talking, grooming</p>	<p>Parent conference and detention depending on severity</p>	<p>Admin conference plus detention</p>	<p>Parent & admin conference, ISS, and refer to habitual violation consequences</p>
<p>Inappropriate Language – use either orally, in writing, electronically, or with photographs or drawings, of profanity in general context (not directed toward any individual or group) Ex: swear words in general conversation in classrooms/hallways/cafeteria/gym/ and all other locations on school property</p>	<p>Student & teacher conference</p>	<p>Contact parent</p>	<p>Contact parent plus detention</p>
<p>Possession of Inappropriate Personal Property – personal property brought to school that is prohibited by school rules, is disruptive to teaching and learning should be turned off before entering the school, housed in locker during school and remain off until exiting the school. Ex: no iPods, cell phones, or any device that connects to the internet</p>	<p>Taken – returned at end of day</p>	<p>Taken – parent must pick up from office</p>	<p>Contact Parent, parent must pick up from office at end of week</p>
<p>Out of Area – students are not in designated locations at the appropriate times and do not have written permission Ex: not in assigned area for lockers; lunch;</p>	<p>Verbal warning</p>	<p>Detention and contact parents</p>	<p>ISS</p>
<p>Gum</p>	<p>Warning</p>	<p>Warning/Admin Conference</p>	<p>Detention/Parent Contact</p>
<p>Loitering / Blocking Passageways, Doors, Hallways –standing in passageways for extended periods of time that obstruct the flow of traffic for others Ex: standing in groups by lockers, standing in front of bathroom doors</p>	<p>Verbal warning</p>	<p>Teacher conference and detention</p>	<p>Admin conference and detention</p>

Skipping – failing to report to school’s assigned class or activity without prior permission or excuse by the school or by the parent/guardian	ISS	Contact parents & student conference and ISS	Contact parents & admin conference and ISS
Tardiness – failing to be in assigned place of instruction at the appropriate time without a valid excuse from school personnel. Ex: not inside the classroom when the bell rings	Verbal warning Restarts with the new semester	Verbal warning Restarts with the new semester	Detention

Level Two Violations and School Responses

Disruptive and Potentially Harmful Behaviors – disrupt the educational processes and/or pose potential harm or danger to self and/or others. The behavior is committed willfully but not in a manner that is intended maliciously to cause harm or danger to self and/or others.

Infraction/Definition/ Examples	1st Offense	2nd Offense	3rd Offense
Insubordination – ignoring or refusing to comply with directions or instructions given by school authorities Ex: refusing to open a book, work with another student or in a group, take a test or do any other class or school related activity, refusing to leave a hallway when requested by a school staff member, running from school staff, etc.	Admin Conference and 1 day ISS	Admin/Parent conference and detention OSS – determined by Admin	ISS and admin/parent conference OSS – with behavior team meeting
Physical Fight – engaging in a physical altercation in an attempt to harm or overpower another person(s)	5 days OSS	9 days OSS Possible refer for alternative program	
Possession of Knife under 3 ½ Inches	Knife taken – parent has to pick up from office	Knife taken – parent has to pick up from office plus detention	Knife taken – parent has to pick up from office plus ISS
Profane Language/Obscene Gesture/Indecent Act toward an Employee	Admin conference, 3 OSS	Admin conference, 5 days OSS	10 days OSS plus recommendation for expulsion
Profane Language/Obscene Gesture/Indecent Act in General	Verbal warning	Parental contact plus detention	Parental contact plus detention plus administrative conference
Technology Misuse: Ex: games at inappropriate times, non academic use of websites	Admin conference	Admin conference, loss of computer privileges for 10 days plus detention	Administrative conference, loss of computer privileges for 10 days plus ISS

Technology Misuse 2: Ex: filming students at school, uploading videos onto social media from the school day, ect.	Admin conference, 3 days OSS	Admin conference, parent contact, 5 days OSS	Administrative conference, 9 days OSS, possible referral to alternative school
Horse-play: physical contact without malicious intent. Ex: running in the halls, pushing or shoving, slapping, etc.	Admin conference, 3 days ISS	Admin conference, parent contact, 3 days ISS	Administrative conference, 3 days OSS

Level Three Violations and School Responses

Infraction/Definition/Examples	1st Offense	2nd Offense	3rd Offense
Battery against a Student: unlawful and intentional injury of another student	5 days OSS, parent conference	9 days OSS, parent conference	9days OSS, recommendation for expulsion
Defacing School Property/ Vandalism: Ex: writing on desks/walls/books, damaging school property or equipment	5 days OSS, parent conference	10 days OSS, parent conference	10 days OSS, recommendation for expulsion
False Fire Alarm	5 days OSS, parent conference	10 days OSS, parent conference	10 days OSS, recommendation for alternative program
Larceny: taking another person's property/stealing	5 days OSS, parent conference	10 days OSS, parent conference	10 days OSS, recommendation for alternative program
Sexual Misconduct: public exposure, transmitting drawings/photos of a sexual nature, committing sexual acts on school property/bus or during school event	5 days OSS, parent conference	10 days OSS, parent conference	10 days OSS, recommendation for alternative program
Threat of Injury or Assault against Employee or Student	5 days OSS, parent conference	10 days OSS, parent conference	10 days OSS, recommendation for expulsion
Harassment/Bullying/Intimidation: any habitual intentional electronic/verbal/physical/written act, communication, transmission or threat which creates an intimidating, threatening, or emotionally abusive educational environment or interferes with the orderly operation of the school	5 days OSS, parent conference	10 days OSS, parent conference	10 days OSS, recommendation for alternative program
Possession/Use of Tobacco or Use of Imitation Drugs Ex: improper ingestion of food products	Parent conference 3 days OSS	Parent conference plus notify law enforcement 5 days OSS	Parent conference plus notify law enforcement 9 days OSS

Level Four Violations and School Responses

Infraction/Definition/Examples	1 st Offense	2 nd Offense	3 rd Offense
Battery against School Employee	10 days OSS, recommend to BOE for expulsion, notify law enforcement		
Felony			
Illegal Substance Related Behaviors			
Possession and/or Use of a Dangerous Weapon			

***Habitual Violation of School Rules and Policies**

After the 3rd offense of any other infraction, students will be considered habitual violators. Five Detentions within one (1) semester will result in 1 Day ISS. Any referrals beyond ten (10) will be handled according to severity of offense

***Students who are caught skipping or in possession of tobacco products will have their privileges revoked to leave the classroom without an escort, this will include horse playing in the bathroom.**

Students who receive discipline referrals will not be allowed to participate in festive seating during lunch.

Dear Parents:

We ask that you review the Bluefield Middle School Student Handbook and the Mercer County Schools Policy Calendar with your child. Please sign and have your child **return Page 11** to his/her advisory teacher.

BLUEFIELD MIDDLE SCHOOL HANDBOOK REVIEW AGREEMENT

My child, _____, and I have reviewed and understand the Bluefield Middle School Student Handbook and the Mercer County Schools Policy Calendar.

Student Signature: _____

Parent Signature: _____

From time to time we will be featuring students on the BMS and Mercer County Schools websites. Please sign the form allowing us to include your child.

My child, _____, may be included in the BMS and Mercer County Schools websites.

Parent Signature: _____