

Parent and Student Handbook
2021-2022

CEDAR GROVE MIDDLE SCHOOL

200 John Street P.O. Box J
Cedar Grove, WV 25039
Telephone: 304-595-2541
Fax: 304-949-3418

Principal: Melissa Lawrence
Assistant Principal: Vicky Porta

“Every Student, Every Opportunity, Every Time”

This Student Planner belongs to:

Name: _____

Phone: _____

Address: _____

Grade _____ Homebase Teacher _____

Locker Number: _____

WELCOME TO CEDAR GROVE MIDDLE SCHOOL!



MISSION STATEMENT

Cedar Grove Middle School, in cooperation with our community, will provide a safe and empowering learning environment to challenge every student, for every opportunity, every time.

EDUCATIONAL GOALS

1. The achievement gap for any student grouping will be eliminated.
2. All students will master or exceed grade level educational standards through quality instruction and learning opportunities.
3. A safe and nurturing environment will exist throughout the school.

SCHOOL MOTTO

“Every Student, Every Opportunity, Every Time.”

ABCs of Blazer Pride

- A** Academics – Students will maintain at least a 2.0 GPA each grading period.
- B** Behavior – Students will have less than three office referrals each grading period.
- C** Character – Students will demonstrate KCS monthly character traits.

Cedar Grove Middle School is a Title I School!

What is Title I?

Title I is a federal program that provides funds to schools and school districts serving high numbers of economically disadvantaged children. Its goals are to ensure that high-risk students meet at least the minimum proficiency on state academic standards assessments, and that they have a fair opportunity to earn a high-quality education.

What are the Benefits of Title I?

At CGMS, our Title I program focuses on English/Language Arts and Math improvement. Our program is designed to supplement services to students and staff using a variety of models:

- Integrate reading and math programs (Read 180, MindPlay, SRA, and iReady Math)
- Utilize additional personnel who will support students in a variety of ways
- Offer additional staff professional development opportunities to strengthen teaching and learning
- Provide additional resources and materials which are intended to enhance learning

What are the Benefits of Being an Involved Parent?

Studies have shown that children are more successful when parents are involved in their education. You can help your child succeed by volunteering, helping with homework, and reading to/with your child.

Additional Title I Information. . .

- School-Parent Compact
- Parental Engagement Policy
- Parent Right to Request
- Visit school website
- Contact School Principal or KCS Title I Director

WOULD YOU LIKE TO BE INVOLVED IN YOUR CHILD'S EDUCATION?



- ❖ PTO meetings once a month
- ❖ Purpose: Parent Engagement, Student Incentives, and Teacher/School Support
- ❖ Contact the school for specific dates and times

GENERAL INFORMATION

ATTENDANCE/ABSENCES: Regular attendance at school is required by state law. You are expected to be in school unless you are ill. If it becomes necessary for you to be absent, have your parent report your absence to the school office by phone and bring a note from your parent with you on the day you return, but not more than three days after the absence. The note should contain: (a) the date which it is written, (b) date of absence, (c) reason for absence, and (d) signature of parent. This note should be brought to the office. You are also expected to be on time. If you report to school **TARDY**, go immediately to the office for sign in. CGMS may enforce tardiness with disciplinary action.

PERMISSION TO LEAVE BUILDING EARLY: Students who have doctor, dental, or business appointments should try to set these appointments on days or during times that school is not in session. A note from home or the appointment card must be presented to the office upon return for the absence to be considered excused.

PARENTS MUST SIGN THEIR OWN CHILD OUT OF SCHOOL. STUDENTS ARE NOT PERMITTED TO SIGN THEMSELVES OUT OF THE BUILDING OR LEAVE WITH ANOTHER PARENT UNLESS PRIOR ARRANGEMENTS HAVE BEEN MADE AND ACCEPTED BY THE OFFICE.

ILLNESS: If a student becomes ill at school, he/she should do the following:

1. Report to the school office.
2. The office staff will attempt to assist or contact parent.
3. Students who are excused for illness must be signed out in the office by a parent.
4. Do not go home without permission.
5. Do not loiter in restrooms or other parts of the building and claim illness later.

The school nurse will be available to see students who become ill on Mondays, Wednesdays, and Fridays.

TRUANCY: Truancy is a result of multiple unexcused absences. Please refer to KCS Attendance Policy J19 for additional information. A KCS Assistant Attendance Director may work with parents and students in an effort to decrease truancy.

1. 5 or more unexcused absences – a legal notice will be mailed to parent with an invitation to attend a conference.
2. 10 or more unexcused absences – truancy charges can be filed against the parent and/or student in Kanawha County Magistrate Court.

TRANSPORTATION: Students are under the authority of the school from the time they leave their home in the morning until returning home in the afternoon. Kanawha County

Schools provides school buses for students. Students riding the bus will be expected to board buses at the same place and same time each day. No one should stand on the bus. Students are expected to conduct themselves properly while on the school bus. This includes conversation in a normal tone and volume; arms, hands, and head inside the bus at all times; never touching the emergency door; and obedience to the bus driver at all times.

Failure to comply with these regulations and to conform to the rules of conduct, which guarantees a pleasant and safe journey to all, may result in the student being suspended or expelled from the bus and/or school for the rest of the year. You are expected to cooperate and be respectful to the bus driver at all times.

WALKING: Students should obey the safety rules for crossing streets and be respectful of CGMS neighborhoods.

MORNING PROCEDURES:

1. Students should arrive no earlier than 7:15.
2. Enter only through the main front doors.
3. All middle school students should report to their homebase classroom.
4. Students who have no missing assignments will be given the choice of physical activity in gymnasium, reading/testing in library, or staying in homebase.
5. Breakfast will be served in the cafeteria at 7:45; a grab and go breakfast is available for any student arriving after 7:55.
6. 1st period will begin promptly at 8:00.

WEATHER- RELATED SCHOOL CLOSINGS: Local TV and radio stations will provide up-to-date information on weather-related closings. All activities will be canceled when school is officially closed.

TELEPHONE: Use of the office phone is by permission of the principal, assistant principal, counselor, nurse, or secretary. Rather than using cell phones, students are encouraged to ask permission to use office phone when attempting to contact parents.

TEXTBOOKS/LIBRARY BOOKS: The individual student is responsible for loss and damage.

ELECTRONIC DEVICES: Cell phones and other electronic devices may not be used during the instructional day. Cell phones may be brought to school but are to be kept in locker throughout the school day. **The school will not assume responsibility for electronic devices, and any staff member may confiscate any electronic item at any time if violating this policy. Confiscated items are to be picked up by the parent.**

BUILDING MOVEMENT: To promote efficient movement, students are to walk on the right side of the hallways and must have a hall-pass to leave class. A basic rule is that students never run in the hallways or areas throughout the building. No shouting is

allowed within the building. Students may not congregate and block intersections or hallways.

LOCKERS: Lockers will be assigned. If you have difficulty opening your locker, need a locker combination change, or if you have lost your combination, see your home base teacher. Do not change lockers without permission. Do not write on your locker or put any stickers on it. There may be locker checks during the school year. Any books in your locker, not belonging to you, should be turned into the office. Gym bags, duffle bags, books bags, etc., shall not be permitted in the classroom. All bags are to be stored in the locker after arriving at school until the end of the school day. **The lockers are property of CGMS and as such may be inspected or searched at any time.**

CARE OF RESTROOMS: Graffiti and/or vandalism in the restroom will result in disciplinary action. Furthermore, every student has a direct responsibility to maintain standards of cleanliness in restrooms. In a small school, a few thoughtless students can do much to create discomfort for other students in restrooms and other public areas. This can be prevented if all students make an effort to keep restrooms and other public areas clean and report any signs of misuse.

CAMPUS: At all time throughout the instructional school day our campus is closed; students are not permitted to leave the school grounds during the school day (except when signed out by parent/guardian).

CAFETERIA: It is the responsibility of each student to maintain a neat and clean cafeteria; i.e., depositing of empty containers, cleaning up spills, etc. No throwing of food, paper, or debris is allowed. Failure to comply with this rule will result in disciplinary action. If you make a mess, please clean up after yourself!

Additionally, according to WVDE policy 4321.1, Only a parent or guardian, may deliver outside foods and beverages to their own child at school. CGMS has the right to prohibit outside food/beverages from being delivered to the school.

BEVERAGES AND OTHER FOODS: While CGMS encourages an adequate consumption of water and healthy snacks, we will expect that the consumption of all other beverages (soft drinks, sport drinks, energy drinks, teas, iced coffees, etc . . .) and all foods be limited to lunch time/cafeteria only.

ASSEMBLIES: At all times, student behavior should be respectful and courteous. An indication of the cultural level of a school is the conduct of the student body at an assembly. Whether guests are present or not, each student is personally responsible for the impression made by the school as a whole. Violation of student behavior will result in loss of attendance at assemblies and disciplinary action.

EXTRA-CURRICULAR ACTIVITIES: Students who wish to participate in an extra-curricular activity must maintain a 2.0 GPA and follow all guidelines established by West Virginia, Kanawha County Schools, and CGMS. The following may be available:

football, volleyball, basketball, track, and cheerleading. Students with discipline slips may not participate in activities while serving disciplinary action. This includes both out-of-school suspensions (OSS) and in-school suspensions (ISS).

SCHOOL DANCES: Dances are for Cedar Grove Middle School students only. Dances are a school function and all school rules will apply accordingly. Students are expected to dress appropriately and to respect the rights of others. Administration reserves the right to revoke permission to attend any dance for students who fail to meet school standards (discipline issues or attendance issues).

GUIDANCE DEPARTMENT: The counselor's office is located in the main office. Students may come to the guidance office between classes and before and after school; however the counselor is available each period of the day to offer assistance to students. The counselor welcomes visits to the guidance office. You should feel free to communicate with the counselor. The counselor is not responsible for discipline or punishment. In addition, any student transferring to or from Cedar Grove should report to the counselor's office so that the proper procedures for enrollment can be followed.

DRESS AND APPEARANCE: All students are expected to dress and groom themselves neatly in clothes that are suitable for classroom and school activities. The following apparel is prohibited: clothing exposing the mid-section, hats, sunglasses, see-through clothing, and clothing that is offensive or obscene or clothing that is advertising tobacco, alcohol, or other drugs. **CEDAR GROVE MIDDLE HAS THE RIGHT TO EXCLUDE ANY DRESS OR APPEARANCE IT FINDS UNSUITABLE TO THE EDUCATIONAL PROCESS DURING SCHOOL OR AT ANY SCHOOL ACTIVITY.**

*The entire Kanawha County Board of Education Policy 4373: Student Behavior may be electronically accessed at <http://kcs.kana.k12.wv.us> by following these steps:

- Click "About" located at top tool bar
- Find "Policies and Procedures" located on right side of screen
- Scroll down and click "Series J – Students"
- On pg. 2, scroll down and click "J25 – Student Behavior"
- On pg. 2, scroll down and click "J36 – Student Dress Policy"

If you do not have access to the Internet, a copy of the policy may be obtained in the office upon request.

DISCIPLINE: We believe most middle school students are ready to discipline themselves and welcome this responsibility. We feel all students are aware of what constitutes acceptable behavior, and we expect all to practice the self-control that maintains it. Should a student be requested to leave a classroom, he/she must report immediately to the office/administration. One of the most important lessons education should teach is discipline and character. While it does not appear as a subject, it underlies the entire educational structure. It is training that develops self-control, character, orderliness and efficiency. It is the key to good conduct and proper consideration for other people. CGMS expects all students to follow Kanawha County Schools' standards of discipline. *See Level Violation/Consequences handout at end of handbook.

SMOKING/Vaping: Smoking/possessing tobacco/nicotine is not permitted by Kanawha County Schools' Policy. This includes smokeless tobacco and electronic cigarettes/vaping devices. Criminal charges may be filed pursuant to WV Code 16-9A-3.

FIGHTING: Students involved in fighting or encouraging a fight during the school day or during school functions will be subject to suspension or expulsion.

BULLYING, ABUSIVE TREATMENT, HARASSMENT: No form of bullying is permitted. Any student found to participate in bullying, while under the authority of the school, shall be disciplined by administration. Please report issues of bullying and/or harassment to a teacher, the counselor, or administration. An official bullying/harassment complaint may be filed with the counselor upon request.

INTERNET POLICY: Students will be informed about acceptable use of the Internet and must sign an Acceptable Use Policy form annually in order to access the Internet. Any student using school or personal technology in an unacceptable manner or content is subject to immediate discipline and loss of technology usage. Students who post threatening, abusive, or false information on the internet about students or staff may be subject to immediate disciplinary action.

THE SCHOOL AND THE LAW: Any unlawful act taking place on school grounds or buses not only subjects the student to penalties which the courts may prescribe, but also may result in disciplinary action from school. Any student who participates in bomb threats, exploding fireworks, ringing a fire alarm, harassing or hazing other students will be subject to immediate disciplinary action. Use, possession, or state of being under the influence of alcohol, marijuana, illegal drugs, or any substance represented or believed by the student involved to be a controlled substance or illegal drug will result in disciplinary action.

CLASSROOM MATERIALS: All students are expected to come to class prepared and on time. To make sure all students have the proper classroom materials, CGMS recommends all students to have to the following materials for every class:

1. Three-ring binder
2. White notebook paper
3. Pencils
4. Pencil pouch for binder
5. Subject dividers
6. Colored pencils
7. **FULLY CHARGED IPAD EACH DAY**

**If you need assistance in providing school supplies, please contact counselor. We will be glad to assist with educational supplies.

STUDENT RECOGNITION: Cedar Grove Middle School students are encouraged to participate in all student related activities. In addition, the school will recognize students of the month for each grade level team. Student work will be prominently displayed and student achievements will be promoted in many ways including school newsletters, newspaper and other media, school web page and school marquee. **Parents who do not want their child to be recognized should notify the counselor at the beginning of the school year.**

GRADING SCALE:

A	Excellent	100% - 90%
B	Above Average	89% - 80%
C	Average	79% - 70%
D	Below Average	69% - 60%
F	Unsatisfactory	Below 60%

Cedar Grove Middle School Athletic Program Information

Fundraising

Every sport must participate in at least one fundraiser each season. Profits from fundraising will be used specifically for the sport that participated in that fundraiser. Profits will be used to purchase anything extra that the coach deems necessary (bags, warm ups, celebrations, dinners before games, special jerseys, etc.)

Uniform Costs

New uniforms will be purchased on a rotating basis or as needed. The costs for new uniforms will be split in the following ways:

1/2 from "Gate"

1/2 from Team Fundraisers

*All requests for new uniforms must be approved by the principal AND athletic director and will depend on fund availability and need.

Team Dinners before Games

Parents and Coaches should work together to provide dinner for teams.

Fines

All fines will be paid from the sport account from which the fine originates.

Example: Coach fined for not attending mandatory meeting.

Student Athlete Recognition

CGMS will recognize student athletes during an athletic reception at the end of each school year. Students may receive awards, certificates, letters, pins, etc. Families will be invited and refreshments will be served. Funds for the athletic reception and awards will come from school "Gate" account.

Team Inventory

Coaches will be responsible for a beginning and ending inventory of equipment and uniforms. Coaches will turn in inventory to school athletic director at beginning and end of each season. Parents of student athletes are responsible for replacement cost of any lost or damaged uniform.

Purchases and Fundraising

Any purchase or fundraiser must first be verified as a KCS vendor through the school secretary. If items will be purchased through an approved vendor, then it must be approved by the school principal AND the school athletic director. No purchases or fundraisers will be made if KCS has not approved the source as a vendor. No purchases will be made without funds in the sport account to cover the entire cost of the order.

(Athletic Program Information cont.)

Concession Account

It is the responsibility of the team coach to secure workers for the concession stand. If parents from a particular sport work the concession stand, then that sport will receive 50% of the net profit. The other 50% will go to the school Concession Account. The school concession account will be used for the purchase of concession supplies and starter cash for each concession stand; however, that money will be reimbursed to the school concession account from the sales generated from the concession stand. If no parents work the concession stand, then 100% of the net profit will go into the school concession account. At least two parents from the same sport must work in the concession stand to receive this "fundraiser." No students will be allowed to work in the concession stand as money is involved. The concession stand workers are responsible for completing an inventory list for each concession stand and are to write their names on the back of the inventory sheet for documentation.

Gate Account

All profits from ticket sales will go into the school Gate Account. This account is used for a variety of athletic related expenses: equipment, equipment re-conditioning, official fees, security, awards, athletic banquet supplies, entry fees, starter cash for gate, partial uniform costs, etc....

The above description of how CGMS Athletic Program will be operated is created in an attempt to make our program as transparent as possible with expectations clearly communicated to all interested parties. These guidelines may be revised by the principal and athletic director as needed.

If you would like to discuss any aspect of the CGMS Athletic Program, please call or come by to speak with me. I am always willing to work with parents and do what is best for our school and our students.

CGMS Student Incentives



A - ACADEMICS

- ❖ Honor Roll Incentive each semester 3.0 or greater
- ❖ Scholar's Luncheon after Awards Ceremony 3.5/3.75
- *To be eligible for academic incentives, students must meet GPA requirement and must not have any letter grade lower than a "C."

B - BEHAVIOR

- ❖ "Behavior and Being Present" - 9 week recognition; zero unexcused absences/zero office referrals
 - 1st 9 weeks - outside activity w/ special treat
 - 2nd 9 weeks - movie w/ special treat
 - 3rd 9 weeks - inside activity w/ special treat
 - 4th 9 weeks - student choice w/ special treat

C - CHARACTER

- ❖ Blazer Pride Awards monthly



Cedar Grove

Middle School

**P. O. Box J
Cedar Grove, WV 25039
(304) 595-2541**

PRINCIPAL: MELISSA LAWRENCE

Dear Parents and Guardians,

As many of you may know, we have been working hard to improve the safety and efficiency of our morning drop-off procedures. We continue to work with Cedar Grove town officials to implement the best morning procedures possible. Please see below for the highlights of our procedures:

- ❖ Students may enter the school building at 7:15 a.m.
- ❖ Please keep all traffic single file (no passing stopped vehicles)
- ❖ Please let student out of vehicle once traffic comes to a stop
- ❖ Please have student use the Safe Routes to School sidewalk
- ❖ Please do NOT park along the one way street on either side to walk a student in
- ❖ Please do NOT park in or drive through the staff parking lot

As always, we encourage parent involvement so if you would like to visit our school during the morning drop-off times, please park in the church parking lot and use the Safe Routes to School sidewalk to enter our building.

Together, we can all make our morning drop-off procedures work more efficiently and, most importantly, safer for our students.

Thank you,

Melissa Lawrence
CGMS, Principal

Level 1 Violations

(Parent Notification is Discretionary)

- ❖ Cell phone (see policy for offense responses)
- ❖ Cheating
- ❖ Deceit
- ❖ Disruptive/Disrespectful Behaviors
- ❖ Failure to Serve Detention
- ❖ Falsifying Identity
- ❖ Inappropriate Appearance
- ❖ Inappropriate Display of Affection
- ❖ Inappropriate Language used in General Context
- ❖ Possession of Inappropriate Property
- ❖ Skipping Classes (cannot suspend solely for this offense)
- ❖ Tardiness (cannot suspend solely for this offense)
- ❖ Vehicle Parking Violation

Level 1 Consequences

(Maximum OSS 3 days)

- ❖ Conferences
- ❖ Staff Intervention Programs (e.g. D-Hall)
- ❖ Counseling Programs
- ❖ Peer Mediation
- ❖ Anger Management
- ❖ Conflict Resolution
- ❖ Behavior Contract
- ❖ Schedule Change
- ❖ Confiscation of inappropriate item
- ❖ Revocation of privileges
- ❖ Before or After School Detention
- ❖ Denial of Participation in Class or School Activities
- ❖ ISS *Prohibits participation in extracurricular activities for duration of ISS
- ❖ OSS *Max OSS 3 days
- ❖ Law Enforcement Notification

Level 2 Violations

(Parent Notification is Recommended)

- ❖ Gang Related Activity
- ❖ Habitual Violation of School Rules (3 or more violations, 10 or more OSS, and documented parent notification)
- ❖ Insubordination
- ❖ Leaving School without Permission
- ❖ Physical Fight without Injury
- ❖ Possession of Imitation Weapon
- ❖ Possession of Knife Not Meeting Dangerous Weapon Definition (under 3 ½ inches unless used or intended to be used to produce serious bodily injury)
- ❖ Profane Language/Obscene Gesture/Indecent Act Toward an Employee or Student
- ❖ Technology Misuse

Level 2 Consequences

(Maximum OSS 5 days)

- ❖ Conferences
- ❖ Counseling
- ❖ Behavior Contract
- ❖ Scheduling Change
- ❖ Confiscation of Inappropriate Item
- ❖ Revocation of Privileges
- ❖ Restitution/Restoration
- ❖ Before or After School Detention
- ❖ Denial of Participation in class or School Activities
- ❖ ISS *Prohibits participation in extracurricular activities for duration of ISS
- ❖ OSS *Max OSS 5 days
- ❖ Recommended Placement in an Alternative Education Program
- ❖ Expulsion
- ❖ Law Enforcement Notification

Level 3 Violations

Report to Administration

(Parent Notification is Recommended)

- ❖ Battery against Student
- ❖ Defacing School Property/Vandalism
- ❖ False Fire Alarm
- ❖ Fraud or Forgery
- ❖ Gambling
- ❖ Hazing
- ❖ Improper Operation of Motor Vehicle
- ❖ Larceny (less than \$1,000)
- ❖ Sexting
- ❖ Sexual Misconduct
- ❖ Threat of Injury or Assault against Employee or Student
- ❖ Trespassing
- ❖ Harassment/Bullying/Intimidation
- ❖ Imitation Drugs
- ❖ Inhalant Abuse
- ❖ Tobacco (see policy for offense responses)

Level 3 Consequences

(Maximum OSS 10 days)

- ❖ Conference
- ❖ Counseling
- ❖ Behavior Contract
- ❖ Schedule Change
- ❖ Confiscation of Inappropriate Item
- ❖ Revocation of Privileges
- ❖ Restitution/Restoration
- ❖ Before or After School Detention
- ❖ Denial of Participation in Class or School Activities
- ❖ ISS *prohibits participation in extracurricular activities for duration of ISS
- ❖ OSS *maximum OSS 10 days
- ❖ Recommended Placement in an Alternative Education Program
- ❖ Expulsion
- ❖ Law Enforcement Notification

Level 4 Violations

Report to Administration
(Parent Notification is Required)

- ❖ **Battery Against School Employee**
- ❖ **Felony**
- ❖ **Illegal Substance Related Behaviors (see policy for offense responses)**
- ❖ **Possession of Firearm or Deadly Weapon**
- ❖ **Sale of Narcotic Drug**

Level 4 Consequences

(Requires mandatory suspension and informal hearing)

- ❖ **Above Bold Violations Must Warrant Principal Request of Superintendent that the Student be Expelled (Battery, Possession, and/or Sale)**
- ❖ **Other Level 4 Violations Must Warrant Suspension and May Request of Superintendent that the Student be Expelled (Felony, and/or Illegal Substance)**

To Access Student Behavior Policy 4373 in its entirety, please follow directions below:

- 1. <http://kcs.kana.k12.wv.us>***
- 2. At top of page, click "About"***
- 3. On right side of screen, under "Policies and Procedures," scroll down list and click on "Series J - Students"***
- 4. At bottom of page, click on "2"***
- 5. From list, click on "J25 - Student Behavior"***

**Cedar Grove Middle School
200 John Street P.O. Box J
Cedar Grove, WV 25039**

**Cedar Grove Middle School
Student/Parent School Contract**

STUDENT: I understand, that as a student of Cedar Grove Middle School, in order to be a successful student, I agree to the following:

1. I will come to school ready to learn with a fully charged iPad.
2. I will complete and submit all classroom and homework assignments.
3. I will work to reach the highest expectations.
4. I will make my parents aware of all parent-teacher conferences and encourage them to attend.
5. I will show respect for myself and others.

Student

Signature _____

PARENT: I understand that as a parent I am an important part of the learning team. Knowing this, I agree to the following:

1. I will help my child come to school ready to learn.
2. I will encourage my child to complete all assignments.
3. I will monitor my child's academic progress.
4. I will check my child's assignment book on a regular basis to encourage the organizational skills necessary to succeed in life.
5. I will cooperate with school personnel to ensure the educational process can continue for all students.

Parent

Signature _____

Signatures show that this handbook has been read and understood by students and parents.