



**MARTINSVILLE  
WEST MIDDLE SCHOOL**

**Student Handbook 2009-10  
Martinsville West Middle School  
109 East Garfield Street  
Martinsville, Indiana 46151  
765-342-6628  
<http://msdadmin.scican.net/wms>**

**Mrs. Suzie Lipps, Principal  
Mrs. Lisa Helms, Secretary**

**Mr. Gary Dean, Assistant Principal  
Mrs. Shelly Weiss, Secretary**

**Mrs. Donna Harmon, Counselor  
Mr. Bob Lindsey, Counselor**

**This Agenda Book belongs to:**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City/Town:** \_\_\_\_\_

**Zip Code:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**At West Middle School,  
we expect our students to develop  
RESPONSIBILITY and RESPECT.**

**Responsibility:**

- for writing down assignments
- for completing assignments and doing them well
- for making good choices in behavior
- for accepting the consequences for choices made

**Respect:**

- for school property
- for the property of others
- for adults
- for other students and their opinions
- for oneself

**STUDENT ACCOUNTABILITY**

To provide greater opportunity for student success in the classroom, students need to be accountable for several important aspects of their education at West Middle School. If students are diligent in completing their responsibilities, their achievement level will increase, and teachers' classes will be managed effectively.

**Students at West Middle School are responsible for:**

- Attending school every day.
- Arriving to class promptly.
- Arriving to class with appropriate materials.
- Being courteous at all times.
- Writing all assignments in their Student Planners.
- Completing and turning in all assigned homework.
- Studying for quizzes and tests.
- Maintaining passing grades in all subjects.
- Passing ISTEP+.
- Showing respect for school property.
- Displaying respect for other people.
- Keeping their lockers clean.
- Returning borrowed textbooks and library books.

## **STUDENT SUCCESS**

West Middle School's staff believes that if home and school work together with the student, he/she will be more encouraged to make education a priority in his/her life.

Thus, the staff suggests that parents of West Middle School students be responsible for:

- Making sure students attend school every day.
- Providing a quiet time and place for students to complete assignments on a daily basis.
- Checking students' homework daily.
- Communicating concerns and ideas to school.
- Being aware of grade report dates and checking students' academic progress at these times.
- Encouraging students to be respectful of people and school property.
- Please keep the Parent/Student Handbook available and refer to it as needed.
- Paying student fees in a timely fashion.

## **ISTEP+**

The Indiana Department of Education requires all sixth, seventh, and eighth grade students to take the ISTEP+, Indiana State Test of Educational Proficiencies test. This is a standardized test that measures English, reading, math and science skills. Other subjects may be added in future years.

ISTEP+ testing windows for the 2009-2010 school year are March 1, 2010 through March 10, 2010, and April 26, 2010 through May 5, 2010.

**SCHOOL CALENDAR**  
**METROPOLITAN SCHOOL DISTRICT OF MARTINSVILLE**  
**SIGNIFICANT DATES**  
**2009-2010**

School Begins for Teachers.....	August 10, 2009
School Begins for Students.....	August 12, 2009
Labor Day (No School).....	September 7, 2009
Fall Vacation (No School).....	October 22-23, 2009
End of First Trimester.....	November 6, 2009
Thanksgiving Vacation (No School).....	November 26-27, 2009
Winter Vacation (No School).....	December 22, 2009
Reconvene.....	January 4, 2010
Records Day (No Students).....	January 15, 2010
Martin Luther King Day (No School).....	January 18, 2010
President’s Day (No School).....	February 15, 2010
End of Second Trimester.....	February 19, 2010
Spring Vacation (No School).....	March 29, 2010
Reconvene.....	April 5, 2010
Final Student Day.....	May 26, 2010
End of Third Trimester.....	May 26, 2010
Records Day (No School).....	May 27, 2010
Commencement.....	May 30, 2010

**GRADING PERIODS**

1st Trimester	November 6, 2009	60 days
2 <sup>nd</sup> Trimester	February 19, 2010	60 days
3 <sup>rd</sup> Trimester	May 26, 2010	60 days

Possible “Snow Days” INCLUDED IN Calendar are Friday, April 19, 2010; Friday, April 23, 2010; and Friday, May 7, 2010.

**West Middle School  
2009-2010**

**Grading Periods**

1 <sup>st</sup> Trimester.....	Friday, November 6, 2009
2 <sup>nd</sup> Trimester.....	Friday, February 19, 2010
3 <sup>rd</sup> Trimester.....	Thursday, May 26, 2010

**Grade Issue Dates**

**First Trimester**

Progress Reports.....	Tuesday, September 28, 2009
Report Cards.....	Thursday, November 12, 2009

**Second Trimester**

Progress Reports.....	Thursday, January 7, 2010
Report Cards.....	Thursday, February 25, 2010

**Third Trimester**

Progress Reports.....	Thursday, April 15, 2010
Report Cards.....	Thursday, June 3, 2010

**Six Weeks**

Beginning of first six weeks is Wednesday, August 12, 2009.	End of first six weeks is Wednesday, September 23, 2009. 30 days
Beginning of second six weeks is Thursday, September 24, 2009.	End of second six weeks is Friday, November 6, 2008. 30 days
Beginning of third six weeks is Monday, November 9, 2009.	End of third six weeks is Friday, December 18, 2009. 28 days
Beginning of fourth six weeks is Monday, January 4, 2010.	End of fourth six weeks is Friday, February 19, 2010. 32 days
Beginning of fifth six weeks is Monday, February 22, 2010.	End of fifth six weeks is Friday, April 9, 2010. 30 days
Beginning of sixth six weeks is Monday, April 12, 2010.	End of sixth six weeks is Thursday, May 26, 2010. 30 days

## REGULAR CLASS SCHEDULE

Period 1	7:30 - 8:13 A.M.
Period 2	8:17 - 9:00 A.M.
Period 3	9:04 - 9:47 A.M.
Period 4	9:51 - 10:34 A.M.
Period 5	10:38 - 11:21 A.M. (6 <sup>th</sup> grade lunch)
Period 6	11:25 - 12:08 P.M. (7 <sup>th</sup> grade lunch)
Period 7	12:12 - 12:55 P.M. (8 <sup>th</sup> grade lunch)
Period 8	12:59 - 1:42 P.M.
West Success	1:46 - 2:12 P.M. Bus Students Dismissed 2:17 P.M. Walkers Dismissed

## TWO-HOUR DELAY CLASS SCHEDULE

Period 1	9:30 - 10:01 A.M.
Period 2	10:05 - 10:36 A.M.
Period 3	10:40 - 11:11 A.M.
Period 5	11:15 - 11:46 A.M. (6 <sup>th</sup> grade lunch)
Period 6	11:50 - 12:21 P.M. (7 <sup>th</sup> grade lunch)
Period 7	12:25 - 12:56 P.M. (8 <sup>th</sup> grade lunch)
Period 4	1:00 - 1:31 P.M.
Period 8	1:35 - 2:12 P.M. Bus Students Dismissed 2:17 P.M. Walkers Dismissed

## ATTENDANCE INFORMATION AND POLICIES

Good attendance at school plays a large impact in a student's curricular achievement.

A student's illness is an authorized absence. In addition, if school officials are notified in advance of absences related to school business, funerals of persons within the student's family, and certain emergencies, these absences may be regarded as authorized. In these latter cases, all schoolwork possible should be made up in advance. A written request from the parent or guardian should be made well in advance of the date on which this kind of absence is to occur (if possible). Please make an effort to schedule appointments at times other than school hours.

## **Absences**

Daily attendance is essential for a student's success in school. A student who is not in regular attendance tends to lose interest, feel left out, and may fall behind in classes.

The school assumes that a student who is unable to attend school because of illness or injury is also unable to attend extracurricular activities later in the same day. Students under suspension are not to participate in or attend extra-curricular activities.

If a student is absent from school, his/her parent should call school the day of the absence or send a note with the child the day the child returns. Otherwise the absence becomes an unexcused absence. Dental and doctor's appointments are NOT ALL DAY excused absences, and parents should make every attempt to help their child attend as much school as possible.

**In keeping with district policy, after twelve days of absence the student must bring in a doctor's statement for each day of absence.**

## **Procedure for reporting absences**

1. If a student is absent from school for any reason, a parent or guardian should call the school at 765-342-6628 that day and explain the reason for the absence. If the parent or guardian does not have a phone or if a call cannot be made, the student must bring a written excuse signed by a parent or guardian on the day of his/her return.
2. Before going to any class, the student must present this excuse to the Guidance Secretary. If the explanation in the note is approved, he or she will be given an authorized absence and his or her teachers will be notified. If the explanation for the absence is not accepted, the student will receive an unauthorized absence, which not only causes a bad attendance record for the student, but is also detrimental to his or her grades and progress in school. The following are recognized as excused reasons for absence: illness, death in the immediate family, emergencies, medical and dental appointments, and court appearances.
3. Students are responsible for turning in notes and medical statements for absences within 48 hours of their return to school.

## **Tardiness**

Students are considered tardy if they arrive to school after 7:30 A.M. West Middle School doors open at 7:20 A.M. All students should be in their first period class when the bell rings at 7:30 A.M. If a student arrives to class between 7:30 A.M. and 7:35 A.M., he/she should report directly to class and receive a tardy from the teacher. If a student arrives after 7:35 A.M., he/she should sign in at the front office and receive a tardy pass to class from a secretary. A student may receive an excused tardy for doctor or dentist appointments, family funerals, and other emergencies only if a note from the parent or guardian is turned in at the office and approved. A student will receive an unexcused tardy for oversleeping, missing the bus, etc. Excessive tardies will result in disciplinary action.

## **Family Vacations**

When a student is going on a family vacation, the parent or guardian must contact the office to get a Request for Family Leave form. This form needs to be filled out by the student's teachers one week prior to the scheduled trip in order for the absence to be considered. Prearranged absences are at the discretion of the school principal.

## **Field Trips**

Various groups and classes will conduct field trips throughout the school year. No student may accompany such a group off the school grounds without a permit from his or her parents. Students not in good standing for the reasons of misconduct, attendance, or academic performance may be denied the opportunity to attend field trips and convocations.

## **Leaving School During the School Day**

After arriving at school, the student is expected to remain in school the full day unless previous arrangements have been made with the Guidance Department. Students who need to leave school to keep a dental or medical appointment, etc., must bring a note from home or an appointment card from the office to be visited. The note is to be taken to the office before school begins on the day of the appointment. An out-of-school pass will be given to the student so that the student may be released from class. The student must sign out in the office before being picked up by the parent. If the student returns from the appointment before the school day is over, he/she is to report to the office and sign in on the form provided before returning to class. Students leaving without permission will be considered truant and will not be readmitted until his or her parents have contacted the school.

### **Emergency School Closing**

Every attempt will be made to keep school open in accordance with the adopted school corporation calendar. But due to weather, road conditions, power failures, etc., it may become necessary to close school. In that event, a mass phone calling system will automatically call parents if there is a school delay, an early dismissal, or other important information. Because the system pulls the phone numbers from the student data base, it is important that the office has correct phone numbers. If a family's phone number changes, please notify the West Middle School office immediately. On mornings that are questionable, listen for announcements on the following radio and TV stations: WCBK (Martinsville), Channel 6, Channel 8, and Channel 13. The announcement of school closing will be made by 6:30 A.M. If an announcement has not been made by 6:30 A.M., parents can expect school to be open. Parents are requested not to call school, teachers, principals, bus drivers, etc., when weather becomes threatening, but are asked to rely on the radio and TV stations for the necessary information.

### **Withdrawal From School**

On the morning that a student is withdrawing from school, he/she should report to the attendance office for a Withdrawal Form which will be taken to all teachers during the student's last full day of school. When at all possible, a parent or guardian should notify the school in an official capacity of the withdrawal.

### **Make-up Homework Policy**

A student must make up work missed during an absence. It is the student's responsibility to ask each teacher what has been missed. Students will have one full day for each day's absence in which to do required make-up work. Parents may request homework after the student has been absent for at least two days. It is necessary that the school be contacted before 9:00 A.M., on the day the homework is needed to allow the secretary and faculty adequate time to complete the request. Every attempt will be made to honor the request for homework.

During flu and cold season, homework requests may be suspended due to the large number of absences. The students will be allowed to make up homework in a reasonable amount of time when they return to school. Reasonable time is defined as one day to make up work for each day of excused absence.

### **Staying at School After Dismissal Time**

Students are allowed to remain at school, in the building or on the grounds, after 2:30 P.M., ONLY if they are supervised by a teacher, coach, or club

sponsor. Students are not permitted to stay after school on their own because an unsupervised environment is not appropriate for the well being of our students. If students have a problem related to going home before an evening athletic contest, music performance, etc., arrangements should be made by the parents to have the student go home with a friend or to a relative's house while waiting to go to the event. Those students who remain under the supervision of a coach or teacher are expected to conduct themselves properly. Failure to do so may result in suspension from the after-school activity.

## **HOMEWORK**

Each student is expected to complete all homework given to him/her every day. Homework assignments are posted on West Middle School's web site at [www.msadmin.scician.net/wms](http://www.msadmin.scician.net/wms) and are also available in the front office.

## **WEST SUCCESS PROGRAM 2009-2010**

West Middle School students attend a twenty-six minute Success class daily. This class helps students to connect with a teacher who promotes life skills such as responsibility, listening, and respectfulness.

Each day students should bring the following items with them to Success Class: a pen and/or pencil, completed homework, black homework folder, an Accelerated Reader book, and other study materials. If a student is absent, it is that student's responsibility to connect and follow up with the classroom teacher about missed assignments and to turn in those missed assignments in a timely fashion. Missing assignments are managed primarily on a daily basis.

### **Overall Goals of the West Success Program:**

- Students arrive to school every day with high-quality homework complete.
- Improve learning and performance.
- Improve student work ethic.
- Improve grades and eliminate F's.
- Increase individual and group success in the classroom.
- Improve ISTEP+ scores and master State Standards and essential skills.
- Increase student self-esteem and self-confidence.
- Increase focus on learning in the classroom.
- Improve classroom environment and management.

### **Benefits of the West Success Program:**

- Student responsibility.
- Student accountability.
- Homework completion.
- Grade improvement.
- Students' excitement about improved grades.
- Higher tests scores.
- Attention in class.
- Student connection with success teacher.
- Extra time for 'help' from teachers.
- Class preparation.
- Student pride in accomplishments.
- Unified learning atmosphere.

### **AFTER SCHOOL HOMEWORK HELP PROGRAM**

West Middle School offers a "Homework Help Program" Monday through Thursday from 2:30-4:00. Homework assignment sheets are distributed and one-on-one help with homework is given by staff members. Enrollment is free of charge. Applications are available in the front office and on the next page.



## Martinsville West Middle School

109 E. Garfield Street Martinsville, Indiana 46151

765-342-6628 765-349-1388 fax

**Suzie Lipps**  
Principal

**Gary Dean**  
Assistant Principal

Dear Parents,

The West Middle School Homework Help Program is available to students who are willing to commit to academic improvement. The immediate goal is for students to have supervision while completing homework assignments after school; the long-term goal is for students to improve their study habits and work ethic.

Homework Help meets from 2:30-4:00, Monday through Thursday in the school cafeteria. A printed sheet listing all homework assignments is given to each student. Students work in a quiet, supportive environment that enables most of them to complete all assignments before leaving. A healthy snack is furnished.

Enrollment in the program is a commitment to attend regularly. Because program supervisors take attendance, if your child is not going to be present on a particular day, please send a note or telephone our office; otherwise, we have no assurance that you have knowledge of your child's absence.

If you would like for your son or daughter to participate in the program, please complete all information below and return the tear off portion to the school office before **Monday, August 25**.

The program will begin **Tuesday, September 2**. Students may not attend without enrolling.

Respectfully,

Mrs. Lipps

Student's name: \_\_\_\_\_  
(please print)

Parent's name: \_\_\_\_\_  
(please print)

Student's grade level: \_\_\_\_\_ 6<sup>th</sup> \_\_\_\_\_ 7<sup>th</sup> \_\_\_\_\_ 8<sup>th</sup>

Phone number at which you can be reached between 2:30 and 4:00: \_\_\_\_\_

Check each session that you want your child to attend:

\_\_\_\_\_ Monday, 2:30-4:00  
\_\_\_\_\_ Tuesday, 2:30-4:00

\_\_\_\_\_ Wednesday, 2:30-4:00  
\_\_\_\_\_ Thursday, 2:30-4:00

Check **one** of the following:

- \_\_\_\_\_ My child may leave whenever his/her homework is complete.
- \_\_\_\_\_ My child must stay until 4:00.
- \_\_\_\_\_ My child must ride the late bus. (Late bus leaves around 4:20.)

Parent's signature: \_\_\_\_\_ Date: \_\_\_\_\_

## GRADES AND GRADE REPORTS

### Grade Reports

Students at West Middle School have 12-week grading periods. Report Cards are issued every 12 weeks. Progress Reports are issued in the middle of each grading period. Poor grades on a Progress Report do not necessarily mean that a student will fail the class, but are a warning that the student needs to work to improve. If a progress grade is low, there is still time before the end of the grading period to bring up the grade. The dates for Progress Reports and Report Cards are listed in the front of this Agenda Book and in the Student/Parent Handbook.

The system of grades is based upon both achievement and effort. The principals, counselors, and the entire faculty stand ready at all times to lend every assistance to prevent failure on the part of the pupil. However, effort on the part of the student is an important factor in learning and achieving success. In addition to report cards and midterm reports, many teachers will contact parents directly by phone or letter to alert the parent that the student's grades need to improve or that the student is not making an effort to complete work in the class. Parents should feel free to contact teachers for suggestions on ways students can improve grades.

The achievement marking is as follows:

A -- Superior                      B -- Very satisfactory-above average

C -- Satisfactory-average

D -- Unsatisfactory-below average                      F -- Very unsatisfactory-failing

### Honor Roll

In determining which students will be on the honor roll, trimester grades in all subjects will be considered. A student can be on a 3.0 to 3.49 Honor Roll, or 3.5 to 3.99 Honor Roll, or 4.0 Honor Roll. Letter grades have the following point values: A-4, B-3, C-2, and D-1. To determine a student's grade point average, add the point values for all grades and divide by the number of daily classes. A grade is not given for study hall. To illustrate this procedure, an example is provided. Assume that John received the grades listed as follows:

<b>COURSES</b>	<b>GRADE</b>	<b>VALUE</b>	<b>NUMBER OF COURSES</b>
English	B	3.0	1
Mathematics	A	4.0	1
Social Studies	A	4.0	1
Science	B	3.0	1
Tech-Prep	A	4.0	1
Physical Ed.	B	3.0	1
Study Hall	--	<u>0.0</u>	<u>0</u>
		21.0	6

The sum of the grade point values (21) divided by the number of classes (6) equals 3.5. Therefore, John made the B+ or 3.5 Honor Roll.

### **ANTI-BULLYING**

West Middle School expects all students to treat one another with respect at all times. Anyone who is the victim of or a witness to any type of hurtful or aggressive act toward an individual student or group of students should immediately report the incident to the office. Appropriate action will be taken to assure this type of behavior will not be repeated. West Middle School's goal is for students to always feel comfortable and safe about their learning environment here at West Middle School.

### **STUDENT CONDUCT AND DISCIPLINE POLICY**

At West Middle School, students are expected to observe generally accepted practices of courtesy and to obey the school rules for good conduct. The safety and efficiency of the school depends upon all students obeying school rules. IT IS ESSENTIAL THAT EACH STUDENT AND HIS/HER PARENTS READ AND UNDERSTAND GENERAL RULES OF CONDUCT FOR WEST MIDDLE SCHOOL AND THE CONDUCT CODE FOR THE MSD OF MARTINSVILLE.

Our goal is to have a conduct code that rewards good behavior, provides consequences for poor behavior, and establishes equal justice for all of our students. We publish it so that parents, students, teachers, and administrators all understand clearly the benefits of correct behavior and the consequences of disruptive behavior. Continued poor behavior could result in detentions, suspensions (in or out of school), corporal punishment, and in extreme cases, expulsion. Any teacher or staff member

has the right to correct a student whenever it is necessary. Direct disobedience of a teacher's request or order will not be tolerated.

The student is responsible to the school for his/her behavior from the time he/she leaves home in the morning until he/she returns home after school. The bus driver has instructions to report any cases of misconduct to the principal's office.

In general, the most important rule is to respect others and the property of others. Each student, staff, and faculty member has this right and responsibility.

### **General Rules of Conduct**

1. Any student who fights, threatens another student, or contributes to a fight will be dealt with by the office and could receive a three (3) day suspension. The MSD of Martinsville Student Conduct Code, included later in this section, imposes strict penalties for instances of fighting. Any type of physical contact is not permitted at West Middle School.
2. Students are not to borrow money or articles from other students.
3. Using obscene, profane, indecent, or inappropriate modes of expression will not be tolerated.
4. Jackets, coats, hats, and other garments intended as outside wraps should not be worn or carried to classes. Likewise, book bags should not be taken to class but should remain in students' lockers during the school day.
5. Smoking is injurious to personal health and cannot be condoned by the school, and the student will receive appropriate school punishment. Smoking on or near the school grounds is not tolerated. Tobacco in any form is also not allowed on or near school grounds. If students are found with tobacco products, the Martinsville Police Department will be contacted, and a police officer will be called to school to issue a summons for a court hearing for the student and parents.
6. Valuable and personal belongings that are not necessary for classroom work are to be left at home. Water bottles, beverages, or electronic devices are not permitted in the hallways or classrooms during the school day. It is the policy of the MSD of Martinsville's Board of School Trustees that students should not use cell phones or pagers during school hours and that all cell phones and pagers shall be turned

off during this time. If a student has an emergency, he/she will be allowed to go to the office to use the office phone. iPods, CD players, etc., may not be used during school hours. If any of these items are brought to school, they must be turned off and stored in the student's assigned locker. Likewise, students should not bring any type of trading cards to school. The school does not accept any responsibility for loss of these items.

7. Fire drills are held monthly, and other emergency drills are held periodically. When the alarm is sounded, students are to exit the building quietly and in an orderly manner, following the directions of the teachers. Once outside, students should move to a designated area where the teacher will check attendance and give further instructions.
8. Threats, extortion, and sexual or racial harassment are prohibited and could result in a suspension. A student who is a victim of harassment or related activities is expected to report such actions to one of the principals. A student who is involved in any form of harassment of another student or staff member is in direct violation of school behavior policies and such action will result in suspension and/or request for expulsion. Any student who knowingly makes a false charge of sexual or racial harassment against another student or school employee, in a deliberate attempt to demean, abuse, or embarrass that individual shall also be subject to suspension and/or request for expulsion.
9. West Middle School adheres to a "hands off" policy. Students are not to touch other students.

### **Honesty Code**

Whenever a student is guilty of cheating, the teacher shall collect the student's paper, mark a zero for the work, and notify the parents and office. Further instances of cheating could result in suspension from school. Please remember that copying another student's homework is also considered a form of cheating.

### **Use of School Lockers**

Each student is assigned his/her own private locker for storage of books and other personal items. If there are mechanical problems, the office personnel should be notified, and a custodian will repair the locker. General locker rules include:

- 1. DO NOT SHARE LOCKERS!**
- 2. DO NOT GIVE OUT YOUR COMBINATION TO OTHER STUDENTS!**

### **3. DO NOT IN ANY WAY TAMPER OR BOTHER ANOTHER STUDENT'S LOCKER!**

Students may go to their lockers at designated times. Breaking any of these rules is a violation of the student conduct code and may cause you to lose the privilege of having a locker.

Students will be issued a lock and locker for gym class. Students are to keep their gym lockers securely locked and not give the combination to any other students. The school assumes no responsibility for items left unlocked in the locker room.

#### **Bicycles, Skateboards, Roller blades**

Those students who ride bicycles to school must keep them in the racks provided for them. Each student should make sure his/her bike is locked properly. West Middle School accepts no responsibility for damaged or stolen bicycles. The privilege of riding a bike will be taken away from a student who interferes with car traffic or rides between school buses before or after school.

The riding or use of skateboards or roller blades is prohibited on school property. Students are not to bring skateboards to school under any circumstance.

#### **Conduct in the Hallways**

1. In order to avoid confusion, the students should pass through the halls quietly, keeping to the right.
2. Running, pushing, or loud and boisterous behavior will not be tolerated in the hallways. ANY TEACHER OR STAFF MEMBER MAY CORRECT BEHAVIOR OF ANY STUDENT WHETHER OR NOT THEY HAVE THAT STUDENT IN CLASS.

#### **Classroom Conduct**

1. Student behavior must conform to teacher rules. Disruption of the educational process will not be tolerated. Disrespect for teachers will not be tolerated.
2. Students are expected to enter the classroom quietly, take their seats, and be ready to begin work when the bell rings.

3. CHEWING GUM IS NOT ALLOWED. Snack and soft drink machines are available to students ONLY DURING DESIGNATED TIMES. Candy or other snacks given to students in a classroom are to only be consumed in that classroom.
4. The bell is the signal for the teacher to dismiss the class and not a dismissal itself. Students are not to leave the room until dismissed by the teacher.
5. Desks and other school property should be kept clean and without marks. Students should keep in the classroom and other school facilities as clean as possible by placing all wastepaper and other materials in the waste containers in the classrooms or hall.

### **Conduct at School Activities**

1. The school will sponsor occasional dances to which all members of the student body are invited. Those students who have office referrals may not be allowed to come to the dance following their referral. Identification cards or some form of identification may be checked at dances if it is doubtful that you are a West Middle School student. **STUDENTS MAY NOT LEAVE THE BUILDING AND RETURN TO THE DANCE.** Proper behavior is expected at all school dances.
2. Students should give courteous attention to speakers in the assembly programs. Applause is the accepted method of showing appreciation in the auditorium. No whistling or stamping of feet will be tolerated.
3. Students' behavior at athletic events should be enthusiastic, but not rowdy. The principles of good sportsmanship apply in victory and defeat.

### **Conduct on the Bus**

Bus students will ride their assigned buses to and from school unless given permission from the administration to do otherwise. Students requesting permission to ride on a bus different than the one they have been assigned **must present a note signed by their parent to the office on the day of the request.** A principal will then sign the note, and the student should give the note to the bus driver.

Conduct that interferes with safety may result in the loss of the privilege of riding the bus. Drivers have been instructed to report incidents of misbehavior to the principal or assistant principal, who will take appropriate disciplinary action.

## **Student Dress Code**

West Middle School expects all students to come to school clean and dressed in a manner that will promote their learning and the learning of others. Students will be sent to the office by their teachers if their clothing is inappropriate, and they will be expected to change clothes. Students need to adhere to the following dress code:

1. No clothing may be worn that promotes or advertises drugs, alcohol, or tobacco, or is in any way suggestive of gang related activity.
2. No clothing may be worn which has profane or indecent language or suggestive pictures.
3. No short shorts, short skirts, or indecent clothing may be worn. Although “short” usually means not extending below the finger tips with arms loosely at their side, inappropriate length is at the discretion of the administrators. Shorts may be worn at school from the first day of school until Fall Break and after Spring Break through the last day of school.
4. No spaghetti straps, strapless tops, or bare midriff tops are permitted. A fishnet material top may only be worn over an appropriate shirt.
5. No sunglasses, bandanas, or hats may be worn inside the building.
6. Hair may not be colored in a manner that may cause distraction. Spray-painted or glittered hair is prohibited.
7. Coats and jackets are not permitted in classes and must be placed in lockers.
8. All pants and slacks must be worn at the waist. No undone belts will be allowed or undergarments revealed. Cuffs or hems will not drag the ground. Torn or ripped clothing is inappropriate for school attire.
9. Shoes must be worn at all times.
10. For reasons of safety, students are not to wear jewelry in physical education class or while participating in athletic activities.
11. Attire that may damage school property or cause personal injury to others (such as chains or studded items) is not to be worn.
12. Any other attire or mode of dress that is determined to be a distraction or disruption to the school process is prohibited. Examples might be some forms of body piercing, writing or drawing on parts of the body, hair dyed an unusual color, etc.

**The school reserves the right to determine appropriate dress for school purposes. The school dress code is to be followed at school and at all school related functions unless the principal grants special permission.**

## **MSD OF MARTINSVILLE**

### **Article V - Corporation Drug/Alcohol Policy:**

Further, pursuant to appropriate sections of the laws of the State of Indiana, the Board of School Trustees hereby prohibits the following conduct and directs that a violation of any of the following can result in suspension or expulsion of the student involved.

1. The possession, delivery and/or sale, or being under the influence of any substance listed in #4 below.
2. The recent or detectable consumption or use of any substance listed in #4 below.
3. The possession, delivery, or sale of any object listed in #7 below
4. For purposes of #1 and #2 of Section V of this policy, the following substances are prohibited:
  - a. Any caffeine based pill, or other substance containing phenylpropanolamine (PPA) or stimulants of any kind be they available with or without a prescription.
  - b. Alcohol.
  - c. Marijuana.
  - d. Any intoxicant.
  - e. Any narcotic drug.
  - f. Any depressant.
  - g. Any hallucinogen.
  - h. Any other controlled substance as defined by state statute.
  - i. Any other substance which would be dangerous to the life or health of a person if ingested.
  - j. Any substance which is represented by another person to be or to contain any substance enumerated in *a* through *h* of #4 of this article.
5. Prescription medicines. If a student needs to take prescription medicine during school hours, the following procedure must be followed:
  - a. On the first day that the medication is to be taken, the student shall report to the school nurse with the prescription medicine in its original container, along with a note from the student's parent giving permission for the nurse to administer to the student

that medication per the dosage instructions in the container.

- b. The student shall, while in school, only take the medication in the presence of the school nurse or the school principal or designee, if the nurse is not available. No student shall keep any prescription medicine on his/her person or in his/her locker unless with express written approval of the principal while at school. Otherwise, all medication shall remain with the school nurse.
6. Non-prescription Medicines. If a student needs to take a non-prescription medicine while at school, he/she shall follow the procedures as set forth in #5 above, except that the permission slip from the parent shall also instruct the school nurse as to dosage. No student shall keep any non-prescription medication on his person or in his/her locker while at school. All medication shall remain with the school nurse.
7. For purposes of #3 of Section V of this policy, the following objects are prohibited:  
Any object used or designed to be used primarily for the storage, processing, delivery, or consumption of alcohol, marijuana, a stimulant, an intoxicant, a narcotic drug, a depressant, a hallucinogen, or any other controlled substance.
8. Any student found to have violated the provisions of this article by delivering or selling a substance to another person shall be expelled from school for a period of one (1) year, unless extreme extenuating circumstances are found. Any student engaged in the delivery, sale, or possession of a prohibited substance shall be reported to law enforcement officials. A student expelled for this infraction will be notified of the trespass laws of the State of Indiana and informed that they will be prosecuted in the event they enter school grounds before, during, or after school hours for the full period of the expulsion. "School grounds" is defined as property belonging to the School Corporation. If extreme extenuating circumstances are shown, then the student may request the drug abuse class set forth below.

Any student who is found to have violated this article by being in possession of or under the influence, or having recently

consumed a prohibited substance shall be expelled for a period of one (1) year, unless extenuating circumstances are presented. The student may request to enroll in a special drug abuse course of study or student assistance program, as an alternative to expulsion. This course may be offered on Saturdays for a period of time not to exceed six (6) weeks. This course will be provided as an alternative to expulsion only in the event the student is a first offender with regard to a drug and/or alcohol offense. In order to qualify for the drug abuse course of study, the student must also exhibit a sincere desire for help, and must be recommended by his counselor, dean, or principal for that course of study.