

**CREATING ATTITUDES
TOWARDS SUCCESS**

**CENTRAL PRESTON
MIDDLE SCHOOL
WILDCATS**

**STUDENT AND PARENT
HANDBOOK**

**64 Wildcat Way
Kingwood, WV 26537
(304) 329-0033 (Office)
(304) 329-2389 (Fax)**

Student Name _____ **Grade** _____

**CENTRAL PRESTON MIDDLE SCHOOL
KINGWOOD, WEST VIRGINIA**

STATE OF WEST VIRGINIA

**NOTICE
THE WEST VIRGINIA HUMAN RIGHTS ACT
Prohibits**

**Discrimination in Employment
and
Places of Public Accommodations**

Based on
**RACE, RELIGION, COLOR, NATIONAL
ORIGIN,
ANCESTRY, AGE OR SEX**

VISION STATEMENT

We work to maintain a safe and positive learning community guided by research-based best practices. Our well-trained staff encourages each student to reach for character and academic excellence. We strive to motivate our students through a variety of challenging

learning opportunities, and provide a curriculum based on the premise that all students can become life-long learners. We teach our students to make educated decisions and communicate effectively. We understand and accommodate the unique physical, creative, intellectual, social, and emotional needs of the transitional adolescent. We encourage and provide increasingly challenging experiences that develop independent and responsible learners. We establish consistently enforced rules, boundaries, and structure to ensure that our students become effective citizens and leaders in a diverse society. As part of this process we implement the research based and validated Positive Behavior Interventions and Support (PBIS) program, reminding our students to be prepared for class each day, attentive to instruction and direction, working to achieve excellence, and safe in school and on the bus.

MISSION STATEMENT

Central Preston Middle School's mission is to successfully meet the academic and social challenges of the transitional child. We strive to be supportive yet set high standards; we strive to be child-centered yet encourage growth. We strive to provide our students with the knowledge and skills necessary to be successful in a rigorous high school program.

CENTRAL PRESTON MIDDLE SCHOOL STAFF
2019-2020

Principal: Mr. Paul Martin

Dean of Students: Mrs. Angela Zofchak

SIS: Mrs. Rebecca Herko

TIS: Mrs. Michelle Liga

Secretary: Mrs. Vicki Koch

Guidance: Mrs. Vicki Parks

Nurse: Mrs. Staci Ice

5th Grade Staff:

Mrs. Andrea Friend

Miss Erin Mullenax

Mrs. Tara Johnston

Miss Jayme Lazare

Language Arts Staff:

Miss Brandy Childs

Mrs. Karyn Schmidl

Mrs. Ellen Shubert

Mrs. Katie Ware

Mathematics Staff:

Mrs. Catherine Robinson

Mrs. Jodi Myers

Miss Stephanie Street

Science Staff:

Mrs. Jennifer Spiker

Mrs. Katie Ware

Social Studies Staff:

Mr. Andrew Hirst

Mrs. Ellen Shubert

Related Arts Staff:

Mrs. Joan Carr – Art

Mrs. Morgan Bryant – P.E./Health

TBA (P.E.)

Mr. Michael Shaffer – Music/Band

Miss. Browyn Clagett-Chorus

Special Education Staff:

Mrs. Kerri Thomas
Mrs. Darby Rouzee
Miss. Niki Seese (Also Agriculture)
Mrs. Maryellen Snyder
Mr. Roberto Flores

Teacher Aides:

Mrs. Stacey Tayman
Mrs. Staci Ice

Cooks:

Mrs. Vicky Johnson
Mrs. Carolyn Layton
Mrs. Jennifer McClelland

Custodians:

Mr. Tim Shaffer
Mr. Tony Teter

PRESTON COUNTY SCHOOLS CORE BELIEFS

We believe:

1. Our students come first. Our schools exist to serve all of the learners of our county.
2. The success of our students depends on a cooperative partnership among the families, schools and community with responsibility and accountability at all levels.
3. The educational environment, including our facilities must be safe, secure, supportive and unified to produce lifelong learners.
4. All students can learn given the appropriate time and conditions.
5. Education embraces our student's unique characteristics and promotes self-esteem.

WELCOME

The Staff of Central Preston Middle School welcomes you. As a citizen of this school you are expected to follow rules established for the welfare of the student body. Rules are established in order that one person has no advantage over another; thus, better citizenship develops. During the course of a school year, situations and circumstances may develop that require additions or modifications to the handbook rules, regulations and expectations.

Please be proud of our school. Take good care of it and we can create a more positive attitude toward everything that represents Central Preston Middle School. Feel free to make suggestions on improving our program or school by talking with the principal or any of your teachers. As a school citizen you are expected to act like a middle school student and conduct yourself properly. You will learn necessary skills for your present and future life. We hope you have a pleasant experience and dedicate yourself to making this your finest school year. Each of you is important to the school. Central Preston Middle School can be no better than each of you makes it. Let us all work together to make our school number one in every area. Each individual is encouraged to be the best possible student and person he or she is capable of being. Please be sure you and your family read this handbook as soon as possible after receiving it. Any revisions to the handbook will be communicated to you at school.

CENTRAL PRESTON MIDDLE SCHOOL PHILOSOPHY

We, the staff of Central Preston Middle School, do hereby commit ourselves to the responsibility of providing the best possible education for those students entrusted to us. Each student in our school is unique in the sense of rates and patterns of physical, mental, social and emotional growth. In order to facilitate the process, we will attempt to consider each child as an exoteric individual and work with him or her to build upon those strengths, improve upon the weaknesses and broaden the base of knowledge each student possesses. We aspire that education is a composite process involving a vast gamut of experiences designed to improve skills, knowledge and attitudes. In order to accomplish this, we will utilize a variety of resources and materials in attaining learner outcomes. Evaluation will provide the means to assess the degree of student progress. Factual knowledge is of minimal value to an individual unless he or she can apply this knowledge to enhance his or her own self-image as well as that of the community in which he or she lives. We want students to recognize the need for developing self-initiative and self-motivation so he or she can realize the significance of becoming an independent individual. This will make the transition from childhood to adolescence a more positive experience. A program of

individualization with flexibility will help produce a person successfully achieving academically, socially, physically, culturally and emotionally at their mental and maturity level; thus, influencing their attitudes towards educational opportunities, not only in school but throughout their lifetime. It is our desire that a sincere commitment be given throughout the entire school system. The outcome is the responsibility of the administration, teachers, staff, students, parents and the school community. It is only through a **unified commitment** by all parties involved that the optimum in educational opportunities can be achieved. We pledge ourselves at Central Preston Middle School to strive toward each student's realization of these pre-requisite skills necessary for him or her to become a productively dependable and secure member of society.

RESPONSIBILITIES OF THE STUDENT

At Central Preston Middle School, students have responsibilities, just as other citizens do. School authorities are responsible for student safety and welfare from the time he/she boards the school bus or arrives at school, until returning home. The faculty and staff have authority to enact reasonable rules and regulations for student safety and welfare. As a student, it is your responsibility to obey these rules and regulations and to cooperate with the faculty and staff to enforce them. This responsibility is not limited to the school building and grounds but includes the regulation of behavior and conduct to and from school. Such rules and regulations will be reasonably applied and will not infringe upon your constitutional rights. In the same manner, students have the responsibility to see that their actions do not infringe upon the rights of faculty, staff and other students. Failure to obey or comply with reasonable school rules and regulations will result in disciplinary action.

- A. The student has the responsibility to develop good work and study habits.
- B. The student should clarify with the teacher at the appropriate time, questions pertaining to the instructions for homework.
- C. The student should take home any materials and information needed to complete the assignment.
- D. The student should learn to budget his/her time.
- E. The student should take advantage of study time provided during the day.
- F. Long-term assignments should be planned so they are completed over an extended period of time, rather than at the last minute.
- G. It is the responsibility of the student to return completed assignments to the teacher by the date requested.
- H. The student should complete all assignments missed during an absence in a timely manner. (Number of days absent plus one)

ASSIGNMENT BOOK INSTRUCTIONS

- A. Assignment books should be with students during all classes.
- B. Assignment books will be used as classroom passes.
- C. Record the subject, assignment, and date assignment is due as given by the teacher each day. If there is no assignment, write what you did in class this day.
- D. **TAKE YOUR ASSIGNMENT BOOK HOME EVERY NIGHT** so your parents can see if you have assignments or what you did in your classes.
- E. Parents may write comments in the weekend blocks.

OBJECTIVES FOR THE YEAR

- 1. To provide a curriculum that is essential, desirable and enriching.
- 2. To determine student needs at the beginning of the year, as well as each unit, in order to provide optimum application of the learning process.
- 3. To instill self-discipline and the ability to accept responsibility for one's own actions.
- 4. To work to provide experiences based upon the physical level of development as well as the intellect.
- 5. To foster positive student-teacher relations.
- 6. To provide experiences in decision making.
- 7. To instill an awareness and appreciation of art, music, literature and nature.
- 8. To provide opportunities to develop the ability to work as a member of a group.
- 9. To use community resources to enhance the total curriculum.
- 10. To offer various types of education programs to achieve optimum learning.
- 11. To encourage self-involvement through allowing students to participate voluntarily.
- 12. To encourage self-development and individually enhance one's strengths while striving to eliminate weaknesses through student awareness in planning.
- 13. To use innovative ideas to make the facility fresh and attractive.
- 14. To provide opportunities to experience success and thereby develop a positive self-image.
- 15. To provide materials (contemporary and traditional) for effective learning.

16. To provide a positive environment to promote the development of moral values.
17. To encourage parent and community involvement and participation.
18. To guide the student in developing effective reading, exploratory activities and study habits.
19. To provide training in the skills, knowledge and attitudes to become a contributor to our arts, speaking, listening and problem solving.
20. To develop skills in conflict resolution.

STUDENT RECORDS/CONFIDENTIALITY

Policy 11-47: Annually, Preston County Schools will collect directory information which includes: student name, parent's names or other family member names, address, telephone number, social security number, date and place of birth, major activities and sports, weights and heights of athletic team members, dates of attendance, awards received and other similar information.

Records or files of students will not be released from the school system without written consent of the parent, with the exception of records being transferred from one local school to another or other school systems in which the student seeks or intends to enroll. The parent shall be notified when a student's records have been transferred to another school or school system, and upon request (and for cost) may receive a copy of the record transferred.

Parents have the right to inspect and review, upon written request, any and all official records, files and data directly related to their children. This includes all material that is incorporated into each student's cumulative record folder: (a) identifying data, (b) academic work completed, (c) level of achievement, (d) test data, including psychological, interest, achievement and aptitude information, (e) attendance and verified reports of serious or recurrent behavior patterns. Parents need to contact the local principal to review the records. Copies of records may be obtained by parents at cost of reproduction by the school.

Parents have the right to a hearing to correct or remove inaccurate, misleading or inappropriate data from school files.

Preston County School personnel presume that either parent of the student has authority to inspect or review the education records of the student unless the agency or institution has been provided with evidence that there is a legally binding instrument, or state law or court order governing such matters as divorce, separation or custody, which provides to the contrary. When a student becomes eighteen (18) years of age, he/she assumes responsibility for the release of his/her own records.

HOMEBOUND

Policy 3-40: Homebound instruction is available upon application to students who are confined to home because of illness or injury which will last more than two weeks. Applications can be obtained in the school office.

STUDENT ASSISTANCE TEAM

Policy 3-12: The SAT is available to an individual student when he or she demonstrates advanced or poor academic performance and/or engages in disruptive behavior and/or needs social services. The team recommends and implements instructional/behavioral intervention strategies within the regular education program and/or refers for multi-disciplinary evaluation.

DISCRIMINATION

The Preston County Board of Education does not discriminate on the basis of disability in employment or in its education programs and activities. Further, the Board prohibits retaliation, interference, coercion, or intimidation on the basis of a disability in employment or in its education programs and activities. Any person suspecting they have been discriminated against, or been the subject of retaliation, interference, coercion, or intimidation on the basis of disability may contact the local school principal or the Director of Special Education/Related Services, 300 Preston Drive Kingwood, West Virginia 26537; telephone (304) 329-0580, extension 223.

BUS REGULATIONS

Students shall be ready at the scheduled time, at the designated stop, for bus departures and arrivals. Bus drivers do not have to wait for students who are late. The driver will assign seats to all students. The driver is in full charge of the bus and the students. Students must obey the driver promptly. When reporting to school, students will report to the assigned bus duty area. Parents may drop students off at the CPMS entrance door after 7:30 in the morning. Bus duty will be in an area designated for this purpose.

Evening bus rules are as follows:

- Bus room will be held in the cafeteria/gymnasium.
- Parents picking up students up after school need to do so in the parking lot.
- Students leaving with a parent/guardian, or walking, a written permission is required and **must be given to the first period teacher.**
- Students who need a drink or to use the restroom must ask permission.

- Students leaving school property after school will not be permitted to return and ride the bus.
- Horse play is not allowed, all school rules apply in the bus area.

ACCIDENTS, EMERGENCIES AND MEDICATION

All medicines, both over the counter and prescription, must be checked with the medication person or nurse. The prescription medications must have the prescription bottle with the name of the student and the dosage amount to be given on a **written order from the doctor**. Patented medicines, such as aspirin, Tylenol, ibuprofen, cough syrup or any other must be checked with the medication aide in an original container with the student's name, the dosage amount and physician's statement that we can administer the medication as designated along with the parent's signature. **By law**, we are not permitted to dispense any medication without a doctor's permission. If you feel your child may need medication for occasional headache or other problems, you should send a small container of your preference in pain medications and the order as indicated above. This may save you a trip to school just to bring some Advil or Tylenol.

A student who becomes too ill to remaining class is to report to the office for evaluation by the school nurse. A pass will be issued to the student to come to the office. Students are required to have a **parent or designated person sign them out** when leaving school before the end of the day (either for illness, appointment or other reason.) Students who are injured at school need to report the injury to the teacher present. An accident form is to be filed by the teacher or staff observing incident.

EARLY DISMISSAL

A student requiring early dismissal must bring a note from his/her parent/guardian stating time and location of the appointment, and a parent or adult designated by the parent must come to the office and sign the student out. Students cannot sign themselves out. Only those names listed on the Emergency Form are eligible to sign out your child. Be sure to list those who may do this or send a note with them giving us permission to send your child with them. **A note is still required when the student returns to school the next day.** The student should give the note to his/her first period teacher.

EMERGENCY SCHOOL CLOSING

School Messenger system, local radio stations, WFSP (107.7), WKMM (96.7), and WBOY-TV will carry this information.

GRADES AND REPORT CARDS

Reports of student progress are issued every nine (9) weeks by the teachers of each class in which a student is enrolled. Parents are asked to review the progress reports with their children and to consult with the teacher as often as possible.

Schedule conferences during the teacher's daily scheduled planning period. The report card is issued in duplicate and you are asked to sign and return the copy. Student-Led conferences are scheduled, as well as, individual conferences which may be arranged with the teacher during a planning period. Parents are welcome to visit the school to discuss any problems. Parents are invited to contact the school for a conference or call during the teacher's planning time. In addition, parents are encouraged to discuss any concerns or suggestions during the school year to help provide an effective school system. Normally, mid-term progress reports are sent home with those students experiencing difficulty in a class.

Parents are requested to sign this form and return it to the teacher. Grades are as follows: A=90-100%; B=80-89%; C=70-79%; D=60-69% and F=0-59%.

Students receiving two or more failing grades are in danger of being retained. Parents are requested to contact the teacher issuing a grade of D or F.

HOMEWORK

Homework is recognized as an extension of the class. Students should take homework seriously, as it will be part of the total grade. When extended illness (3 days or more) occurs, homework may be requested through the office.

It is important that students and parents understand the procedure. **A homework request will not be circulated for less than a three-day period.** The request must be received the day prior to the work being picked up or sent home. (EX): Work requested Monday will be ready at the end of the school day Tuesday. It is suggested that teachers limit homework to 10-15 minutes for the average student in that class. Students are expected to conduct themselves honestly and with integrity in their work. All forms of cheating are prohibited. Behavior that is unacceptable includes, but is not limited to: copying another student's homework, working with other on projects that are to be done individually, looking at or copying another student's test answers, allowing another student to copy answers, using another method to get/give test answers, taking test answers to give to others, copying information from a source without permission, taking

papers from other students, publications, or the Internet. Violators of this policy will face disciplinary measures that may include, redoing assignments, receiving a failing grade, receiving a lower overall grade in class, detention, Saturday School, or Suspension.

DANCES (Grades 6-8) AND OTHER FUNCTIONS

Dances are extra-curricular events and their purpose is to provide recreational social development in a safe, chaperoned environment. Attendance at school dances is a privilege. As in privileges, there are responsibilities. Students are required to follow the responsible student policy, as they would during the school day. **Any student with a suspension during the grading period in which the dance is held will not be allowed to attend.** Although admission may be required, the primary purpose of the dance is to provide safe recreation for the majority of students. Profits from dances are used to further extra-curricular and curricular activities at the school and benefit the student body. In order to keep the dance a safe and pleasant experience, the chaperone and parent members of the dance committee suggest the following rules:

1. Dances will be approximately two hours in length. Transportation for students from the dance should be ready approximately five minutes before the dance ends.
2. Safety is to be observed at all times. There is to be no running or getting down of the floor.
3. Permission should be obtained from teachers to go to the restroom. Students should not be in hallways or loitering on school grounds.
4. Students shall keep to designated areas when having refreshment.
5. Disc jockeys are recommended entertainment for dances.
6. Dances may be incentives for the Positive Behavior Supports during school time.
7. A list of all students denied access to dances shall be kept on file and shall be reviewed by the principal and teachers before each dance.
8. Dances are for Central Preston Middle School students only.
9. All those attending the dance or function are required to pay admission.
10. Once you enter the dance you must remain there until you leave to go home.
11. All those attending the dance/function must be dressed in proper attire (school dress code).

SCHOOL DAY

The school day begins when you step on to our campus. We operate within a nine-period day. Prior to 7:45 am students arriving at school are to report to the morning bus room (Cafeteria/Gymnasium). Students leaving the bus room may go to their lockers to prepare for the school day when dismissed to first period.

There will be two lunch periods. Lunch 1 is from 11:40 to 11:10 and Lunch 2 is from 11:22 to 11:52. Central Preston Middle School observes a closed campus, which also includes lunch time.

Students may not leave school once they arrive on campus, unless a parent or approved designee signs them out through the office. The office will locate the student to complete the exit process. Students must check in with the office if they arrive after the school day begins (7:47 am) and receive a re-entry pass. Parents must sign students in/out through the office. **Students arriving late by an hour and a half or less will be counted tardy. Arriving/leaving more than an hour and a half from beginning/dismissal time constitutes a half day absence.** When a student returns to school the following day after having missed one or more classes, he or she must provide a note explaining the absence to the home room teacher. An excuse from the medical or legal office is required if the absence was for an appointment with a medical or legal facilitator. Otherwise, a note from the parent is needed. (Please read carefully the list of approved absences set forth by the County Board of Education.) Students have the number of days absent plus one day to make up any schoolwork missed. **Please do not ask the school for makeup work unless the student misses more than three days.**

Anytime a student leaves the classroom, he or she must have their assignment book for the approved destination. This includes locker, telephone, restroom, library, office or guidance counselor. Courtesy and safety are priorities at all times during the school day. Share the hallway and locker areas.

Each student will be given a daily assignment book at the beginning of the school year. If the student loses or damages the notebook, he or she will purchase a replacement for \$5.00. A responsible student is one who reports to class with paper, pencil, textbook, homework, and the daily assignment notebook. Book bags are not permitted during the school day but may be used to transport school supplies to and from school. This policy is based upon safety, health and organizational strategies for each student. All students are expected to read and understand the operations and expectations of Central Preston Middle School. Students have a reasonable amount of time between classes. If a student is tardy, a pass slip must be issued from the previous teacher who detained the student.

DISCIPLINE

West Virginia School Law (State Code 18-6) declares that school personnel shall stand in place of the parent from the time students arrive at school until they leave. Classroom teachers will identify class expectations and handle classroom disorders within reason. However, when an action continues or is severe to the point or requiring the attention of the principal, the teacher will complete the proper form and submit it to the office for appropriate action. Due process is always followed. Nevertheless, the rights of other students to learn and function in a SAFE and effective environment must not be ignored. When a teacher feels within reason that he/she has approached the problem in fairness to all parties involved, yet the condition persists, the referral is made for school level action. Students must recognize the authority of the teacher and understand the need to cooperate within all phases of the classroom. Conflicts may be resolved most often through conferences in defining the problem and discussing solutions. The counselor or principal will always assist the students in working out conflicts to avoid more significant consequences.

Parents are encouraged to become involved early in the student's year and keep abreast of classroom performances academically, socially and conduct wise. The warnings and efforts made by the teacher must be taken in the seriousness intended to avoid more severe action. Classroom control is vital for learning. We do not want to emphasize negative behaviors.

However, disrespect and failure to adhere to classroom/school rules will not be tolerated. Students not receiving discipline referral will be rewarded with special activities. Students are required to demonstrate good conduct at all times.

Anytime a student is suspended from school, he or she may not attend any social activities at the school during the suspension period, which includes the evening of the date on which the suspension was initiated.

Each student is encouraged to be responsible for his/her actions, respect the property and rights of others, be courteous to everyone, and report any incident, threat or problem to a teacher or to the office personnel. Incident report forms can be picked up in the office, filled out and returned for any concern the students wish to have intervention.

Fighting, regardless of the cause, will not be tolerated, and will always result in a disciplinary action. If you are having a problem with a fellow student, see a faculty member first rather than fighting. Retaliation and self-defense are not the same. The school will not sanction physical assault. Be part of the solution, not

part of the problem. Incident report forms are available in the office when you wish to report an inappropriate action against you by another person.

Any questions should be addressed first to the classroom teacher. Each student is unique and expected to understand the rules of the classrooms and school in order to be an effective citizen of Central Preston Middle School. Your cooperation is appreciated in making this an outstanding school year for all of us. The discipline referral form is used for school level action. Action may follow but is not limited to this systematic approach. In addition to in school interventions (noon restriction, in class actions, internal and external suspension), Saturday School, as an alternative to external or internal suspension, may be assigned when appropriate. If inappropriate behaviors continue, a behavior management plan will be created and possible referral to the Alternative Education Program.

There is to be **NO** throwing of rocks, snowballs or other potentially dangerous objects. Hats or bandanas are not to be worn inside the buildings or in the classrooms (respect).

Direct teacher observation is the basis for action. Often one student may initiate an incident, and the student who is attempting to retaliate is the one caught at the key point in the observable action as a violation of the class/school rule. Do not be a contributing part of the problem. You cannot justify “getting even” or you are just as wrong. Remember that self-defense and retaliation are not the same.

CPMS DISCIPLINE PLAN

Central Preston Middle School’s discipline plan is divided into 4 levels of behaviors. Any staff member can address the first two levels, and administrators will address levels 3 and 4. The behavior levels are shown on back of this page and are subject to change.

Level 1

- Students will receive a stamp in their planners for each occurrence of a Level 1 behavior. The stamp will have a number next to it to indicate which behavior was involved. The appearance of the stamp may vary from teacher to teacher, but it may look something like this.

or

- For every 3 stamps a student receives in one day or every 3 stamps from the same teacher in one week, he/she will receive a Discipline Referral Form (generally known as a BIF).
- A repeated offense for chewing gum will result in a BIF (3 stamps not required).
- Students will serve one day of lunch detention for each Level 1 BIF received. However, at a teacher’s discretion, multiple offenses may result in a more severe consequence.

Level 2

- Students will receive an automatic BIF for each occurrence of a Level 2 behavior.
- A Level 2 BIF will result in either a lunch detention or an after school detention. Behaviors marked with an * (on back) will result in automatic after school detention, and all others in Level 2 will be assessed and a consequence of lunch detention or after school detention will be assigned based on the severity of the offense.

Parent Notification for Level 1 & 2 BIFs

- After serving lunch detention, students will be given a pink copy of the BIF to take home and have signed by a parent. The pink copy must then be returned to school.
- A teacher will call parents to schedule after school detention.
- Once a student has received 3 BIFs, he/she will make a phone call to the parents.
- Once a student has received 5 BIFs, a teacher will call the parent and set up a meeting, if necessary.

The BIF system starts over with each new grading period.

****SEE SAMPLE BIF FORM BELOW LEVELS OF VIOLATION DESCRIPTIONS.**

IN-CLASS DISCIPLINE

Each teacher has specific classroom rules that you are expected to know, understand and follow. In the event inappropriate classroom behavior exists, the teacher may administer some relevant consequence to the offense. This may include, but not be limited to the following: isolated seating, writing assignment relevant to the violation, picking up litter, restitution, etc.

STUDENT DETENTION

Students may be assigned detention for inappropriate conduct. Students who are assigned to noon time detention will report to a **determined room** the day you are assigned. This disciplinary tactic may be used by a teacher as a means beyond in-class correction and is less severe than after school detention. In addition, students may be restricted to a teacher's room or location of the infraction.

ADDITIONAL DISCIPLINARY MEASURES

In addition to in-class corrections and noon time restrictions, teachers may exclude a student from class for the remainder of the class period, issue a time-out

by sending the student to another teacher's room, request a parent conference, or issue a discipline referral form. The Preston County Board of Education will operate an Alternative Education Program (AEP) for students who violate the West Virginia Safe Schools Act or Student Code of Conduct continually.

SCHOOL REPRESENTATION

All students representing our school in any activity should keep in mind the following: You represent your community, your family and yourself. Never do anything that would disgrace one of these. We place high standards upon good sportsmanship and good manners. Do not boast in victory or sulk in defeat. Enjoy victory with good sportsmanship. Do the best you can at whatever you attempt. Visiting students should always be treated with respect as a guest. Students are encouraged to attend all school activities. **HAVE PRIDE IN YOURSELF AND YOUR SCHOOL!!**

CAFETERIA RULES

1. Central Preston Middle School is a closed campus. Students may not leave school at lunch time
2. All students are expected to follow the lunchroom rules for the cafeteria. Students will enter the cafeteria in a single line. Anyone caught breaking the line will go to the end of the line for one week. Courtesy to the cooks and staff is expected from every student. Defiance may result in not being able to eat in the cafeteria.
3. Menus will be posted by the month.
4. A teacher or teachers will be supervising the lunch area. Students are expected to follow noon-time rules.
5. Students are asked to use their best table manners.
6. Clean up the area around you and when in the cafeteria, scrape your plate when you are finished eating. ***If you spill something, clean it up.***
7. When in the cafeteria, never leave dishes, paper or food on the table or floor. Clean your trays and stack them on the table provided. No throwing of any objects.
8. Courtesy will be expected at all times. This includes entering the cafeteria, going through the lunch line, sitting at the tables and throughout lunch time.
9. Normal talking is permitted in the cafeteria. Students should keep the overall noise level down.

SOCIAL RELATIONSHIPS

The school personnel understand the patterns of growth and development of this age student, as well as the social needs of peer approval and relationships. Because this is a time of rapid growth, particularly physical, the school adopts a “hands off” policy to eliminate the opportunity for undue influences. There is to be no physical contact—whether made in affection, playfulness or anger. Such a policy instills the values of respect and human worth in each student. Everything has its time and place and Central Preston is not the place and school is not the time for such activities.

ATTITUDE

When anyone from the staff speaks to you regarding an infraction of any of the regulations, your attitude at that exact moment is extremely important. Listen and then calmly present your position. This type of attitude will help you. If you are being sent to the principal’s office for any serious situation, be careful of your attitude. It may make a difference in the consequences. All staff members are to be addressed as Mr., Mrs., Dr., Miss or Ms. Education is our business. Respect is one of your duties as a student.

ASSEMBLIES

Regardless of the type of program, courtesy demands that the student body be respectful and appreciative. In live entertainment, the performers are very conscious of their audience. Talking, whispering, whistling, stomping of feet and booing are discourteous. Yelling is appropriate at pep rally assemblies and House Parties.

1. Students will enter from class in progress at the time of the assembly.
2. Students will enter the auditorium/gym quietly and sit in their assigned section.
3. Students will stay in line order.
4. Students will sit in seats in the auditorium and fill front row center to back, then side sections.
5. Students will not change seats.

6. Students will sit in each seat unless advised not to by the teacher.
7. Students will not talk when entering the auditorium or gymnasium doorway.
8. Students will respond appropriately in terms of applause or other expressions.
9. Students will listen carefully and quietly to the speaker or presenter.
10. When the program is over, an announcement is made regarding who will leave first.

11. Students are to walk out of the assembly.
12. Students are to leave by rows, waiting until the row in front of you has gone.
13. Failure to comply with these rules will result in the student being sent to an alternate location. This student will not attend the current program, as well as the next assembly.
14. Future programs are contingent upon the proper behavior of students.

SCHOOL SUPPLIES

Textbooks and laptops for some will be provided by the Preston County Board of Education. It is the responsibility of students to take care of their books. Do not lose them or damage them. **Any lost or damaged books will result in the student paying for a replacement text.** Part of being a responsible student who is ready to learn is having pencil, paper, assignment notebook, textbook and class work for each subject.

FIRE DRILLS

1. Students are to leave the classroom **quietly**.
 2. Teacher will direct classes to a designated location away from the building to take attendance.
 3. Students will stand facing away from the building with backs to the teacher.
 4. Teacher will call roll and students will raise hand to respond to name.
 5. Principal will ask teachers for total number of students participating in fire drill.
 6. Normally, after this information is given to the principal, the teacher may bring classes back into the building.
 7. Students are to walk back to the classroom following teacher dismissal.
- **Any student violating any of the above will be appropriately disciplined.**

ATTENDANCE

You should be in school every day unless you are ill. Good attendance is necessary for success in your studies. Students who are absent from school must bring a note signed by a parent, guardian, medical or legal personnel stating the legitimate reason for the absence and the dates they are qualifying as legitimate absences. This note must be presented upon returning to school. When a parent or guardian signs a student out from school, this is our way of knowing the student is no longer present. Prior to the student leaving, he/she must obtain work from classes they will be missing. The student will have as many days to do make-up work **equivalent to the number of days missed plus one additional day.** If the

work is not made up in the allotted time, the student will receive a zero. If a student returns to school without an excuse, he/she will be admitted as unexcused. A note must be presented within two days. If no note is submitted, the absence will remain as unexcused.

****Please refer to New County Attendance Policy. (www.prestonboe.com)**

SUGGESTIONS FOR STUDY

1. Plan a definite time and place to study each assignment.
2. Get started promptly.
3. Avoid interruptions, disturbances and distractions.
4. Put everything out of your mind except that which is being studied.
5. Make concise, meaningful notes in your own words as you study.
6. Test yourself frequently before a test. Use your daily assignment notebook for each class. Take care of this helpful notebook in order for it to be used all year.
7. Review early and frequently to develop confidence in mastering the material.
8. This is your job. You are a student. Your tools are your books, paper, pencils, etc. Your pay is your report card. Your office is your desk. Take pride in your work. Become the best possible student you are capable of becoming. This is your job. It can compare very closely to any type of work. School doesn't just happen. "Today is the first day of the rest of your life."

CLOSED CAMPUS

Students will not be permitted to go off campus. **When parents come to school to get you, they must sign you out through the office prior to your leaving.** A closed campus is maintained throughout the school day, from the time you first arrive in the morning, until you go home in the evening. Students who leave campus, regardless of the time of day with the exception of normal dismissal time, must sign out or have a pass from the office. If not signed out, parents will be contacted and then the City Police.

USE OF SCHOOL TELEPHONE

Telephone calls may be made to the school office, 304-329-0033, between the hours of 7:15am and 3:15pm. The office is not open on Saturdays, Sundays and holidays. Students will be called to the phone for **emergencies only**. Only messages of an urgent nature will be delivered to students. If at all possible, **family business should be taken care of prior to school**. Students will be allowed to call home only in the case of an emergency. **We do not consider forgetfulness an emergency**. Emergencies would be of the nature of illness or injury. (Please note that students who forget their lunch can eat Hot Lunch for the day, rather than call home for someone to bring their lunch.) If an illness or serious need arises, a student may obtain a pass from the teacher to see the school nurse. **Students are not to use personal cell phones to contact parents if they become ill.**

ARTICLES PROHIBITED IN SCHOOL

Students are not to bring articles to school which are hazards to the safety of themselves or others, or which interfere in any way with the operation of the school. Such items are undesirable and will be impounded. Some of these include, but are not limited to: **energy drinks/energy products**, pocket knives, rubber bands, fire-crackers, toys, fire-arms, alcohol, tobacco products and paraphernalia, illegal drugs and paraphernalia, yo-yos, trading or collecting cards, sports equipment, such as balls, mitts, etc. and laser lights. **Electronic devices including but not limited to, iPod/MP3 players, handheld electronic gaming devices, cell phones, and ear buds/headphones are to be stored in student's locker or pocket powered off.** In addition, students are not to have matches, poppers, popping caps or lighters in school. Any item which could be used as a weapon will be confiscated. This includes, but is not limited to chains, necklace chains, and wallet/belt chains. Bicycles, scooters, skateboards, in-line skates or other alternate forms of transportation are not to be ridden to school or left on campus. The school is not responsible for damages to any items listed if they are brought to school or accidents occurring while used by students. Students are not to have in their possession, nor distribute to another, nor use any articles prohibited in school. **Items confiscated will be held in the office until such time a parent/guardian can pick the item up. Backpacks/drawstring bags are not permitted in class.**

DRESS

Students are expected to attend school looking clean and neat, **dressed in a manner which is accepted as in good taste**. The faculty and administration of Central Preston Middle School do no attempt to establish a dress code, but rather convey expectations to avoid disruptive influences in school or class by inappropriate apparel. Some clothing styles are designed for leisure wear rather than school attire. **In the professional judgment of the faculty and administration, any student wearing inappropriate attire will be sent to the office and asked to put on a coat, change clothing or return home, pending the circumstances.** We do not wish to dictate fashion but define the standards without disrupting the educational process or being hazardous to the health and safety of the student(s). The cooperation of the students and parents is appreciated. *A good rule of thumb is, "when in doubt, do not wear it."* Revision of this policy is

contingent upon the Preston County Board of Education Policy. The school will not be liable for incidents occurring because of inappropriate attire.

Articles and/or styles that may be used as reasonable guidelines are shorts that are too tight or above the knee beyond a few inches (equal to or longer than the length of your index finger as arms are relaxed to your side in a normal posture) compression shorts are not to be worn to school. Leggings/yoga pants must be covered with a long shirt. No sleeveless shirts, tank tops, crop tops, cleavage baring tops, and bare midriff exposed; no see-through mesh or lace type tops; tights must be covered by skirts or slacks. No shoes with wheels and large wedged heels are not recommended as there are several steps on campus. Dress/skirt length should be in good taste including definitions as listed for shorts, no pants are to be worn below the belt line exposing undergarments. Pants with holes above fingertip length need to have something underneath. Students are not to wear hats inside the building. Bandanas or articles on the head that may be interpreted as identifying with a gang are not permitted. The only exception would be advanced administrative approval for a school spirit event. No designs on clothing which are obscene, offensive, vulgar or imply alcohol, drugs, cigarettes or which are of racial or ethnic in nature or sexual content are permitted.

In the professional judgment of the faculty and administration, any student wearing inappropriate attire will be sent to the office and asked to put on a coat, change clothing or return home, pending the circumstances. We do not wish to dictate fashion but define the standards without disrupting the educational process or being hazardous to the health and safety of the student(s). The cooperation of the students and parents is appreciated. *A good rule of thumb is, “when in doubt, do not wear it.”* Revision of this policy is contingent upon the Preston County Board of Education Policy. The school will not be liable for incidents occurring because of inappropriate attire.

VISITORS

We welcome all visitors/parents to our school but ask that they report to the **main office** as soon as they enter the campus. Visitor/parent passes will be issued when visitors register and state the nature of the visit. Any student taken out of school must be signed out in the office by the parent/guardian or other designated person. We are taking this procedure as a security precaution. Students who do not attend Central Preston Middle School are not permitted to visit during the school day or come to school dances.

COUNSELORS

Counseling service is available to all students. Many problems, concerning both school and one's personal life can be helped by counseling with a competent person. The school counselor or your teacher will be happy to try to help you with these problems. Appointments can be made by requesting a pass from your teacher to see the counselor. Students can arrange meetings prior to the first period, after lunch, after school or at other approved times. Our counselor will be at school on Monday and Thursday. This will be the regular schedule unless there is an activity, she must attend on one of these days. Counselor visits need to be coordinated between the counselor and your assigned teacher. Any classroom work missed must be made up.

CLASS EXCHANGE

In order to facilitate orderly movement from one area of study to another; students should make a special effort to exchange quietly. Exchange shall occur at the end of each class period. Students are permitted a few minutes to arrive at their next class. Tardiness will be handled by the classroom teacher. **(Three tardies will result in detention being assigned.)** Established doorway routes are to be used during class exchange for safety precautions. Traffic should stay to the right to share the space. An established traffic flow is enforced between classes when crowded spaces contribute to the necessity for safety. Use proper up and down stairways and in/outdoors. Do not crowd, push or run in the hallways or on the steps. **Quietly means no yelling or screaming at your neighbor.** This is disruptive to everyone. **No running in the hallways or between buildings.**

LOCKERS

School lockers are provided for the student's use by the Board of Education. Lockers will be assigned through home room or the office. Students are to keep the locker clean, organized and in reasonable condition. No offensive materials are to be housed in the locker. Periodic clean out may be scheduled to insure proper care of school property. Damage to the lock or locker will require restitution for said damages. The school reserves the right to inspect lockers when there is reasonable suspicion. **FOR SECURITY REASONS, BE SURE TO LOCK YOUR LOCKER AND DO NOT GIVE YOUR COMBINATION TO OTHERS.** Use your own locker at all times. **Do not give your combination to friends.**

LOST AND FOUND

Any items found during the week will be placed in the lost and found basket. Students who have lost an item should check the box before the end of school each Friday. Unclaimed items may be given to charity. Do not take anything from the lost and found basket that does not belong to you. This includes textbooks.

STUDENT CODE OF CONDUCT

In order to have the opportunity to reach his/her potential, every student in the public schools of West Virginia shall:

1. Attend school faithfully, complete assignments on time and work to full potential.
2. Behave in a manner that does not disrupt classroom learning or the operation of the school.
3. Obey teachers and principals and others in authority.
4. Refrain from aggressive or threatening behavior toward fellow students, teachers or other school staff.
5. Refrain from the possession or use of any weapons, illegal drugs, alcohol or tobacco products.

During the course of the school year, additions or revisions to the operation of Central Preston Middle School regarding policies and procedures may be made. Memos will contain information about any change or addition to policy.

“Learning is a lifelong privilege; it is not a journey, not a destination, it is not a task to be completed, but a process to be continued. We cannot train ourselves once and feel educated. What was right and plausible yesterday is questionable today and might even be wrong tomorrow. Knowledge is accumulating so fast that we must run to stand still.

Cavett Roberts

CHARACTER EDUCATION

The West Virginia State Legislature passed H.B.2208 regarding “Character Education” being taught in our schools. In particular, students should aspire to the following traits:

Honesty, caring, good citizenship, justice, fairness, respect, responsibility, voting, academic achievement, completing homework assignments, improving daily attendance, avoiding and resolving conflicts, selecting alternatives to violence, contributing to an orderly positive school environment, positive class participation, resisting social peer pressure to smoke, drink and use drugs, developing greater self-esteem and self-confidence, effectively coping with social anxiety, increasing knowledge of the immediate consequences of substance abuse, increasing knowledge of the consequences of ones actions, the corrupting influence and change nature of gambling and the value to decent, honest work.

Character education is not a program, it is a lifestyle. Central Preston will be implementing a program called Character Strong during FLEX period.

6 PILLARS OF CHARACTER EDUCATION

TRUSTWORTHY
RESPECT
RESPONSIBILITY
FAIRNESS
CARING
CITIZENSHIP

Levels of Violations on Behavior Intervention Form (BIF)

LEVEL 1 VIOLATIONS

1. **Tardy**- Students will not fail to be in his/her place of instruction at the assigned time without a valid excuse.
2. **No/Incomplete Homework**-Students will turn in all assignments on time as indicated by the teacher.
3. **Classroom Materials**-Students must be prepared with appropriate classroom materials, such as, but not limited to; pencil, paper, textbook, assignment book.
4. **Not on Task**-Student must be following directions and working on the task at hand as directed by the teacher.
5. **Talking Out**-Students will not talk out in a manner which disrupts the classroom environment.
6. **Making Noises**-Students will not make any noises or sounds which disrupt the classroom environment.

7. **Out of Seat**-Students will not be out of their seats during class time unless directions have been given by the teacher otherwise.
8. **Negative Body Language**-Examples will be illustrated by Homeroom teacher.
9. **Disobey Rules/Directions**
10. **Food/Drink**
11. **Locker Violation**-being at your locker during undesignated times or without a pass/assignment book.
12. **Writing/Passing Notes**-Students will not write or pass notes during school hours.
13. **Rumors/Gossip**-Students will not talk or spread opinions which are widely current with no known source or spread statements with no known truth.
14. **Horseplay**-Students will not participate in rough play, such as (but not limited to): kicking, pushing, etc.
15. **No Planner**-Students will not fail to bring their planner every day to every class.

LEVEL 2 VIOLATIONS

1. **No Planner**-Students will not fail to bring their planner every day to every class.
2. **Public Displays of Affection**-Students will not display inappropriate displays of affection such as, but not limited to hand-holding, hugging, kissing, etc.
3. **Disrespect**-Lack of decent, correct, and courteous behavior.
4. **Intimidating**-(Teachers will refer to bullying poster in classroom.)
5. **Antisocial Conduct**-failure to work in a positive manner with other students and school staff.
6. **Defiance**-refusal to obey.
7. **Profanity (General)**-using inappropriate language.
8. **Disruptive Behavior**-Students will not act in any manner that disrupts the educational environment.
9. **Taunting/Ridiculing**-to mock or make fun of.
10. **Loitering/Skipping Class**-not in designated area (hanging out in the hallway/bathroom)
11. **Technology Violation**-refer to school/county technology form
12. **Electronic Devices**-Students are not to have cell phones, mp3's, handheld games, and so on during school hours.
13. **Inappropriate Item**-Items that have been banned from school such as but not limited to rubber bands, energy drinks/gum, toys, etc.
14. **Cheating/Copying**-Students will not cheat on or copy class work, homework, quizzes, and tests.
15. **False Information**-Students will refrain from saying or not telling the truth when questioned.
16. **Graffiti**-Students will not write or draw on school property or a person's property or body or one's own body.

LEVEL 3 VIOLATIONS

1. **Racial/Ethnic Slurs**-Students will not use any terms or phrases which disrespect which disrespect any person due to race, religion, or ethnicity.
2. **Sexual Slurs**-Students will not make any comments which are offensive to other students such as, but limited to:
3. **Profanity-Student**- students will not use curse words towards another student.
4. **Profanity-Employee**-students will not use curse words towards an employee (any adult staff member).
5. **Assault-Student**-Any violent, physical, or verbal attack towards a student.
6. **Assault-Employee**-Any violent, physical, or verbal attack towards an adult employee.
7. **Battery-Student**-An unlawful use of force towards another student.
8. **Fighting**-Students will not participate in a physical altercation with another person while under the authority of school personnel, on school property (including buses).
9. **Harassment** –REPETITIVE harassment, bullying, intimidation
10. **Extortion**-To obtain anything from a person from force or threat (ex. Money, confession, etc.)
11. **Stalking**-Following another with the intentions to harass, bully or intimidate.
12. **Threats**-An expression of intent to do harm or something wrong.
13. **Destruction Property**-To intentionally/damage property.
14. **Stealing**-The taking of anything that doesn't belong to without permission.
15. **Forgery**-To sign anyone else's name besides your own.
16. **Repetitive Violations**-Continuing to repeat offensives.
17. **Tobacco Violation**- to possess, use or distribute any tobacco product on school grounds, school buses/vehicles, or at any school sponsored event.
18. **Skipping School**-leaving or not being on school property when you're supposed to.
19. **Meds Violation**-Students will not possess, use, or distribute over the counter or prescribed medications (including cough drops).

LEVEL 4 VIOLATIONS

1. **Drugs**-A student will not possess, distribute or be under the influence of a controlled substance (drugs) on school grounds, school bus, school vehicle or any school sponsored function.
2. **Alcohol**-A student will not possess, distribute or be under the influence of alcohol on school
3. **Battery of Employee**-Unlawful use of force towards a school employee.
4. **Theft over \$100**-Taking or having in possession property valued over \$100.

5. **Weapons**-A student will not possess a firearm or deadly weapon on a school bus or in or on any public or private primary or secondary education building, structure, facility or grounds or any school sponsored function. (Dangerous weapon means any device intended to cause injury, bodily harm, any device used in a threatening manner that could cause injury, bodily harm; or any device that is primarily used for self-protection. Dangerous weapons include but are not limited to blackjacks, gravity knives, knives, switch blade knives, nun chucks, metallic or false knuckles, pistols or revolvers. A dangerous weapon may also include the use of a legitimate tool, instrument or equipment as a weapon including but not limited to pens, pencils, compasses, combs or rubber bands with the intent to harm another.
6. **Fire Alarm**-Pulling the fire alarm without permission.
7. **Bomb Threat**-Any written or verbal message indicating a bomb on school grounds, school bus, school vehicles, or school sponsored function.
8. **Sale of Narcotics**-A student will not sell narcotics on school grounds, school buses, school vehicles, or at school sponsored functions.

Level 1 3 Strikes 3 Points		Level 2 1 Strike 5 Points		Level 3 1 Strike 20 Points		Level 4 1 Strike 100 Points	
<input type="checkbox"/> 1. Tardy		<input type="checkbox"/> No Planner		<input type="checkbox"/> Racial/Ethnic Slurs		<input type="checkbox"/> Drugs	
<input type="checkbox"/> 2. No / Incomplete Homework		<input type="checkbox"/> Out of Area		<input type="checkbox"/> Sexual Comments		<input type="checkbox"/> Alcohol	
<input type="checkbox"/> 3. Classroom Materials		<input type="checkbox"/> [REDACTED]		<input type="checkbox"/> Sexual Misconduct		<input type="checkbox"/> Battery - Employee	
<input type="checkbox"/> 4. Not on Task		<input type="checkbox"/> Public Display of Affection		<input type="checkbox"/> Assault - Student		<input type="checkbox"/> Theft over \$100.00	
<input type="checkbox"/> 5. Talking Out		<input type="checkbox"/> Insubordination		<input type="checkbox"/> Assault - Employee		<input type="checkbox"/> Weapons	
<input type="checkbox"/> 6. Making Noises		<input type="checkbox"/> Disrespect		<input type="checkbox"/> Battery - Student		<input type="checkbox"/> Fire Alarm	
<input type="checkbox"/> 7. Out of Seat		<input type="checkbox"/> Intimidating		<input type="checkbox"/> Fighting		<input type="checkbox"/> Bomb Threat	
<input type="checkbox"/> 8. Negative Body Language		<input type="checkbox"/> Antisocial Conduct		<input type="checkbox"/> Harassment		<input type="checkbox"/> Sale of Narcotics	
<input type="checkbox"/> 9. Disobey Rules/Directions		<input type="checkbox"/> Defiance		<input type="checkbox"/> Repetitive Bullying		<input type="checkbox"/> Imitation Drug: Sale/ Possession/Use/Distribution/	
<input type="checkbox"/> 10. Food/Drink		<input type="checkbox"/> Profanity - General		<input type="checkbox"/> Extortion			
<input type="checkbox"/> 11. Locker Violation		<input type="checkbox"/> Disruptive Behavior		<input type="checkbox"/> Stalking			
<input type="checkbox"/> 12. Writing/Passing Notes		<input type="checkbox"/> Taunting/Ridiculing		<input type="checkbox"/> Threats		<input type="checkbox"/> Other	
<input type="checkbox"/> 13. Rumors/Gossip		<input type="checkbox"/> Loitering/Skipping Class *		<input type="checkbox"/> Destruct. of Property			
<input type="checkbox"/> 14. Horseplay		<input type="checkbox"/> Technology Misuse *		<input type="checkbox"/> Stealing			
<input type="checkbox"/> Gum		<input type="checkbox"/> Electronic Devices		<input type="checkbox"/> Forgery			
<input type="checkbox"/> Other		<input type="checkbox"/> Inappropriate Item		<input type="checkbox"/> Repetitive Violations			
		<input type="checkbox"/> Cheating [REDACTED] *		<input type="checkbox"/> Tobacco Violations			
		<input type="checkbox"/> False Information		<input type="checkbox"/> Skipping School			
		<input type="checkbox"/> Failure to Serve Detention		<input type="checkbox"/> Meds Violation			
		<input type="checkbox"/> Graffiti *		<input type="checkbox"/> Profane Language /Obscene Gesture/Indecent Act toward an Employee or Student			
		<input type="checkbox"/> Other					

"No Planner" is now a Level 1 behavior.

A conduct grade will appear on the report card. This grade is determined by subtracting the sum of the point value associated with behavior offenses from 100.

Disclaimer: All students and their parent(s)/guardian(s) are directly responsible for their individual behavior on a daily basis

Please fill in and return the below form to our child's Flex teacher:

My child has informed me that the Central Preston Middle School's Student and Parent Handbook has been reviewed with him/her in homeroom, and I am aware that there is an electronic version available on the school's website for parent and student review.

Parents may request a paper copy. Their child will be given one upon parent request below. Students will be required to sign upon receipt of the paper copy.

Parent/Guardian Name

Date

Student Name/Grade/Homeroom Teacher

**I(parent/guardian) _____ am requesting a paper copy of the Student/Parent Handbook.

**I _____ (Student Signature) have received a paper copy of the Student/Parent Handbook requested by my parent/guardian. I understand it is my responsibility to take it home and give it to my parent/guardian.