

PRINCIPAL'S MESSAGE

Welcome to the 2016-2017 school year! All of us at Pleasants County Middle School truly hope that this year will be the best year yet for our fifth, sixth, seventh and eighth graders!

The middle school years will be an exciting time in your child's life! Students will face new opportunities and challenges. Changing classes, having more teachers and facing coursework that gets increasingly more difficult are some of these challenges. Middle School students are also expected to be more independent, more focused, and more responsible than they were in elementary school.

With the increased independence of middle schoolers comes increased responsibility. This year we will continue to emphasize three areas in conjunction with our curriculum and instructional program. These areas are the focus of our PBS program: act appropriately, be respectful & be responsible. I hope you will help us in encouraging students to respect themselves and others. Physical aggression, teasing and name-calling are all inappropriate and hurtful to students. We will continue to work with students to develop positive self-concepts and positive attitudes.

We are also asking for your cooperation in helping students to assume responsibility for their own behavior and work. Attending school regularly, completing assignments, going to class with the necessary tools (paper, pencil, book, etc), and utilizing Assignment Books as an organization and communication tool will be emphasized.

Students, please accept the challenge to make this your best school year yet! Parents, please let us know if there are things we can do to assist you and/or your child in these endeavors.

PHILOSOPHY OF EDUCATION

The most important element of Pleasants County Middle School is the student. Recognizing that all students are unique in areas such as learning style, interests, ability, social and emotional maturity, it is our responsibility to provide not only for the opportunity of academic advancement, but also to create an atmosphere conducive to the total personal growth of each student. We recognize the school to be only one of the many factors contributing to the total education of our students. Parents and the general community must all work together with the school in a very powerful combination toward the physical, social, emotional and intellectual growth of our students.

Middle school students are in a unique stage of development. Their skills, abilities, and needs have progressed beyond those of elementary students, but

are not yet on a par with high school students. Our students are often experiencing new perceptions and problems. We strive to adapt the curriculum and our methods to the emotional and educational needs and challenges our students experience during these transitional years.

CORE BELIEFS

WE BELIEVE....

1. We believe everyone is a leader and a learner.
2. We believe our school will reinforce good character, conduct and the knowledge and skills needed to succeed in life.
3. We believe good communication and partnerships between the home and school are critical to the achievement of our school's mission.
4. We believe strong school leadership is essential to student success and good teaching makes a difference in student learning.

POLICIES

***PARENTS:**

Please review ALL County Policies in their entirety:

<http://pleasantscountyschools.com>

LEARNING CLIMATE

Pleasants County Middle School and its staff are committed to creating the most favorable learning climate possible for students. The staff at PCMS recognizes the uniqueness of the student at the middle childhood level, and the developmental level of our students is constantly considered.

School should be an enjoyable place to be as well as an effective place to learn. Toward those ends, staff is committed to maintaining a safe, orderly, and pleasant environment. High expectations for students and staff are pervasive at PCMS.

Preparation and planning are important at PCMS. Schedules for teachers and students, lesson plans, extracurricular activities, and school and classroom rules have been developed and communicated. Resources have been allocated.

Support and encouragement of student and staff effort is important, too. Recognition and praise is an important component of the climate at PCMS. Each nine weeks Awards Assemblies will be held to honor student accomplishments and achievements.

All efforts are aimed at creating an environment which will maximize student motivation and opportunity for learning.

ADVISOR/ADVISEE PROGRAMS

Pleasants County Middle School has established and implemented an ongoing Advisor/Advisee Program. The purpose of the program is to provide students with opportunities to learn about themselves in a positive way. Students are encouraged to set personal and academic goals under the guidance of an advisor.

STUDENT ACHIEVEMENT

Pleasants County Middle School is committed to maximizing student achievement. Staff is committed to delivering a quality curriculum through effective instruction and to analyzing student progress toward identified goals.

Each teacher at PCMS has instructional goals and objectives for his or her subject area. These WV Next Generation Standards serve as a base for instructional planning. Teachers attempt to meet individual student needs as much as possible in the regular classroom. In addition, Special Education programs and personnel are available to those students who qualify for additional assistance.

Student progress is reported to parents by means of a report card issued every nine weeks. In addition, progress reports at mid-term, phone calls, notes and letters, Live Grades, parent-teacher conferences and the school website are utilized to keep parents informed regarding their child's progress.

Students at PCMS participate in the state-testing program each spring. Results of the standardized tests are reviewed in order to gain insight to the curriculum and its delivery as well as to individual student needs.

HOMEWORK

Pleasants County Middle School recognizes the value of homework as an effective instructional tool when appropriately used. Teachers at PCMS may assign homework to reinforce or provide practice on concepts and skills already presented, to serve as a bond between classroom sessions, and/or to serve as an exploratory or research activity to expand upon a concept. Homework is *not* assigned as punishment.

In making homework assignments, the teacher considers the ability and achievement levels of students, the developmental level of students, and other assignments and activities with which students may be involved. Teachers plan for sufficient class time to explain homework requirements, establish due

dates, to review homework assignments and give feedback to students.

GRADING SCALE

The grading scale in use at PCMS is as follows:

- A - 93%-100%
- B - 85%-92%
- C - 75%-84%
- D - 65%-74%
- F - Below 64%

Yearly averages are computed from the averages of the four nine-weeks grades. F averages in two or more major academic subjects will result in grade level retention.

PARENTAL INVOLVEMENT POLICY

It is the policy of the Pleasants County Middle School to encourage the involvement of parents to the greatest extent possible in the total educational program of their child. Educational research strongly indicates that involvement is a vital, integral part of the total school program, helping to ensure that all children can attain grade level proficiency in the basic and more advanced skill areas. Parents are encouraged to visit the school, schedule conferences with their child's teachers, assist their child at home, and ensure their child is absent from school only when absolutely necessary. Cooperation between the home and school is the vital link that can help ensure all students will meet the high expectations we have for them.

PTO/PARENT VOLUNTEERS

PTO meets regularly throughout the school year. Parents will be notified of the date and time. Meetings are held in the auditorium. All parents are encouraged to attend.

Parent Volunteers are important to us! If you are willing to help out in any way, please complete and return one of the forms that are distributed at the Orientation meeting, PTO, and/or stop by the main office.

STUDENT BEHAVIOR

The Pleasants County Middle School staff expects students to act appropriately so as not to infringe upon the right of teachers to teach and students to learn. The staff recognizes its responsibility to teach students accountability for their own actions.

School and classroom rules, their implementation and enforcement shall be in alignment with Pleasants County Board of Education & the West Virginia Board of Education's.

Teachers at PCMS are responsible for developing classroom behavioral rules and communicating those rules to students through postings, handouts, oral instruction, etc. With the support and assistance of the principal(s) as necessary, teachers will consistently and fairly enforce their classroom rules.

The principal is responsible for communicating school rules to students and parents through handbooks, assemblies, bulletins, announcements, etc. Students who break school and/or classroom rules may be counseled; parents may be contacted by phone or in writing; students may be denied privileges; students may receive detention; in-school or out-of-school suspension; students may be recommended for expulsion.

An effort is made to recognize and reward those students whose behavior is exemplary through our *Positive Behavior Support (PBS) program.*

Acceptable behavior at school is behavior that contributes to the rights of students to learn and teachers to teach. Everyone has responsibilities that accompany those rights. Students are expected to use common courtesy and good manners. They are expected to come to school looking neat, clean, and dressed in a tasteful manner. Hair styles or clothing which call undue attention to individual students or which tend to be disruptive to the teaching/learning process will not be permitted.

Health and safety of students is an area of concern to all of us. Therefore, student behavior is expected to promote that health and safety. Students are expected to walk when traveling in the building and to refrain from fighting and/or pushing. Pocket knives and other articles that may cause injuries are not permitted in school. The Safe Schools Act makes penalties for such things very severe. Use of drugs, alcohol, and tobacco products (including snuff) is prohibited.

Respect for school property and the property of others is another responsibility. Students are expected to "do their part" to keep Pleasants County Middle School looking neat, clean, and attractive.

*** Parents: Please review the State discipline policy 4373 (County policy 8000) at: <http://pleasantscountyschools.com>.**

DRESS CODE

The staff of Pleasants County Middle School believes that part of the educational process is learning appropriate behavior for given situations including appropriate dress for school. Student clothing should reflect that the school is comparable to the workplace.

Student dress affects behavior and also conveys an image of the wearer and their school.

HEAD COVERINGS

Headwear may not be worn in the school building. The following are some examples of prohibited headwear:

- Hats
- Head coverings of any kind, including bandanas and visors
- Sunglasses
- Hoods

Headbands, scrunchies, etc. that are used to hold hair in place and do not cover the entire head are permitted.

CLOTHING

Shirts must be worn in such a manner so as to:

- Cover the back and shoulders
- Cover the midriff area
- Not be see-through
- Not have any inappropriate writing or suggestive language
- Fit appropriately
- Cover undergarments

Muscle shirts and tank tops are considered undergarments and must have a shirt over them or under them.

Shorts, skirts, and dresses must be worn in such a manner as to cover the mid-thigh.

Pants must be worn in such a manner as to:

- Cover undergarments at all times.
- Not be excessively long so as to drag on the floor
- Not be excessively baggy as to fall down
- Not considered to be pajama pants/shorts
- Pants with holes or rips above the mid thigh area will not be permitted

Shoes must be worn at all times. Shoes must fit securely enough to the foot in order to allow safe movement.

Outerwear such as coats or heavy jackets are not to be worn during the school day and should be stored appropriately.

JEWELRY AND ACCESSORIES

Any jewelry or accessory that can be used as or is perceived to be a weapon is prohibited. Jewelry and accessories considered inappropriate are:

- Jewelry with spikes, including chokers, rings, bracelets or earrings
- Chains that could cause injury or damage
- Excessive body piercings or hair designs/coloring that causes a distraction will NOT be permitted.

LANGUAGE, SYMBOLS & MESSAGES

Students' appearance and apparel must not show any references to or inference of:

- Profanity
- Drugs, alcohol or tobacco
- Violence
- Suggestive or inappropriate messages
- Language or symbols that offend, demean, or promote hatred toward an identifiable person or group
- Words or symbols deemed to be inappropriate for the school setting such as rude, disrespectful or discourteous expressions which are inconsistent with civil discourse and behavior or which may substantially disrupt or interfere with the educational setting.

The school administration reserves the right to approve or disapprove any items not addressed in this policy and procedures. Decisions to approve or disapprove items will be based on the goal of providing a safe and orderly environment for the education of all students.

Violators will be dealt with on an individual basis.

Communication/Electronic Devices

In order to maintain an appropriate and effective school environment, communication/electronic devices shall not interfere with the daily educational process.

For the purpose of this policy, communication/electronic devices are defined as cell phone, pagers, laser pointers, electronic games, portable music players, cameras, camera phones, or any other device powered by electricity that has the potential to cause distractions from and/or interruptions to the daily educational process.

The use and/or display of communication/electronic devices will be prohibited during the school day. These communication/electronic devices may be used with the prior approval of the school principal when their intended use relates to an educational or medical purpose.

A violation of the Communication/Electronic Devices Policy will result in the following penalties.

1st Offense:

The device(s) will be confiscated and maintained in the principal's office. A parent/guardian will be required to pick up the device. Written notification will be given to the parent/guardian indicating the violation and the penalty for future violations.

2nd Offense:

The device(s) will be confiscated and maintained in the principal's office. A parent/guardian will be required to pick up the device. Written notification will be given to the parent/guardian indicating the violation and the penalty for future violations.

3rd Offense:

The offending student will be considered insubordinate and may be suspended from school for up to 10 days.

ATTENDANCE

One attribute of successful students is faithful school attendance. Recognizing that fact, state lawmakers have assembled a set of laws in West Virginia Law Code, Chapter 18, Article 8, which delineates all regulations and definitions pertaining to school attendance in West Virginia. Pleasants County Schools and Pleasants County Middle School are required to follow that set of laws. **If a student does not report to school by 10:00, he/she is marked absent for ½ day. A written parent note or medical note is required to excuse the absence. In addition our school messenger system will notify the parent/guardian of the student's absence by phone. (See School Messenger Program in handbook)**

EXCUSED ABSENCES

West Virginia Code Chapter 18, Article 8, Section 1 (18-8-1) defines excused and unexcused absences. In accordance with that state law and West Virginia Board of Education Policy 4110.10, the following absences shall be considered excused absences:

1. Illness or injury of the student verified by parents or guardians not to exceed five (5) total days per semester.
2. Illness or injury of the student exceeding limits in #1 verified by a physician as justifying school absence.
3. Medical and/or dental appointments which cannot be scheduled outside the school day when the absence is verified in writing by the physician/dentist.

4. Illness or injury in family when the student's absence is verified as essential by a physician.
5. Calamity, such as fire in the home, flood, or family emergency upon approval by the school principal.
6. Death in the family, limit three (3) days for each occurrence except in extraordinary circumstances. "Family" is defined as the mother, father, brother, sister, grandmother, grandfather, aunt, uncle, brother-in-law, sister-in-law, brother's children, sister's children, student's child(ren), or any person living in the same household.
7. Leaves of educational value adhering to the following stipulations: (Pre-arranged absences)
 - a. Prior approval of a school administrator
 - b. Prior submission and approval of an educational plan detailing objectives and activities
 - c. Leave not to exceed 10 days and verification of implementation of the education plan upon the student's return
 - d. Leave to extend more than 10 days requires approval of the Board of Education
8. School approved curricular or extracurricular activities.
9. Legal obligation with verification.
10. Failure of bus to run or extremely hazardous conditions.
11. Observance of religious holidays.
12. Students with special needs absences should be addressed in accordance with West Virginia Board of Education Policy #2419, Regulations for the Education of Exceptional Students.

Any absence not meeting the above requirements shall be considered as an unexcused absence. A pupil suspended from the school premises shall be counted as unexcused absent. Any absence that is not explained by a parent note or medical note turned in to the office will also be unexcused. Notes must be submitted to the office the day after the absence or as soon as possible, but no later than 5 days after the student returns. Unexcused absences shall constitute truancy.

Unexcused Absences

Absence from school for any reason other than those above shall be unexcused. Examples of unexcused absences include working at or away from home, oversleeping, missing the bus, truancy, suspension from school, excessive parent notes, etc.

Excuse Notes

Following an absence from school for any reason, students should bring a note from a parent or guardian to school. That note should be taken to the office and put in the "Student Absence Excuse" basket before school begins. The assistant principal will inform the student if the absence is unexcused

according to West Virginia Law (18-8-1) and Pleasants County Board of Education Policy. She/He will also notify the student's teachers about the status of the absence.

Excuse notes from parents should be legibly written or printed on a sheet of paper and include at least the following information:

1. The student's **full name**;
2. The date(s) the student was absent from school;
3. The reason for the student's absence;
4. The signature of the student's parent or guardian;
5. The date the note was written and signed.

The assistant principal and attendance director shall determine when any enrolled pupil has accumulated 3 or more unexcused absences from attendance. A letter will be sent notifying the parent of the problem.

In the case of five (5) consecutive or five (5) total unexcused absences of a child during the school year, the attendance director shall serve written notice to the parent, guardian or custodian of such child that the attendance of such child at school is required. For first time offenders, a pre-petition diversion meeting will be scheduled by the attendance director. The parent, guardian or custodian, accompanied by the child shall report to the school for this meeting. The purpose of the conference shall be to discuss and correct the circumstances causing the unexcused absences of the child. Second offenses will be handled at the school, initially. If the problem is not resolved, the attendance director will file a formal complaint through the prosecuting attorney's office or the magistrate court. If the parent/guardian fails to report to the courthouse or school as specified, the attendance director shall file a formal complaint against the parent/guardian with a magistrate of the county. For any similar subsequent offense in any school year a CA-2 meeting will be scheduled prior to filing juvenile or criminal complaints

Make-up Work Following Absences

The responsibility for making up work missed during a period of absence rests with the student. Students should initiate arrangements with teachers for make-up work.

For extended absences, parents may pick up assignments. Parents need to call the school no later than **12:00 noon** so that assignments may be collected. Parents should plan to pick up assignments after 3:00.

Tardiness

Punctuality is important! If a student is going to be late for school, he/she should arrive with an excuse stating the reason for his/her tardiness. This excuse should be presented in the office to a school secretary, who will issue a late slip to be given to the teacher.

Appointments

We recognize that it is sometimes necessary to schedule doctor, dental, etc. appointments during the school day. When such scheduling is necessary, we would encourage parents and students to take student schedules into account so that there is as little interruption of student classes as possible. Students are to bring notes to the office first thing in the morning if they are to be released during the school day. These students will be placed on the daily bulletin for early dismissal for teacher's information as to their absence from their class.

Student Sign-Out and Pick-Up

If a student will be leaving school for any reason throughout the school day, they should bring a note from their parent or guardian as to who will be picking them up and what time. Students should take the note to the office upon arrival at school and give it to the secretary.

When students are taken from school during the day, parents - or those adults authorized in a written note to pick up students - must sign the student out in the office.

SCHOOL PROCEDURES

Pleasants County Middle School operates on a eight-period day, one of which is lunch. The actual bell schedule is as follows:

Breakfast/Gymnasium	8:00 – 8:25
Homebase	8:25 – 8:35
1 st Period	8:35 – 9:22
2 nd Period	9:22 – 10:09
3 rd Period	10:09 – 10:56
4 th Period	10:56 – 11:43
5 th Period 5-A (7 & 8 th grade)	11:43 – 12:30
LUNCH (5/6 th Grade)	
5 th Period 5-B (5/6 th Grade)	12:30 – 1:17
LUNCH (7 th & 8 th Grade)	
6 th Period	1:17 – 2:04
7 th Period	2:04 – 2:51
8 th Period SPL/Advisory/Clubs	2:51 – 3:20
Homebase	3:20 – 3:30

First Bus Dismissal/Walkers	3:20
Second Bus Dismissal	3:25
Third Bus Dismissal	3:30

- At 3:30 pm all remaining students will be sent to the cafeteria to await bus dismissal.

Staff members are on-the-job from 8:00 A.M. until 3:45 P.M. **Students who walk to school or whose parents bring them to school should plan to arrive after 8:05 A.M. Parents who pick students up after school should do so after 3:30.**

MORNING ARRIVAL PROCEDURES

All students are to enter the building by either the main front door or the main back door.

PARENTS: If bringing you child to school, students should not arrive before 8:00 A.M. If a rare situation arises where a student must be at school *before* 8:00 A.M., he/she is to report directly to a seat in the cafeteria

Students should follow this routine, each morning: Go to locker, breakfast, bookstore, restroom, then gym. Report to the gym as soon as possible.

In the gym, sit on the bleachers. Talk quietly. Stay in one spot. Leave the top row empty. Avoid walking on the gym playing floor as you enter and leave the gym.

Students should remain in the gym until the 8:25 dismissal bell has rung and the teachers on duty have signaled for them to leave.

Dismissal should be done one row at a time, bottom row first. Students should walk on the bleacher "walking sections" and treads. There should be no talking during dismissal.

Students should report directly to their homebase areas after leaving the gym.

AFTERNOON DEPARTURE PROCEDURES

Students must stay in their assigned classrooms until their bus bell rings.

Students who are staying after school for any reason, including athletics/cheerleading, should remain in their homebase until the *third* bell has rung.

Students should get what they need from their locker - they are not to loiter there.

All bus students are to exit the building by using the main front door. The back door should be used by all students walking home.

Students who ride the first bus load should leave the building as soon as possible and go directly to the bus.

Walkers should leave the building before the second bell rings.

Students who ride the second bus load must be in the correct bus line. Bus numbers will be posted. The teacher on duty will signal when it is time to move after buses have come to a stop.

Students who ride the third bus load will report to the cafeteria. Teachers on duty will direct students to buses when they have arrived.

Students should listen for their bus to be announced.

*All students should walk quickly but calmly to the bus and stay on the sidewalk.

Students who miss a bus are to wait inside the building after calling parents until someone arrives to pick them up. Students are to let the teacher on duty know when their ride has arrived. This assures that the teachers on duty know that someone else has assumed responsibility for that student.

DROP-OFF AND PICK-UP BEFORE AND AFTER SCHOOL

We are committed to making the safety and welfare of all students a priority.

NON-BUS STUDENTS: Students NOT riding a bus need to be picked up or dropped off at the **back** entrance of the building. Follow the designated traffic pattern. This eliminates traffic congestion and potentially dangerous situations when buses are loading and unloading in the front entrance area.

NOTE: Non-Bus traffic is prohibited in the front entrance driveway between the hours of 7:45 – 8:30 a.m. and 3:15 – 4:00 p.m. during school instructional days. This is also a ONE WAY entrance.

BUS TRANSFER PROCEDURE

Once a student has been assigned to a bus, he/she will ride the same bus each day. If there is a reason that the student needs to ride a different bus or get off the bus at a different stop, parents **must send a written request no later than 1:00 p.m.** to the school office. "Phone-in" transfers are **NOT** accepted, as all bus transfers are required to be documented by a written parent/guardian permission note. Students should bring these notes to the **BOOKSTORE** prior to morning homebase. The note will be approved and a bus transfer will be issued.

The student will present the transfer form to the bus driver. This procedure is followed to protect students under our insurance coverage. We encourage this practice to be kept to a minimum since most buses are running at near capacity loads.

FIRE DRILL PROCEDURES

Fire drills are an important and necessary practice for the safety of everyone in the building. Therefore, it is important that students understand the fire drill procedures, evacuation routes, and alternate evacuation routes for each area.

Each teacher will discuss the procedures for his/her particular area with each class early in the school year. The basic guidelines are:

1. The first person out shall lock the door back and the last out shall see that it is closed.
2. Students should move *quietly* and orderly in single file through their exit and assemble fifty feet from the building.
3. Whenever an exit is blocked, the person in front should raise both hands and turn around. This will be the signal for everyone to turn around and exit by way of the alternate route.
4. A bell will ring to signal reentry into the building.

CODE RED

In a Code Red situation, students will be instructed to remain in the room. Doors will be locked to "shut down" those areas of the building. Procedures will be followed to safeguard students.

SUBSTITUTE TEACHERS

Whenever a substitute teacher is teaching one of your classes, remember the following guidelines:

1. Treat substitute teachers with respect.
2. Follow school/class rules.
3. Provide substitute teachers with assistance as needed.
4. Share information about school rules and procedures and location or use of material.
5. Cooperate at all times.

FOOD SERVICE PROGRAM

In accordance with Federal Civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g.Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

If file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027 found online at:

http://www.ascr.usda.gov/complaint_filing_cust.html and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

1. MAIL: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW Washington,
D.C. 20250-9410
2. FAX: (202) 690-7442; or
3. EMAIL: program.intake@usda.gov.

This institution is an equal opportunity provider.

Breakfast

Breakfast is available in the cafeteria to all students between 8:00 and 8:25 each morning. Students may also participate in Grab & Go breakfast. Prices for breakfast are: full price – \$1.00, and adults – \$3.50. One carton of milk is provided with each meal; additional milk may be purchased for 25 cents.

Lunch

Lunch prices are: full price – \$1.30, and adults - \$4.25. One carton of milk is provided with each meal; additional milk may be purchased for 25 cents.

Payment

Paper applications for free and reduced price meals will be sent home on the first day of school. Application for free and reduced price meals may be made on line @<https://www.wvschoolmeals.net> The child nutrition director will also assist parents who wish to apply online. Those applications are available throughout the school year should financial situations change. Our lunchroom billing will continue to be computerized. Students will be assigned a number. They will go through the cafeteria line and have their finger scanned. The number is entered into the computer, the student's name appears on the screen, and the student's account is charged for a meal. At the end of the month, bills will be printed out for every student and mailed home.

Payment by check must be made to Pleasants County Schools. Checks may be brought in person to:

Office of Child Nutrition
1009 Maple Street
St. Marys, WV 26170

Or they may be sent by mail to the following address:

Pleasants County Schools
P.O. Box 7766
Charleston, WV 25356

Students who purchase additional milk with their meal will need to pay on a cash basis daily. Extra milk will not be charged. Exact change (.25) is requested.

Menus will be sent home at the end of the month for the upcoming month.

CAFETERIA RULES AND PROCEDURES

1. Students are expected to display good table manners in the cafeteria. They are expected to clean their area when finished.
2. Upon entering the cafeteria, students do not talk while proceeding through the serving line.
3. Once students are seated in their designated areas, they are not to change seats. When a student finishes his/her meal and returns the tray, the student must return to his/her original seat.
4. Students may talk quietly to students within their immediate area after they are seated.

RECESS RULES AND PROCEDURES

Outdoors

1. Students exit the building at the doors near the band room.
2. In dry weather, students may go on the grass or the Pleasants County Parks Basketball Courts, but must remain within established boundaries; in wet weather, students are to remain on the sidewalk or basketball court.
3. Students are not permitted to be in the parking lot, in the road, or near the bike rack. At no time are students to be out of sight of the supervising teacher.
4. Students may not go back into the building once they are outside unless given special permission.

Indoors

1. During inclement weather students will report to the gym.
2. Students will sit on bleachers.
3. Teachers on duty may permit students to engage in organized games or other activities in the gym.
4. Students will be dismissed by teachers on

duty to go to the cafeteria or the lockers.

Movement in Hall During Lunch/Recess

1. When the bell rings for the lunch period, students are to go to their lockers and then to recess or cafeteria, depending on the grade level schedule.
2. Students may go to restrooms before going to recess or after eating. One trip to the restroom during the lunch period should suffice.
3. Students are not to loiter in the restrooms or in the halls.

ASSEMBLY PROCEDURES

1. Students will be dismissed from their classroom and accompanied by their teacher to the assembly.
2. Books, etc, will be left in classroom.
3. All classroom teachers will line their students up and walk with them to the assembly.
4. Each grade level will sit in its designated area.
5. First teacher to arrive with students will fill in the seats from front to back in auditorium, but from back to front in gymnasium.
6. Procedure will reverse to return students to classrooms.
7. We will use an abbreviated bell schedule whenever possible.

EXTRACURRICULAR ACTIVITIES

Students have opportunities to participate in many activities at PCMS, including band (grades 5-8), choir (grades 5-8), cheerleading (grades 7 and 8) track (grades 6, 7 and 8), cross-country (grades 6, 7 and 8), football (grades 7 and 8) girls and boys basketball (grades 7 and 8), volleyball (grades 7 and 8) and golf (grades 6, 7 and 8) and wrestling (grades 6, 7 and 8). The following eligibility rules will govern all sixth, seventh and eighth grade students who participate in activities which require after-school practice and performance:

1. Students must maintain a 2.0 grade point average.
2. Students must be in school at least a half-day on the day on which the activity takes place. Students are also expected to be in school on the day following the activity.
3. Students must have physical examinations prior to the start of the season's practice for all athletic activities.
4. Students must have insurance to participate.
5. Each athlete must have a copy of his/her birth certificate on file at the school.

Students involved in athletics, band and choir are subject to the following guidelines:

1. Students must attend all regularly scheduled practice sessions, *unless excused prior to the practice.*
2. Students must attend all games, concerts, and/or activities *unless excused prior to the activity.*

NOTE: In order for a student to be excused, parents must send a note *prior to the activity.*

STUDENT SUPPORT SERVICES

Guidance

Our school counselor will be in her office daily to assist students. Some ways the counselor may help are: (1) recommending materials and means to improve study habits, (2) assisting students in making realistic selections and plans for the future, (3) listening to problems students may have at home or school, (4) offering aid in adjusting to the middle school routine. If you would like to talk with the counselor, stop by her office or let a teacher or secretary know that you would like an appointment with the counselor.

Homeless

Please contact Pleasants County Schools' homeless, attendance & child nutrition director liaison at 304-684-3047 for assistance if any of the circumstances listed below occur:

- 1) Loss of home due to fire, flood, calamity;
- 2) Loss of home due to financial reasons;
- 3) Deterioration of home to the point that it is not safe, clean or suitable for living;
- 4) Family must "double up" with other family or friends due to reasons 1, 2 or 3;
- 5) Student "runs away" to live with someone else due to conflict with parent/guardian.

There are many sources of support to assist families in these circumstances. The goal is always to help children and teens be productive & successful in school.

Media Center

The IMC and the books and materials are there for your use. Procedures are as follows:

1. Books are loaned for two weeks. Books may be renewed for two weeks unless another student needs the book.
2. Students may have only two books from the IMC at one time.
3. Dictionaries, encyclopedias, and reserve books may be checked out for one night only, after 3:00 P.M.
4. Reference books must be used only in the IMC. Fines for overdue books will be five (5) cents for each school day that the book is overdue.

5. Lost or damaged books or magazines must be replaced. The student who is responsible must pay this cost.

Health Services

During the school year, Pleasants County Middle School Nurse, Keri Straight, R.N., along with other Pleasants County staff members, conduct vision, hearing, and scoliosis screenings. Mrs. Straight is also available during school hours to assess and manage acute and chronic medical conditions. *These services are free of charge.* If a student requires further assessment by a physician, the parent will be notified.

Ritchie Regional Health Center currently participates in the West Virginia School-Based Health and Wellness Program in Pleasants County. They are now located in the St. Marys High School and are available Monday through Thursday from 8:00 a.m. – 4:00 p.m. You may call their office for more information and details at (855) 552-8907.

Please be aware that our county medication policy requires the following:

- 1) Medication be in the original labeled container;
- 2) Accompanies a written doctor's order.

This includes over-the-counter medications.

A medication form is available in the nurse's office, to obtain doctor ***and*** parental consent for medication administration at school. Tablets or capsules in plastic bags are **NOT** accepted. It is necessary for the parent to bring the medications to the school nurse, who will establish a safe way of identifying the child, and address the medications that need to be given. The school nurse's office is located within the Pleasants County Middle School office.

SCHOOL AGENDA/ASSIGNMENT BOOK

In our continuing effort to teach students organizational skills and to foster communication with parents, every student is being provided, free, a School Agenda/Assignment Book. The book includes the student/parent handbook, a monthly calendar of school events, space to list personal goals, tables where grades and assignments can be logged, time management tips, study tips and reference guides. The books also have space for daily planning notes for each subject. That allows students to organize their study efforts and helps parents keep track of what their child is doing.

Each student will need to bring his/her assignment book to each class every day. Students are expected to take care of the assignment book so that it can be used throughout the entire school year.

These guidelines should be followed:

1. Keep the cover intact with your name on the outside cover.
2. Use the spiral to hold the book together.
3. Make certain all sections of the assignment book remain in the book - especially the handbook and all assignment pages.
4. Write down the assignment for every class every day. If no assignment is given, write "None."

A limited number of replacement Assignment Books will be available. The cost is currently **\$7.00**, subject to change. The School Agenda/Assignment Books are being funded by the PTO and the regular school allocation.

GENERAL INFORMATION

EMERGENCY INFORMATION

It is necessary for parents/guardians to notify the school immediately with any changes in phone numbers, addresses, or any other pertinent information in regard to students.

This information is used for emergency contacts, computer (WVEIS) information and the School Connects program. Updated information is critical for the success of all communication between parents and PCMS.

PCMS WEB PAGE INFO

You can find us at this web address:

<http://pleasantscountyschools.com/pcms.aspx>

Please visit the site for school news, links to other web sites, contact information and dates of upcoming events. These buttons will help you find some of the information you need:

BOE – Names of Pleasants County Board of Education members, meeting agenda and minutes and copies of the county policies.

PARENTS – Live Grades, School Closings and Delays, School Messenger, Volunteer Commitment Form, West Virginia Safe Schools Hotline, etc.

LINKS – Boys and Girls Club, United States Department of Education, West Virginia Department of Education, etc.

You can also link directly to the other schools in Pleasants County: Belmont Elementary School, St. Marys Elementary School, St. Marys High School and Mid-Ohio Valley Technical Institute.

SCHOOL MESSENGER PROGRAM

PCMS will utilize the School Messenger program to telephone parents and students about school activities/events throughout the year. ***This program will also notify parent/guardians if their child is absent or does not report to school prior to 10:00 a.m. on any day school is in session.***

It is necessary for parents to notify the school immediately with any changes in phone numbers or addresses.

INSURANCE

School Accident Insurance and School Dental Accident Insurance will be available again this year to all students. Enrollment in either or both of these programs is optional. If parents choose to enroll their students in these programs, they need to complete forms (which will be provided) and send the payment directly to the insurance company in the envelope provided.

LOST AND FOUND/LABELING SCHOOL ITEMS

Each year we have several items that turn up in "lost and found" without labels, and we have a very difficult time getting things returned to their owners. **Due to limited space, these items will be discarded on a monthly basis.** We urge parents and students to label items such as notebooks, lunch pails, gym clothes, gym shoes, coats, hats, and gloves. We also urge students to use their assigned locker to store books, papers, and personal belongings. Students should inquire in the office if they have lost anything.

BACKPACKS

Backpacks are not permitted to be carried to class. If a student uses a backpack to carry books to school, he/she must leave the backpack in his/her locker. Gym clothes and/or swimming clothes may be carried in a plastic or small bag. We have PCMS logo bags available for purchase for \$5.00 each in the bookstore.

DELIVERIES AT SCHOOL / BALLOONS / FLOWERS

Items such as balloons, flower vases, etc. are not permitted on school buses. If you are planning to have a delivery sent to the school for your child, please make arrangements to pick up the items before the end of the school day.

BOOKSTORE

The bookstore is open each morning before homebase. Items such as notebook paper, graph paper, folders, pens, pencils, and erasers are available for sale at reasonable costs.

POOL

Swimming instruction is provided for every student at PCMS as part of the regular curriculum.

Public use of the swimming pool is handled through the Pleasants County Parks and Recreation Department. You may contact them at (304) 684-7525.

TELEPHONE

There is a student telephone in the main office for emergency or important situations. Please help us with teaching our students responsibility. Students should make after school arrangements such as bus transfers, extra curricular activities, etc., before coming to school. Assure that gym/swimming clothes, homework, etc. are brought to school with them.

PLEASANTS COUNTY MIDDLE SCHOOL IS AN EQUAL OPPORTUNITY PROVIDER.