WEIR MIDDLE SCHOOL

125 Sinclair Avenue
Weirton, WV
Phone – 304-748-6080
Fax – 304-748-0847
http://hancock-k12.wvnet.edu/wms

STUDENT AGENDA 2026-2027

Principal: Kelly M. Lawton
Assistant Principal: Timothy Daugherty
School Counselor: Kayla Adams-Smith
Social Worker: Julia Macaluso

Main Office Secretary: Brittanee McCallister
Finance Secretary: Lucia Pulice-Lenhart
Nurse: Kasey Nichols



This agenda belongs to:

NAME _____

Grade _____

This handbook has been updated from the hardcopy version.
updates are in RED 08.21.2026

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BELL SCHEDULES

regular

	5th grade	6th grade	7th grade	8th grade
homeroom	7:20-7:37	7:20-7:37	7:20-7:37	7:20-7:37
period 1	7:40-8:23	7:40-8:23	7:40-8:23	7:40-8:23
period 2	8:26-9:09	8:26-9:09	8:26-9:09	8:26-9:09
period 3	9:12-9:55	9:12-9:55	9:12-9:55	9:12-9:55
period 4	LUNCH 9:58-10:28	9:58-10:41	9:58-10:41	9:58-10:41
period 5	10:31-11:14	LUNCH 10:44-11:14	10:44-11:27	10:44-11:27
period 6	11:17-12:00	11:17-12:00	LUNCH 11:30-12:00	11:30-12:13
period 7	12:03-12:46	12:03-12:46	12:03-12:46	LUNCH 12:16-12:46
period 8	12:49-1:32	12:49-1:32	12:49-1:32	12:49-1:32
period 9	1:35-2:18	1:35-2:18	1:35-2:18	1:35-2:18

2-hour delay

	5th	6th	7th	8th
homeroom	9:20-9:29	9:20-9:29	9:20-9:29	9:20-9:29
period 1	9:32-10:01	9:32-10:01	9:32-10:01	9:32-10:01
period 2	10:04-10:33	10:04-10:33	10:04-10:33	10:04-10:33
period 3	LUNCH 10:36-11:06	10:36-11:05	10:36-11:05	10:36-11:05
period 4	11:09-11:38	LUNCH 11:08-11:38	11:08-11:37	11:08-11:37
period 5	11:41-12:10	11:41-12:10	LUNCH 11:40-12:10	11:40-12:09
period 6	12:13-12:42	12:13-12:42	12:13-12:42	LUNCH 12:12-12:42
period 7	12:45-1:14	12:45-1:14	12:45-1:14	12:45-1:14
period 8	1:17-1:46	1:17-1:46	1:17-1:46	1:17-1:46
period 9	1:49-2:18	1:49-2:18	1:49-2:18	1:49-2:18

2-hour early dismissal

	5th	6th	7th	8th
homeroom	7:20-7:30	7:20-7:30	7:20-7:30	7:20-7:30
period 1	7:33-8:02	7:33-8:02	7:33-8:02	7:33-8:02
period 2	8:05-8:34	8:05-8:34	8:05-8:34	8:05-8:34
period 3	8:37-9:06	8:37-9:06	8:37-9:06	8:37-9:06
period 4	LUNCH 9:09-9:39	9:09-9:39	9:09-9:39	9:09-9:39
period 5	9:42-10:11	LUNCH 9:42-10:12	9:42-10:11	9:42-10:12
period 6	10:14-10:43	10:14-10:43	LUNCH 10:14-10:44	10:15-10:43
period 7	10:46-11:15	10:46-11:15	10:46-11:15	LUNCH 10:46-11:16
period 8	11:18-11:47	11:18-11:47	11:18-11:47	11:18-11:47
period 9	11:50-12:18	11:50-12:18	11:50-12:18	11:50-12:18

NON-DISCRIMINATION STATEMENTS

As required by Federal Laws and Regulations, the Hancock County Board of Education does not discriminate based on sex, race, color, religion, disability, age, and national origin in employment in the administration of any of its education programs and activities. Inquiries may be directed to Title IX Coordinator and Section 505 Coordinator, Hancock County Board of Education, PO Box 1300, New Cumberland, WV 26047, Telephone 304-564-3411; to the State Elimination, Sex Discrimination Coordinator, telephone 304-558-7864; or to the US Department of Education Assistant Secretary of Civil Rights, telephone 800-421-3481.

NUTRITIONAL NON-DISCRIMINATION STATEMENT

In accordance with the Federal Law and US Department of Agriculture (USDA) Policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint alleging discrimination, write USDA, Director Office of Civil Rights, 1400 Independence Ave SW, Washington, DC 20250-9410 or call, toll free (866)632-9992 (Voice). Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay at (800)877-8339 or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.

ADMINISTRATOR'S MESSAGE

Dear Parents, Guardians and Students,

Welcome to a new school year at Weir Middle School! Whether your family is joining us for the first time or returning, we are excited to have you as part of our school community. We look forward to a year of learning, growth, and success for every student.

Middle school is an important time of academic, social, and personal development. As students gain greater independence, clear expectations and consistent support are essential to their success.

This handbook provides important information about our school's policies, procedures, and expectations. It is designed to help ensure a safe, respectful, and positive learning environment for all students. Many of the policies outlined in this handbook are based on the district's Code of Conduct approved by the Board of Education. Please take time to review the handbook with your child and discuss its contents before signing the required handbook agreement.

At Weir Middle School, we are committed to providing a supportive and engaging learning environment where every student is encouraged to reach their full potential. By working together as partners in education, we can help each student have a successful and rewarding school year.

Thank you for your continued support. We look forward to a great year together!

Respectfully,

Kelly M. Lawton-Principal
Timothy Daugherty-Assistant Principal

WV STUDENT CODE OF CONDUCT

All students enrolled in West Virginia public schools shall behave in a manner that promotes a school environment that is nurturing, orderly, safe and conducive to learning and personal-social development.

- Students will help create an atmosphere free from bullying, intimidation and harassment.
- Students will demonstrate honesty and trustworthiness.
- Students will treat others with respect, deal peacefully with anger, use good manners and be considerate of the feelings of others.
- Students will demonstrate responsibility, use self-control and be self-disciplined.
- Students will demonstrate fairness, play by the rules, and will not take advantage of others.
- Students will demonstrate compassion and caring.
- Students will demonstrate good citizenship by obeying laws and rules, respecting authority, and by cooperating with others.

ARRIVAL/DISMISSAL

arrival

7:10am: School building opens.
7:20-7:37am: Homeroom

Students who walk to school or are driven to school are not to arrive to school before 7:10am.

dismissal

2:18pm: Students are to remain seated until the dismissal bell rings. Students not involved in a supervised activity must be out of the building and off school property upon dismissal.

For safety concerns, walkers and riders will be dismissed AFTER the busses depart. Students may not walk or ride the bus to WHS to meet their ride. ALL students must be picked up in the front of WMS.

hours of operation

- Weir Middle School hours of operation are from 7:00am to 3:00pm.
- Summer Hours for Weir Middle School are from 8:00am to 2:00pm.

ATTENDANCE

mission

West Virginia law requires all school administrators to monitor student attendance and enforce compulsory attendance requirements. **Regular school attendance is essential for academic success, as frequent absences are one of the leading causes of poor academic performance.**

The Hancock County Board of Education and the staff of Weir Middle School are committed to helping every student succeed. Students are expected to attend school every day, arrive on time and be present for all scheduled classes. Attendance is recorded daily at the start of the school day and during each class period.

reporting absences

- The attendance secretary records each absence as excused or unexcused. When a student is absent, **it is the responsibility of the parent or legal guardian to inform the school by phone of the reason for their child's absence.**
- Parents **MUST** call the attendance secretary or leave a message on her voicemail providing the parent/guardian's name, student's name, date and reason for absence.
- If phone contact has not been made upon returning to school, parents/guardians are to send a note stating the reason for the absence with the student the day he/she returns to school after the absence.
- If phone contact has not been made, upon returning to school, the student shall present a written note**.** If phone contact is not made or note is not presented within **THREE** days, the absence shall remain unexcused.

excused absences

The following are legal, excused absences:

a. Personal illness. Limited to ten (10) days if verified by the parent/guardian. **After 10 days, a doctor's excuse is required.**
b. Death in the family. Limited to five (5) days for death of mother, father, brother, sister or guardian. Limited to three (3) days for *other* family members. *Other* shall be defined as those family members not in the immediate household.
c. Religious holidays with verification.
d. Legal obligation with verification.

Students participation in school sponsored, board-sanctioned activities or attendance at a state tournament in which the school is participating are counted as absent. **However, the absence is not included in the calculation of attendance rate.**

Absences for all other reasons not stipulated in board policy will be considered UNEXCUSED. This now includes absences involving a calamity (ex: floods, fires, etc.) and approved personal circumstances such as vacations. Unexcused absences will require the school district to file charges for truancy.

truancy

When a student is truant, the Attendance Officer will contact the student's parent or legal guardian. Under West Virginia compulsory attendance law, students are required to attend school regularly. Continued truancy may result in legal action, including fines or other penalties for parents or guardians as provided by state law.

extracurricular activities

Any student who intends to participate in or attend any after school activity, including athletic competitions and school dances, must be in school for one half of the school day. **If the activity/event is on a Saturday or Sunday, a student must be in attendance for at least a half day on that Friday.**

A half day is specified as
7:20am-10:55am or 10:55am-2:18pm

tardy in the morning/late arrival

- Students who arrive at 7:10am to school will not be permitted to enter the class without a note from the Main office.
- **Parents/guardians may call or send a note to the main office for a tardy to be excused up to 5 per semester.**
- **After the 5th parent/guardian call OR NOTE for a tardy, ONLY a medical note from a licensed physician will be accepted to excuse a tardy.**
- Students being driven by parents/guardians or driven from other sources are not exempt from the tardy rules. Weir Middle School provides transportation to school. If any other source of transportation is taken, the student must be on time to school or be counted tardy.

unexcused tardy to school procedures

5th tardy: Parents/guardians will receive an *on-notice* letter from the administration.

10th tardy: Parents/guardians will receive a letter and student will receive ONE DAY OF LUNCH DETENTION scheduled by the administration and Poor School Standing for the rest of the semester.

15th + tardy: Parents/guardians will receive a letter and student will receive ONE DAY OF INTERNAL SUSPENSION. In addition, a meeting will be required with the administration, parent/guardian, student and the attendance director with a referral to juvenile-mediation.

early dismissals

- **A reason must be provided in writing to be verified and recorded as excused or unexcused.** If a student is not present for one half (45 minutes) of a class period, he/she will be considered absent for that class.
- **Parents/guardians who require an early dismissal for their child MUST send in a note with the student PRIOR to the early dismissal.** Students will not be dismissed from school unless the parent/guardian comes to the school office and signs a release form.
- **DUE TO SAFETY REASONS, EARLY DISMISSALS WILL NOT BE TAKEN OVER THE PHONE. NO STUDENT WILL BE RELEASED WITHOUT WRITTEN PERMISSION FROM THE PARENT/GUARDIAN.**
- **Age of student is not an exception. No student will be released to anyone under the age of 18 or not authorized by the parent/guardian.**
- Proper photo ID will be requested when picking up students.

SAFETY

addresses & phone numbers

The main office **must** be informed of any changes to your address or telephone number. If a student moves from one parent or legal guardian to another, the main office needs immediate notification. **Accurate telephone numbers and addresses are important for proper school-parent/guardian communication and are required by law.**

alice

In an emergency plan, WMS will address an ALICE Lockdown situation.

A LERT
L OCKDOWN
I NFORM
C OUNTER
E VACUATE

closed campus

- Students are to report directly to their assigned classes when arriving in the morning.
- Once a student arrives on campus he/she is not to leave the school grounds until the end of the day. If a student needs to be excused from school day for any reason, the parent/guardian must check the student out through the main office.
- Upon dismissal, students must leave the building immediately, unless reporting to extracurricular activities.

- Students are permitted to participate in extracurricular activities only when under direct supervision of staff members.
- No student is permitted to leave the building to change classes.
- **NEVER OPEN ANY OUTSIDE DOORS FOR ANYONE.**

closing of school

When school is closed, delayed, or dismissed early due to weather or another emergency, families will be notified through *SchoolMessenger,* the Hancock County Board of Education's automated notification system.

SchoolMessenger sends important updates by phone, text message, and/or email using the contact information on file. Please make sure your contact information is current so you receive all notifications.

If you do not wish to receive *SchoolMessenger* notifications, please contact the Main Office.

fire drills & emergency evacuation

Fire drills are required by law and will be conducted throughout the school year. An emergency evacuation map is posted in every classroom, and teachers will review evacuation procedures with students at the beginning of the school year.

When the fire alarm sounds, students should remain calm, follow their teacher's directions, and exit the building quickly and quietly using the designated evacuation route. Students must move at least **50 feet** away from the building and remain with their class while the teacher takes attendance and provides further instructions.

Students may re-enter the building only after the **all-clear** signal is given and should return directly to their assigned classroom.

personal deliveries

Weir Middle School will not allow any deliveries of any kind to the school other than needed medication, academic supplies and work.

This includes food, athletic equipment, school projects, instruments, or any other personal items. Parents/guardians delivering items for students should leave them in the Main Office.

Students will **not** be called out of class to retrieve items. They may pick up their belongings during class transitions, lunch or at the end of the school day. Parents/guardians of athletes should coordinate directly with coaches regarding equipment or other items needed for practices or contests.

Delivery of food and/or beverages from outside establishments are not permitted during school hours.

visitors

To help maintain a safe and secure learning environment, only visitors with legitimate school business are permitted in the building.

procedures for visitors

- Ring the bell located on the wall.
- Secretary will buzz you in to enter through the Main Office.
- Present a valid driver's license or other government-issued photo ID.
- Leave their keys with the office secretary while visiting.
- Sign in upon arrival and sign out before leaving.
- Wear the visitor badge provided by the office at all times while in the building.
- Visitors without proper authorization or identification will not be permitted beyond the Main Office.
- **Anyone that does not have a visitor badge or staff ID are to be reported immediately to a staff member.**

STUDENT SERVICES

grades

The following is the uniform grading scale adopted by the WV Board of Education.

average	grade	quality Points
90 – 100	A	4.0
89 – 80	B	3.0
79 – 70	C	2.0
69 – 60	D	1.0
0 – 59	F	0

Progress reports are issued at the midpoint of each grading period, and report cards are distributed at the end of each nine-week grading period.

Parents/guardians should review the report card, sign the signature page, and have their child return it to their first-period teacher.

Students who earn a **3.0 GPA or higher** with **no D or F grades** are eligible for the **Honor Roll**.

incomplete grades

Students who receive an Incomplete (I) have two weeks from the end of the grading period to complete all missing assignments. It is the student's responsibility to contact their teachers, complete the required work and submit it on time. If the work is not completed within two weeks, the incomplete grade will be changed to a failing grade.

guidance

School counselors work with students, parents/guardians, teachers, and administrators to support student success. They help students make informed decisions by explaining course requirements, discussing course options, interpreting academic and assessment data, identifying strengths and interests, and developing educational plans that support future goals.

The counseling program is designed to promote each student's academic, social, emotional and personal growth while helping students successfully adjust to and thrive in the school environment.

library/media center-

closed until further notice

~~Weir Middle School Media Center serves the needs of both students and staff. Materials cover a variety of interests, subjects, age levels and reading levels. The center is open during the school day.~~

~~Materials have a two-week checkout period with one two-week renewal. Students are limited to two books checked out at one time. If you need help locating or using library materials, ask our media specialist.~~

lost and found

Items found in classrooms or throughout the school are turned in to the **Lost and Found** in the **Main Office**. Students are responsible for checking the Lost and Found if they misplace an item. To help identify belongings, families are encouraged to label personal items with the student's name.

Students should not bring valuables or large amounts of money to school. **Weir Middle School is not responsible for lost, stolen, or damaged personal property and does not provide insurance or reimbursement for such items.**

mtss

Weir Middle School provides a Multi-Tiered System of Supports (MTSS) to meet the reading needs of students in all grade levels. MTSS uses evidence-based instruction and targeted interventions to help students who are struggling academically.

MTSS is designed to identify learning needs early and provide timely support to prevent long-term academic difficulties. It is a general education framework that can also be used to support students receiving special education services.

nurse & medication procedures

The school nurse's office is located in **Room 228**, near the center of the building. Students who need to visit the nurse for illness or injury must have permission from their teacher and a signed agenda or hall pass.

Any illness, accident or injury that occurs at school should be reported immediately to a teacher, the school nurse or an administrator.

The Hancock County Board of Education has established policies and procedures for the safe administration and supervision of student medications during the school day. All medications must be administered in accordance with Board policy.

medication guidelines

1. Students are **not permitted** to carry prescription or over-the-counter medications at school unless authorized by Board policy (e.g., approved emergency medications).
2. Parents/guardians must deliver all medications to the **Main Office** or **School Nurse**. Prescription and over-the-counter medications must be accompanied by the required medication authorization forms completed by both the physician and the parent/guardian. These forms are available in the Main Office and the Nurse's Office. **Handwritten notes cannot be accepted in place of the required forms.**
3. School personnel **cannot administer medication** until all required forms have been completed and received.
4. The school does **not** provide aspirin or any other over-the-counter medications.
5. Students who require crutches or other medical mobility devices during the school day must provide documentation from a licensed healthcare provider.

requesting assignments

If a student is absent for **two consecutive days** and is expected to miss **at least one additional day**, a parent or guardian may request class assignments.

Requested assignments may be picked up in the Main Office at a designated time. Students are expected to complete and return all assignments in accordance with the school's **make-up work policy**.

make-up work policy

- Students are responsible for contacting their teachers upon returning to school to obtain missed assignments and complete all make-up work within the allotted time.
- Teachers are responsible for providing make-up work and explaining any procedures or expectations for completing missed assignments.

- Students will be given **one day to make up work for each day absent**, up to a maximum of **five (5) school days**. *Example: If a student is absent for two days, they will have two school days to complete make-up work.*
- Students who arrive late to school are responsible for contacting their teachers **that same day** to submit any assignments due or arrange to take any scheduled tests.
- Failure to contact the teacher or complete make-up work within the allotted time may result in a grade of **zero (0)** for the missed assignment(s).

state testing

General Summative Assessment: March-June

APTA/DLM: March-June

These are state mandated assessments and the results are extremely important and become a part of the student's permanent academic record. Please do NOT schedule any appointments on test days.

student assistance team (sat)

West Virginia Board of Education Policy 2510 requires each school to maintain a Student Assistance Team (SAT) to support students experiencing academic, behavioral, or other school-related concerns. A SAT meeting may be requested by a parent, principal or school staff member.

The SAT is a school-based team that develops and monitors intervention plans to help students succeed. Before the meeting, the team gathers relevant information, which may include grades, attendance, state assessment results, health records, and other pertinent data.

During the meeting, the team reviews the student's needs and develops appropriate academic and/or behavioral interventions. The plan is monitored for a minimum of four weeks to evaluate its effectiveness. Based on the results, the team may continue, revise, or end the interventions, or recommend a referral for a multidisciplinary evaluation if additional support is needed.

wveis parent portal

The WVEIS Parent portal allows parent/guardians the ability to see WVEIS data concerning their child such as grades, attendance and behavior.

To register for the county's portal

1. http://hancock.sis.k12.wv.us/ptl.html
2. Click the Request Parent Access link
3. Enter your email address
4. Click ENTER
5. Check your email. The link is good for 24 hours.

If you have any issues registering for the portal, please contact the main office.

WEIR MIDDLE PROCEDURES

agendas

This agenda contains important information about our school's policies, procedures and expectations. It also serves as a communication tool between home and school.

Students are expected to bring their agenda to school every day, record all classwork/homework assignments and take it home each evening. Parents/Guardians should review and sign the agenda daily to stay informed of their child's progress.

The agenda also serves as a hall pass. Students must have their **own** agenda with them and obtain their teacher's signature before leaving the classroom for the restroom, office, library, nurse or any other destination.

agenda rules

1. Do not tear, remove or fold pages.
2. Do not decorate with markers, pens, stickers, etc.
3. Do not remove the spiral binding.
4. If a student loses or damages their agenda, he/she must purchase another one immediately for **$5.00.**

book bags & purses

Book bags, backpacks, backpack purses and tote bags are for transporting school materials to and from school. During the school day, these items must be stored in the student's locker and are **not permitted** in classrooms or the cafeteria.

Because lockers have limited space, oversized backpacks and rolling book bags are not permitted.

Students may carry a small personal purse or pouch that is **no larger than 8 × 5 inches** (approximately the size of a pencil case).

bus transportation

Students are under the authority of the bus driver from the time they board the bus until they arrive at school or home. School rules apply at the bus stop, while boarding and exiting the bus and during the bus ride. Students who violate bus rules may lose bus riding privileges and may also face school disciplinary action.

late buses

If your child's bus does not arrive at the scheduled time, please contact the Transportation Office at (304) 564-3156. Students will not be marked tardy if the delay is caused by school bus transportation.

transportation changes

Students who ride the bus to school are expected to ride the same bus home unless prior approval has been granted by the Main Office.

To request a transportation change:

- A parent or guardian must send a **written note** with the student.
- The note must include the reason for the request, the bus number and the location of the requested bus stop.
- The note must be submitted to the Main Office **before the end of the school day**.
- **Phone calls requesting transportation changes will not be accepted.**

Transportation changes are approved **only when space is available on the requested bus** and based on the student's behavior. If approved, the student will receive a bus pass to present to the bus driver.

Students are expected to:

- Stand off the roadway while waiting for the bus.
- Be on time.
- Board and leave the bus at the assigned stop locations.
- Cross the street in front of the bus.
- Keep all body parts inside the windows.
- DO NOT throw objects on the bus or out the window.
- Stay in your seat at all times. (The bus driver has the right to assign seats).
- Get on and off the bus at their assigned bus stop only.
- Maintain a proper voice and tone. No yelling or screaming.

Improper behavior may result in a suspension from the bus. If a student is suspended from riding the bus, it is the responsibility of the parents/guardians to see that their child is in school. Frequent suspensions from riding the bus may result in the loss of the privilege of riding the bus for the rest of the year.

cafeteria services

food service

Breakfast, hot lunch, varieties of milk and juice are available to all students during their breakfast/lunch periods. In addition, a salad bar is available with a variety of condiments, salads and vegetables.

breakfast

Breakfast is available from 7:10-7:20am. Eating breakfast is not a reason for tardiness. You will be assessed a tardy unexcused when entering the class late when lingering in the cafeteria for breakfast.

grab n' go

Grab & Go breakfast is provided in designated areas throughout the school **from 7:10-7:20am. Students are not allowed to congregate in these areas. They are expected to go directly to class after they receive their Grab & Go.**

lunch

- Students must not cut in the lunch line. Cutting in line will result in a student going to the back of the line.
- Students are not allowed to roam around the cafeteria.
- Students must dispose of all their trash.
- Students are to remain seated until you are dismissed.
- Students are not allowed to leave the cafeteria.
- Students are to maintain a proper voice and tone. No yelling or screaming.
- When weather permits, students may go outside.

care of building & equipment

Students are expected to take care of all school property and respect the property of others.

Vandalism is the intentional damage, defacement or destruction of property owned or maintained by the Hancock County Board of Education. This includes school buildings (inside and outside), textbooks, school buses, school equipment, school grounds and private property on school grounds, such as vehicles.

DAMAGE TO SCHOOL PROPERTY WILL NOT BE TOLERATED! Students are expected to respect and care for school property. Any student who intentionally damages, defaces or destroys school property may be required, along with their parent or guardian, to pay the cost of repairing or replacing the damaged property.

In addition to financial responsibility, students may face school disciplinary action. Acts of vandalism may also be reported to the appropriate law enforcement agency.

cell phones

PER WV HB 2003

PURPOSE: Personal electronic devices contribute to a negative classroom environment with increased concerns relating to distractions, academic misconduct, bullying and/or harassment and other inappropriate behaviors. Concerns regarding the mental health of students with unfettered access to personal electronic devices are well-documented and are believed to prohibit the age-appropriate development of relationships, study skills and other necessary skills to be successful.

PERSONAL ELECTRONIC DEVICE: means any portable device capable of wireless communication or computing including, but not limited to, cellular phones, iPods, personal iPads, Air Pods, earbuds, headphones, tablets, laptops, smartwatches and portable gaming systems not provided by a county board of education.

CLASSROOM SETTING: means an environment where instruction or activities related to the school curriculum are occurring including, but not limited to, general classrooms,

gymnasiums, common areas or any other area where instruction may occur.

PROHIBITION OF PERSONAL ELECTRONIC DEVICES DURING INSTRUCTIONAL TIME: As personal electronic devices are a privilege and are not contributable to the appropriate development and growth of students, **all personal electronic devices shall not be accessible to students for use in a classroom setting during the instructional day. This includes wearing AirPods, earbuds, headphones, Apple watches, etc.**

EXEMPTIONS: Students with an approved documented need, as required by a medical doctor or licensed healthcare professional or as a requirement of an Individualized Education Plan (IEP) or 504 plan, may have access to personal electronic devices if the device relates to the student's specific need.

CELL PHONE/OTHER DEVICES USED BY STUDENTS WILL RESULT IN:

1st Offense: Confiscation of the device. Parent/guardian contact. Return the device to the student at the end of the school day (2:18pm). Student will pick up in the MAIN OFFICE.

2nd Offense: Confiscation of the device. Return the device to the parent/guardian or emergency contact. Pick up in the MAIN OFFICE.

3rd Offense: Confiscation of the device. Return the device to the parent/guardian or emergency contact. One day of Internal Suspension.

4th + Offense: Confiscation of the device. Return the device to the parent/guardian or emergency contact. One day of Out of school suspension or Saturday school.

Refusal to surrender cell phones/other devices to school personnel when asked will result in additional discipline, such as OSS or Saturday school.

other prohibited electronics & devices

Students are not permitted to have laser pointers, radios, electronic games, cameras, gaming devices, noise makers or any other electronic devices that disrupts the instruction in school.

audio/video recording & taking pictures

To protect the privacy and safety of everyone at school, students may **not** use cell phones or other electronic devices to photograph, video record, or audio record students, staff, parents or visitors on school property without permission.

Any recording that disrupts the school environment or interferes with teaching, learning or school activities is strictly prohibited.

Students who violate this policy, as well as students who knowingly participate in unauthorized recordings, are subject to school disciplinary action. Depending on the circumstances, violations may also be referred to law enforcement and could result in legal consequences.

cheating-academic integrity

Cheating is any act of gaining an unfair advantage on graded assignments.

- Exchanging answers or assignments with others. This includes exchanging answers by electronic or recorded means and then submitting them as *original work.*
- Using hidden reference sheets, electronic devices and/or help from another student or any other source during a test or quiz.
- Using programmed material in electronic devices when prohibited.
- Submitting someone else's assignment as your own, in whole or part.

To plagiarize is to steal and pass off the ideas or words of another as one's own, to use another's production without crediting the source, to commit literary theft, or to present as new and original an idea or product derived from an existing source. All the following are considered plagiarism:

- Turning in someone else's work as your own.
- Copying words or ideas from someone else without giving credit.
- Failing to put a quotation in quotation marks.
- AI generated material.
- Giving incorrect information about the source of a quotation.
- Changing words but copying the sentence structure of a source without giving credit.
- Copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not.

Submitting material written or designed by someone else without giving credit to the source. This includes plagiarizing information from the Internet or other source or submitting work done by family, friends or tutors.

- Taking credit for group work when little or no contribution was made.
- Stealing tests, answers, or materials, or having unauthorized possession (such as pictures on cell phone) of such materials.
- Sabotaging or destroying the work of others.
- Submitting the same work in more than one course without the approval of the teachers involved.
- Not following the intent of the assignment or the guidelines specified by the teacher.

Plagiarism may be intentional or accidental. Regardless of intent, plagiarism will not be tolerated. Cheating and/or plagiarizing work in any way, shape, or form will result in a disciplinary report as well as a zero on the assignment with no opportunity to redo it.

- **1st Offense:** Teacher contact to the parent/guardian, 0% for assignment and Warning-documented in WVEIS.
- **2nd Offense:** Teacher, parent/guardian and administrator conference, 0% for assignment and lunch detention.
- **3rd Offense**: 0% for assignment and ISS.

classroom procedures

Students are expected to respect others, follow instructions, complete homework, come prepared for class, participate in class activities and follow class rules.

Teachers will develop guidelines that reflect state, school and grade level expectations for student behavior. Failure to comply with these regulations will be addressed by the classroom teacher on an individual basis.

computers and ipads

acceptable use policy (aup)

By signing the consent and waiver form you agree that Hancock County Schools will not be responsible if participation in inappropriate activities does occur. Any infraction will cancel user privileges and may result in further disciplinary action. A student who has computer/iPad privileges revoked will still be responsible for any/all assignments given by teachers which will need to be completed outside of school.

ALL STUDENTS AND PARENTS/GUARDIANS MUST HAVE A SIGNED CONSENT AND WAVIER FORM ON FILE BEFORE ANY STUDENT WILL BE GIVEN ACCESS TO AN IPAD AND/OR COMPUTER.

computer/ipad use & internet access

The use of the computer network and internet are intended to support education and research. Both the WV Department of Education and the Hancock County Schools Acceptable Use Policies state that computer use is a privilege not a right.

THE COMPUTER AND IPAD ARE TO BE USED FOR EDUCATIONAL PURPOSES ONLY. The only email accounts that will be permitted are accounts through the State of West Virginia. Students will be assigned an iPad that will give them access to this account. **ANY UNAUTHORIZED USE OR MISUSE IS PROHIBITED.**

student responsibilities

- Students MAY NOT use their iPad to watch videos, listen to music, email or chat with other students.
- Students must use their school email and password.
- Students may not decorate their iPad.
- Students may not take or download pictures/videos on their iPad.
- Students must use their school issued iPad at school. Students may not bring their own device to use at school.
- Students are required to complete their assignments and submit them as instructed by their teacher.

student usernames & passwords

All students will be issued a school username/email and password**. Students MUST use the school issued username and password for ALL computer related activities.** Students MAY NOT use a personal username and/or email to log onto school computers. Please keep a record of your school issued username and password.

damage to ipad, charger and/or cord

It is the student's responsibility to take care of their iPad and accessories. Any damage to the iPad will result in restitution to replace any part of the IPad.

IF THERE IS SOMETHING WRONG WITH YOUR IPAD, YOU MUST TURN IT IN TO A TEACHER TO COMPLETE A *SCHOOLDUDE* TICKET.

digital hall pass



Students will fill out their AGENDA to leave the classroom until iPads are issued. Once student ipads are given out, ALL students are required to utilize the digital hall pass.

The procedures are as follows:

STEP #1: SCAN THE QR CODE USING YOUR IPAD.
Question #1: Select one option for *"Teacher."*
Question #2: Select one option to *"Where you are going?"* Leave your IPad in the classroom.

STEP #2: WHEN YOU RETURN BACK TO CLASS, SCAN THE QR CODE AGAIN.
Question #1: **Select the option you chose for** *"Teacher."*
Question #2: Select the option RETURN TO CLASS.

Administration will monitor students using the Digital Hall Pass. Failure to use the Digital Hall Pass properly will result in the following:

1st offense: Warning. Documented in WVEIS
2nd offense: Two weeks of Restricted Travel
3rd offense: OSS or Saturday School

dress code

The following guidelines and recommendations have been established to aid parents/guardians and students in selecting the proper attire for the school year.

- Shorts, skirts, jeans/pants with holes may be worn throughout the year. HOWEVER, if the length or

holes are above fingertips, leggings must be worn underneath.

- Shirts or blouses must cover the entire torso at all times, even in movement**. No crop tops or tank tops. Sheer or see-through tops or pants must not expose undergarments, skin or other inappropriate clothing.**
- Hats and other head gear are not permitted.
- Pants are to be pulled up to the waist and fastened so they remain in that position. Undergarments that are visible is inappropriate. **Hoods must remain down.**
- Any clothing that is considered unsafe, dangerous, a health hazard, containing offensive or obscene language or symbols, slogans, or words degrading any gender, culture, religion, ethnic value, sexual content, alcohol or tobacco reference, or symbols that represent gangs is not allowed.
- NO COSTUMES! Ears, tails and masks are not permitted.
- All students must wear shoes. NO SLIPPERS!
- No face or body painting of any kind.
- There is no signing on bodies with magic markers at any time.
- HAIR – We must be able to see your eyes and face.
- Specific intent by students to cause an educational distraction in any manner is considered a disciplinary infraction.

You have a right to determine your own style of dress and grooming provided that your appearance does not interfere with your own health and safety or that of others or interfere with the educational process of the school.

Any student who is continuously in violation of dress code/personal property will be subject to disciplinary action. All final decisions are at the discretion of the administration. If in violation, a call will go home for new clothes.

field trips

Field trips are a privilege, not a right and a reward for good behavior. All school rules apply on field trips and students breaking any rule will be subject to disciplinary action.

- Students may not be on Poor School Standing.
- Students may not have **5 or more unexcused absences or 10 or more tardy unexcused per semester**.
- Students must use transportation provided by the school for all field trips.
- Parents/Guardians will not be permitted to attend field trips.

food

1. **GUM IS NOT PERMITTED IN SCHOOL OR ON THE SCHOOL BUS.**
2. Eating and drinking are permitted **only in designated areas** unless a special classroom activity has been approved by the principal.
3. Food and drinks are **not permitted** in classrooms, hallways, the library, theater, gymnasium, computer labs or on school buses unless prior approval has been granted.
4. No energy drinks.

hallway & campus expectations

Students are expected to move through the hallways in a safe and respectful manner.

- Walk at all times—running, pushing, horseplay, yelling and loud talking are not permitted.
- Keep to the **right side** of the hallway when walking.
- Do not loiter in the hallways. Report directly to your next class before the tardy bell rings.
- Students are **not permitted** in the area between the Weir Middle School and Weir High School campuses unless authorized by school staff. Students found in this area without permission will be subject to disciplinary action.

lockers

Each student is assigned one locker and is responsible for keeping the locker combination secure (new lockers were purchased in 2023). Students should keep their lockers clean, organized, and locked whenever they are not in use. Lockers may not be propped open. Lockers are the property of Weir Middle School and may be inspected at any time, with or without prior notice.

STUDENTS MAY NOT:

- Share lockers with other students.
- Place pictures, mirrors, stickers or other decorations inside or on lockers.
- Damage or vandalize lockers. Students will be charged for any damage beyond normal wear and tear.

Students enrolled in physical education should bring a **combination or key lock** to secure their belongings in the gym locker room. **The school is not responsible for personal items left unsecured.**

Because of limited locker space, **rolling backpacks and oversized book bags are not permitted**.

office phones

Students may use office telephones only with permission from a school staff member.

Students are expected to come to school prepared each day with all necessary materials, including gym clothes, textbooks, musical instruments, completed assignments and

signed permission slips. Students will not be permitted to call home for forgotten items.

Because the school uses an automated voicemail system, messages for students will not be accepted except in the case of an emergency.

personal commerce

Weir Middle School has fundraisers and sells items to support various clubs, organizations and school athletic teams. This commerce is authorized by our administration and the athletic/activities director. At no time is any student permitted to sell any product, service or item in the school, through the school or using the school as its business associate.

poor school standing

Our top priority is for our students to have a quality education to earn their diploma. Weir MS offers activities inside and outside of school to promote school pride and social interaction Students are to be in *good school standing* in order to participate in these activities. Extra-curricular activities are considered a privilege and students have the opportunity to participate in these activities as long as attendance, behavior and academics are satisfactory.

Students will be placed on Poor School Standing for the semester for the following reasons:

- 5 or more unexcused absences per semester.
- 10 or more tardy unexcused per semester.
- Failing 2 or more subjects.
- Excessive discipline. (ISS and/or OSS per nine weeks)

A student who is on Poor School Standing may not participate in the following activities for the semester: Field trips, pep rallies, assemblies, dances and designated club activities.

request for an appeal

Upon being placed on Poor School Standing, the student will have the opportunity to appeal their case in front of a faculty panel. The panel will consist of 3-5 members represented by school administrators and representatives chosen by the faculty senate. The following procedures must be followed in order to request an appeal:

1. The student must bring in the letter requesting a meeting no later than 5 days after the date on the letter.
2. The panel will set up a meeting with the student.
3. Student may submit evidence on how they have shown improvement
4. After the meeting, the panel will determine if the student will be taken off or remain on PSS.

Our goal is for students placed on PSS to be motivated to get back on the right track at school.

restrooms

With permission, students are to use the restroom before homeroom or during their lunch period. If a student needs to use the restroom during class, they must first receive permission from the teacher, present their agenda and obtain the teacher's restroom pass before leaving the classroom.

schedules

Much attention is given to creating a master schedule that allows the greatest number of students the best schedule possible. **Schedule changes and teacher requests will not be honored.**

social media

Social media can be a valuable tool when used responsibly. However, inappropriate use of social media often creates conflicts that disrupt the school environment.

Many social media issues occur outside of school hours and are not related to school activities. When this happens, parents and students should contact the appropriate authorities before involving school administration. Matters that occur off campus and outside the school day are generally not school disciplinary issues.

The use of social media during the school day on a cell phone, school computer, iPad or any other electronic device is prohibited and may result in disciplinary action in accordance with school policies.

Students should remember that anything posted online can become permanent and may be used as evidence in school disciplinary proceedings or legal matters. Think carefully before posting, sharing, or commenting online.

Recording, live streaming, or posting photos or videos of school activities, students, or staff without permission is prohibited. Such actions may violate another person's privacy, disclose confidential information or violate state or federal law.

At Weir Middle School, students are expected to use technology and social media responsibly, respectfully, and in a manner that supports a safe and positive learning environment.

textbooks

Students are responsible for the care of all textbooks and assigned to them. These items should be handled carefully and returned in good condition at the end of the school year.

If a textbook is lost, the replacement cost must be paid before another textbook will be issued.

tobacco & electronic smoking devices

The use or possession of any tobacco or nicotine product is strictly prohibited on school property, school buses, and at all school-sponsored activities. This includes, but is not limited to, cigarettes, cigars, smokeless tobacco, electronic cigarettes (e-cigarettes), vape pens, vaping devices and similar products.

Students who violate this policy will be subject to school disciplinary action. Underage possession or use may also be referred to law enforcement in accordance with state law.

EXTRA CURRICULAR ACTIVITES

academic games

Academic Games is an extracurricular activity open to all students at Weir Middle School. The games involve learning math, English, and social studies, which help students to gain knowledge and understanding in the regular classroom. Practices are held weekly after school hours, at Weir High School. County and regional tournaments are held throughout the school year on regular school days. Students who meet certain qualifications at the regional tournaments are invited to spend a week at the National Tournament in April of every school year.

athletics

Weir Middle School is a member of the Buckeye Mountaineer Conference (BMC). The BMC sanctions only the 7th and 8th grade athletics. 6th, 7th and 8th graders are offered the opportunity to try out for basketball, cheerleading, football, track, volleyball, and wrestling.

Sporting events are held after school and a fee is charged to spectators. Any student participating in Weir Middle School athletics must have a current physical examination, which has been given after May 1.

athletic eligibility

To participate in athletics, students must earn a **minimum 2.0 GPA each semester**.

- **First Semester GPA:** Calculated by combining the grades from the **first and second nine-week grading periods**.
- **Second Semester GPA:** Calculated by combining the grades from the **third and fourth nine-week grading periods**.

Students must have a **2.0 GPA at the end of the first semester** to remain eligible to participate in athletics during the current school year.

If a student does not earn a **2.0 GPA** for the previous semester, athletic eligibility may be **reinstated at mid-semester** if the student earns at least a **2.0 GPA during the most recent nine-week grading period** of the current semester.

student athlete behavior contract

WMS holds their athletes to the highest of standards. These students are representatives of our school. All athletes and guardians will meet with the athletic director at the beginning of the season and be required to sign the athlete's contract. The contract will specify student athlete expectations.

If a student receives a suspension of any type *(ISS, OSS, BUS) during the season, the following will occur:

First Suspension – Mandatory meeting with the Athletic Director, Head Coach, Student Athlete and Parent/Guardian. This could be a phone or in-person meeting. On the day of the Suspension, a student is NOT permitted to participate in the event scheduled for the day of his/her suspension. This would include, but not limited to, participation in a practice, game or any other team activity.

Second Suspension – Mandatory suspension for one entire game that immediately follows said violation to the School Policy.

Third Suspension – Removal from the team for the academic year.

dances

Weir Middle dances are held in the gymnasium and are sponsored by various organizations for our 5th, 6th, 7th and 8th grade students.

- Time for after school dances is 2:20 p.m. to 4:30 p.m. **Students may not leave until 4:15 p.m. unless their parents come to the door and sign them out.**
- Time for evening dances is 6:00 p.m. to 8:00 p.m. **Students may not leave until 7:45 p.m. unless their parents come to the door for them.** Parents are expected to be prompt in picking up their children. Tardy pick-ups may lead to the exclusion of student for future school activities.
- Guests from other schools are **not** allowed.
- School rules and regulations apply.
- Students who do not follow rules at a dance will be asked to leave and will lose the privilege of attending future dances.
- Students that are on Poor School Standing may not attend the dance.
- Students who are absent for more than half a day may not attend the dance held that day.

DISCIPLINE

Weir Middle School adheres to the Hancock County Schools Student Code of Conduct. For the complete policy, refer to Hancock County Board of Education Policy JG. Copies may be obtained in the Hancock County Board of Education office, individual schools, and the Hancock County School's website which is http://hancock-k12.wvnet.edu/boe

Weir Middle School has established the following procedures to deal with various disciplinary infractions.

internal suspension

Internal Suspension is sometimes used instead of out-of-school suspension. The Internal Suspension Room is monitored by teachers. Students will complete assignments given to them by their classroom teachers.

out of school suspensions

Principals have the authority to suspend a student from school. Students are responsible for making up the work they have missed during the suspension. Failure to submit requested work will negatively affect the student's academic grades. Students are required to take ALL books home at the time of suspension.

If inclement weather causes the cancellation of school, the student must serve the full number of days specified in the discipline report.

saturday school

In lieu of a student being suspended out of school, the administration along with parent/guardian permission will assign Saturday school. Saturday school will be from 8:00-11:00am and supervised by a classroom teacher. Students are expected to complete school work during this time.

PARENT/GUARDIAN ACKNOWLEDGEMENT FORM

I, _____ am the natural parent, legal custodian or guardian of _____, a student at Weir Middle School for the 2026-2027 school year, and hereby acknowledge that my student has received a copy of the Weir Middle School 2026-2027 School Agenda and the policy adopted by Weir Middle School concerning telephone use and understand that these items contain the rules of conduct for my child or ward.

Date

_____

Student Signature

_____

Parent/Legal Custodian/Guardian Signature

_____

Please review and sign the acknowledgement and return it to the main office.