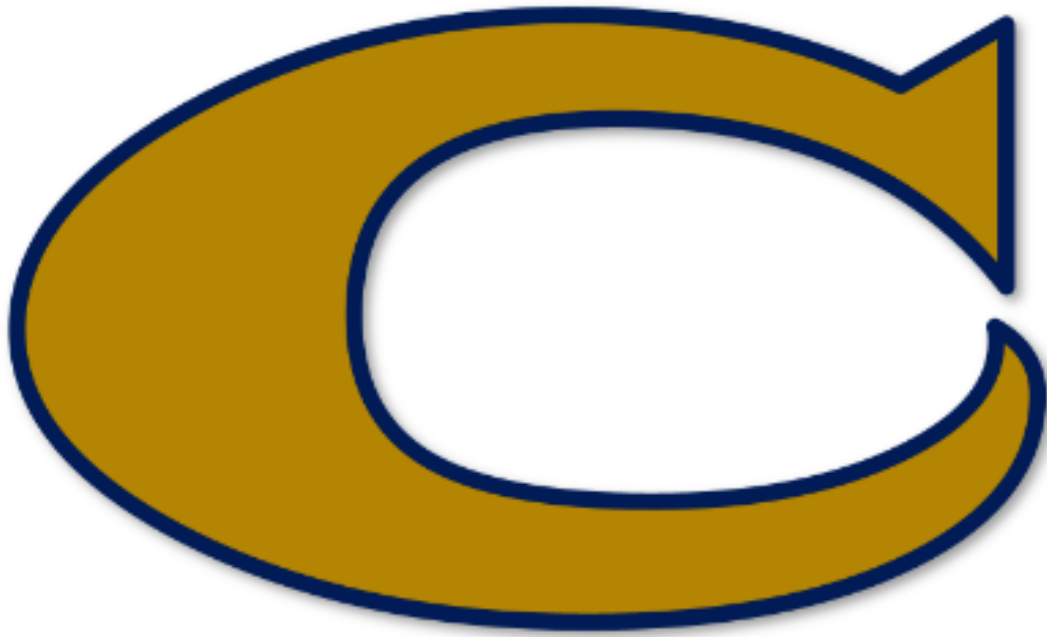


Christiansburg Middle School

Student/Family Handbook 2023-2024



Home of the Blue Demons

1205 Buffalo Drive
Christiansburg, VA 24173
Phone: 540-394-2180
Fax: 540-394-2197

Welcome to Christiansburg Middle School

At Christiansburg Middle School, we are committed to providing all students and employees with access to safe, equitable, and engaging environments to learn and work. As Montgomery County and the Town of Christiansburg grow more diverse, we have increased our attention and dedication to making our schools and offices places where all may thrive. Students and staff bring a wide range of traditions and cultures from their homes into our schools and workplaces. We respect and honor this diversity and work purposefully to make all feel they can grow to great heights where their success will ultimately be celebrated and rewarded.

School safety and academic success are created and strengthened when students are effectively and actively engaged in their learning. These outcomes are enhanced when positive relationships exist between students and school staff, and when families, communities, and school staff work collaboratively to support positive student outcomes. At Christiansburg Middle School, students have rights and privileges as well as responsibilities. While the school has an obligation to provide an education for all students, we have set high standards for students to conduct themselves in a way that is respectful and helps to build a climate essential for learning. CMS administrators and teachers have developed this handbook, which outlines appropriate, responsible student behavior. It is intended to inform students of the expectations for behavior that will result in a school atmosphere that promotes excellence in teaching and learning.

CMS Administrative Team



BELL SCHEDULE

| REGULAR CMS Internal Bell Schedule | | | | | | | | |
|---------------------------------------|-------|-------|---------|-------|-------|---------|-------|-------|
| Grade 6 | | | Grade 7 | | | Grade 8 | | |
| 1 | 8:05 | 8:50 | 1 | 8:05 | 8:50 | 1 | 8:05 | 8:50 |
| 2 | 8:54 | 9:39 | 2 | 8:54 | 9:39 | 2 | 8:54 | 9:39 |
| 3 | 9:43 | 10:28 | 3 | 9:43 | 10:28 | 3 | 9:43 | 10:28 |
| I/E | 10:32 | 11:08 | I/E | 10:32 | 11:08 | I/E | 10:32 | 11:08 |
| Lunch | 11:08 | 11:33 | 4 | 11:12 | 11:57 | 4 | 11:12 | 11:57 |
| 4 | 11:37 | 12:22 | 5 | 12:01 | 12:46 | Lunch | 11:57 | 12:22 |
| 5 | 12:26 | 1:12 | Lunch | 12:46 | 1:12 | 5 | 12:26 | 1:12 |
| 6 | 1:16 | 2:01 | 6 | 1:16 | 2:01 | 6 | 1:16 | 2:01 |
| 7 | 2:05 | 2:50 | 7 | 2:05 | 2:50 | 7 | 2:05 | 2:50 |

CONTACT INFORMATION

1205 Buffalo Drive NW
Christiansburg, VA 24073

Main Office (540) 394-2180

Fax (540) 394-2197

Administration

| | | |
|--|----------------|----------------------|
| Principal | TBD | |
| Assistant Principal 6th Grade Administrator | Anita Alderman | aalderman@mcps.org |
| Assistant Principal 7th Grade Administrator | Carol Slonka | carolslonka@mcps.org |
| Assistant Principal 8th Grade Administrator | Brian Wray | brianwray@mcps.org |
| Dean of Students | Carl Pauli | cpauli@mcps.org |

Administrative Staff

| | | |
|--------------------------|-------------------|---------------------------|
| Administrative Assistant | Eneida Barnes | eneidabarnes@mcps.org |
| Attendance Clerk | Lisa Marshall | lisamarshall@mcps.org |
| Bookkeeper | Michelle Franklin | michellefranklin@mcps.org |

Counseling

| | | |
|--------------------------|-------------------|---------------------------|
| 6th Grade Counselor | Michelle Williams | michellewilliams@mcps.org |
| 7th Grade Counselor | Jalin Diggs | jalindiggs@mcps.org |
| 8th Grade Counselor | Catina Mitchell | catinamitchell@mcps.org |
| Administrative Assistant | Carrie Turner | carrieturner@mcps.org |

Support & Partner Staff

| | | |
|-------------------------|-----------------|--------------------------------|
| School Nurse | Rebecca Hall | rebeccahall@mcps.org |
| Cafeteria Manager | Theresa Hinkley | thinkle1@mcps.org |
| School Resource Officer | Eric McClanahan | emcclanahan@christiansburg.org |

School-Parent Communications

CMS values communications between the school and home. Each staff member has an email address. Email addresses may be found on the CMS webpage at cms.mcps.org. CMS also utilizes SchoolMessenger, a notification system designed specifically for schools, to deliver personalized voice messages and emails to parents. To receive these messages, **please make certain that your phone and email contact information is up to date in the office records.**

For news, announcements and updates about school events, you can also follow us on Twitter and Facebook. There is an electronic school calendar of events, including athletic events, located on the CMS webpage.

CMS will utilize Remind as a message platform for classroom teachers to communicate specific classroom messages. Coaches often utilize this messaging system to communicate with players and parents. At no time should a teacher electronically communicate with an individual student without the parent's knowledge.

There are regular communication points during the school year when CMS will host parent-teacher conferences, provide interim (mid-point) grade reports and communicate student grades, attendance, and behavior. Parents are encouraged to communicate with the school and individual teachers, counselors, and administrators when the need arises. Student and parent issues and concerns can be more easily resolved when communication flows both to and from the student's home and school.

There are planned events when parents can speak directly to teachers about their child(ren)'s attendance, behavior, and academic performance. Emotional or relationship issues and concerns can be discussed with the school counselor. Parents are encouraged to have their child attend meetings and conferences in order to fully participate in the discussion or resolution.

MONTGOMERY COUNTY PUBLIC SCHOOLS

MOTTO: Engage, Encourage, Empower

MISSION: Every student will graduate career and college ready and become a productive, responsible citizen.

VISION: We inspire learning by providing a nurturing environment, positive relationships, high expectations, and continuous growth.

CORE VALUES:

- Physical safety & emotional well being
- Mutual trust & respect
- Open communication
- Accountability
- Engagement & lifelong learning
- Cultural diversity



Montgomery County
Public Schools

Montgomery County Public Schools accomplishes our mission and vision through the implementation of the Model for Effective Instruction.



MISSION STATEMENT

Christiansburg Middle School Mission:
Our school community is dedicated to providing
all students the opportunity to be successful
in academic, technological, and life skills within
a safe and caring learning environment.

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ACADEMICS

EDUCATIONAL PROGRAM

The CMS curriculum is designed to stimulate high academic achievement for all students. Therefore, the school program is organized to include a core block of time for academic subjects as well as time for exploratory courses, fine arts, related arts, physical education, and health.

Instructional practices at the middle school level are student-centered. At each grade level, students are assigned to a team of teachers for their core academic subjects. Each grade level team has a dedicated math, science, English and social studies teacher. Teaming encourages good relationships between teachers and students. It also facilitates collaboration, interdisciplinary cooperation, close monitoring of student behavior, and efficient communication with parents/guardians.

Courses

Students must take classes in English, social studies, math, science, and health & P.E. every year. These are called core academic classes. The Commonwealth of Virginia has set Standards of Learning Objectives (SOLs) for each of these classes. The chart below shows the courses offered at each grade level at CMS. The learning objectives for Standards of Learning courses can be found at the Virginia Department of Education [website](#).

| Sixth Grade | Seventh Grade | Eighth Grade |
|--|---|---|
| Required Courses | | |
| English 6 | English 7 | English 8 |
| U. S. History to 1865 | U.S. History from 1865 to present | Civics and Economics |
| Physical/General Science | Physical/Life Science | Earth Science |
| Math 6 | Math 7 or Algebra I | Math 8 or Algebra I or Geometry |
| Health and Physical Education 6 | Health and Physical Education 7 | Health and Physical Education 8 |
| Reading, math, or ELL resource classes are provided to students who have a demonstrated need for reading/math intervention or language acquisition. | | |
| Elective Courses | | |
| Career Investigations* Digital Technology Foundations* <i>*All 6th graders will take one semester of Career Investigations and one semester of Digital Technology Foundations.</i> | Beginning Band 7 Intermediate Band 7 Intermediate Chorus Bella Voce Choir Agriscience, Introduction to Technology, Robotics, Family Consumer Science, Art, Theater Arts, Introduction to Coding, Make it Your Business, World Language Exploratory, or Creative Writing | Beginning Band 8 Advanced Band 8 Advanced Chorus Bella Voce Choir Inventors and Inventions, Introduction to Technology, Robotics, Family Consumer Science, Art, Theater Arts, Introduction to Coding, Agriscience, Agriculture and Technology, Spanish I, French I, World Language Exploratory, or Creative Writing |
| Beginning Band 6 Beginning Chorus Art Grade 6 elective wheel | | |

Click [HERE](#) to view the MCPS unified Middle School Program of Studies. This document describes the total curricular program, including required core academic courses and the multitude of elective options with designations which courses are available in each middle school.

Virtual Program

Parents may elect to enroll their child in a virtual education program. Enrollment must be completed by the annual due date (usually in early spring). Students remain enrolled at their home school but will complete their courses in an online format. Parents should contact the school counselor for more information about the virtual education program.

High School Credit Courses

Earning High School Credit

Students can earn credits toward high school graduation in Algebra I, geometry, Algebra II, earth science, or a world language course at CMS. A teacher recommendation and parental permission are required to take these courses. Students must also meet minimum eligibility requirements in order to take a high school course in middle school. In Algebra I, geometry, Algebra II, and earth science, students must pass an End of Course (EOC) SOL assessment. If the student passes the course and the SOL assessment, they earn a Verified Credit toward high school graduation.

Dropping High School Credit Courses

Students can drop a high school-credit course by making a request to the school counselor. Dropped courses are expunged from the student's transcript. The deadline to make this request is October 1 of the year the student enters grade 9. If a grade is expunged, the student is required to repeat the course. Failing grades for middle school students enrolled in a high school-credit course will be automatically dropped from the student's transcript.

Graduation Requirements

Virginia Department of Education regulations require students to take and pass Standards of Learning (SOL) assessments in order to graduate from high school with a Standard Diploma or an Advanced Studies Diploma. When students pass a high school course and pass the SOL assessment associated with that course, the student earns a verified credit. Verified credits can be earned in the following courses:

| | |
|--------------------------------------|--------------------------------------|
| English: Reading/Literature/Research | World History/Geography to 1500 AD |
| English: Writing | World History/Geography from 1500 AD |
| Algebra I | World Geography |
| Geometry | Earth Science |
| Algebra II | Biology |
| US & Virginia History | Chemistry |

No matter the diploma status, students must earn five verified credits to graduate. These verified credits are as follows:

| | |
|---|-----------------------------|
| 2 in English: (1 - reading & 1 - writing) | 1 in history/social science |
| 1 in mathematics | 1 in science |

Students with an Individualized Educational Program (IEP) pursuing the Applied Studies Diploma must meet Literacy and Numeracy requirements. To meet the Literacy requirements students must meet the cut score on the Grade 8 or Grade 11 English Reading SOL assessment. To meet the Numeracy requirements, students must meet the cut score on either the Grade 8 Mathematics, Algebra I, Geometry, or Algebra II SOL assessment.

Students who do not pass one of the SOL assessments at the high-school level will be considered for remediation programs and will be given the opportunity to retake the SOL assessment at each available opportunity.

I/E/Advisory Period

The CMS schedule includes a dedicated time for students to receive additional support each day. On Mondays, all students will participate in advisory activities such as career planning, anti-bullying activities, study skills, organizational skills, mental health or well-being, etc. On Tuesday through Friday, this time will become the Intervention and Enrichment (I/E) period, a dedicated time each day for students to remediate in core subject areas or utilize academic time for independent assignments, skill review, or homework.

Schedule Changes

Parents/guardians are encouraged to share their insights about their child as a learner and the type of learning environment in which their child experiences the most success. Because scheduling is dependent on extensive program planning, as well as the availability of personnel and resources, there will be no schedule changes once the school year has begun. Extenuating circumstances will be considered on a case-by-case basis. Requests for schedule changes are initiated through the counseling office, and require administrative approval.

Opening Exercises

The Pledge of Allegiance shall be recited daily in each classroom of the Montgomery County Public Schools as part of opening exercises. During the recitation of the Pledge of Allegiance, students shall stand while facing the flag with their right hands over their hearts or in an appropriate salute if in uniform.

No student shall be compelled to recite the Pledge of Allegiance if the student, the student's parent(s), or legal guardian objects on religious, philosophical or other grounds to the student's participation in this exercise. Students who are exempt from reciting the Pledge of Allegiance shall stand quietly or sit at their desks while others recite the pledge and make no display that disrupts or distracts those who are reciting the pledge.

The Montgomery County School Board hereby establishes the daily observance of one minute of silence in each classroom of the school division. During this minute of silence, the teacher responsible for each classroom shall take care that all students remain seated and silent and make no distracting display.

GRADES

Grading/Achievement Measurement

A progress report will be available in Parent Portal at the midpoint of each grading quarter. At the end of each 9 weeks, a report card will be available in Parent Portal. Progress reports and report cards provide the current grade for each course.

Grading Scale

| <u>Letter</u> | <u>Numerical</u> |
|---------------|---------------------|
| A | 90-100 |
| B | 80 but less than 90 |
| C | 70 but less than 80 |
| D | 60 but less than 70 |
| F | below 60 |

Interim and Report Card Dates

| Interims | End of Grading Periods | Report Cards Home |
|--------------------|------------------------|-------------------|
| September 14, 2023 | October 11, 2023 | October 20, 2023 |
| November 15, 2023 | December 20, 2023 | January 10, 2024 |
| February 8, 2024 | March 12, 2024 | March 20, 2024 |
| April 19, 2024 | May 22, 2024 | Mail Home |

Honor Code

Christiansburg Middle School students are responsible for their own learning. Students are expected to do their own work on all assignments (classwork, homework, projects, tests and quizzes), unless otherwise directed by the teacher. Academic dishonesty (cheating) is a violation of the Student Code of Conduct (Division Policy 7-3.1). In order to maintain the integrity of our coursework and evaluation procedures, CMS has an Honor Code. Students may be required to sign their name alongside the phrase, "Honor Code" when completing an assignment. By doing so, students pledge that their work is in accordance with the Honor Code of CMS.

The Honor Code is as follows: "I have neither given nor received unauthorized assistance on this assignment." Whether written or not, the Honor Code applies to all assignments. The Honor Code will be reviewed with students during the first week of school, and students will sign an acknowledgement of their receipt and understanding of the Honor Code.

The following examples represent violations of the CMS Honor Code:

- Academic Dishonesty/Fraud: Any deception deliberately practiced in order to secure academic gain. Violations include, but are not limited to, cheating, unauthorized work sharing, copying of another's work, crib notes, cheat sheets, verbal and non-verbal giving or receiving answers or assistance. Additionally, copying and pasting from shared documents and representing the copied material as one's own work is a form of academic dishonesty.

- **Plagiarism:** Quoting or using the ideas of another person or author without acknowledging that those were not your own. Such acknowledgement must be done through proper citation of the original source, as determined by the teacher.
- Teachers will notify students of any suspected Honor Code violations and provide them with the opportunity to address the alleged violation. For cases in which the teacher and student are unable to resolve the matter, the student will be referred to an administrator for further investigation and to ensure that due process is followed.

Honor Code violations are divided into two categories:

- Level I: These include those assignments that would be considered of an instructional classwork variety. Such assignments include, but are not limited to:
 - Homework
 - Classwork
 - In-class group coursework

Teachers have discretion in deciding what consequence will be determined for Level I violations. Violations such as these do not necessarily need to be referred to an administrator. It is up to the discretion of the teacher, and the consideration of other extenuating circumstances, that determine academic consequences or disciplinary action.

- Level II: These include those assignments that would be considered primarily evaluative in nature. Such assignments include, but are not limited to:
 - Quizzes * / Tests *
 - Research papers / Projects / Group work
 - Any other assignments that a teacher may choose to be bound under Level II.

*** Any unauthorized use of electronic devices during a test/quiz is an Honor Code violation.**

Such Level II Honor Code violations result in a zero for the assignment and will include a referral to an administrator for academic dishonesty. If necessary, the administrator will further investigate the matter and ensure that due process is followed. Level II Honor Code violations will be recorded on the student's discipline record, and students who continuously violate the Honor Code can be subject to further disciplinary action. All assignments will be considered under the Honor Code unless stated otherwise by the teacher.

- During the first two weeks of school staff will review the honor code with students.
- Not signing the Honor Code statement (as requested) on an assignment/test will result in the assignment remaining ungraded for credit until the Honor Code statement is signed.
- Refusal to sign the Honor Code will result in a grade of zero on the assignment.

Promotion, Retention, and Placement

To be promoted to the next grade, a middle school student must at least pass:

- Language Arts and Math, and
- Science or Social Studies

Students may be required to participate in summer school or other remediation program if they fail certain courses. In such cases, promotion, placement, or retention will be the decision of the principal with staff and parental input at the conclusion of the remediation program.

For additional information on promotion, retention, and placement, see MCPS Policy 6-4.2.

ASSESSMENT

Virginia Department of Education regulations require students to take Standards of Learning (SOL) and growth assessments in grades 6-8.

SOL Growth Assessments

Students take SOL growth assessments in math and reading twice during the school year, in fall and winter. Students will not receive a pass/fail score but rather a growth measure. These assessments enable teachers to measure student achievement and monitor growth throughout the year. In addition, these assessments provide data on specific skill deficits that may need to be addressed over the course of the school year.

SOL Assessments

The SOL assessments are given in the spring of each year. The scores range from 0 to 600 with 400 to 499 being Pass Proficient and 500 to 600 being Pass Advanced. Students who do not pass an SOL may be considered for remediation programs and/or summer school. Failing an SOL assessment may also be a factor when considering promotion/retention. Students who fail the Reading and/or Mathematics SOL assessments in grade 8 will have an opportunity to retake the test the following year.

Students enrolled in a high school course with an accompanying End of Course SOL assessment (such as Algebra I, Algebra II, geometry, and earth science) must take the SOL assessment at the end of the course. Students who do not pass one of the SOL assessments at the high school level will be considered for remediation programs and will have additional opportunities to retake the SOL assessment in high school.

| Grade 6 | Grade 7 | Grade 8 |
|--------------------|---------------------------------------|--|
| Reading 6 Math* | Reading 7 Math* Grade 8 Science | Reading 8 Writing 8 Math* Earth Science (End of Course) Civics and Economics |

*All students take the math assessment associated with the course in which they are enrolled.

Final Exams for High School Courses

Final exams are no longer required for high school credit courses. Students may be required to construct a final project or complete an SOL test for these courses, if one is required.



ATTENDANCE

Students can walk, ride in a car or take the bus. Please arrive at school no earlier than 7:30 and no later than 8:05 a.m.

Car Riders

For safety, please drop off and pick up your student in the designated area in front of the school. Students will proceed to the community entrance from the drop-off point. Parents should not use the bus loading/unloading area located in the parking lot area near the community entrance.

Bus Riders

The bus driver is in complete charge of the bus and its occupants at all times. Riding the bus is a privilege, and students should follow the bus driver's rules at all times.

Walkers

Walkers should walk directly to school on the sidewalk when possible and follow all pedestrian safety precautions (e.g. look both ways before crossing a street). Walkers should enter the building at the community entrance.

Arrival

The doors open at 7:30. Students arriving before 7:55 should go to and remain in the bus rooms unless eating breakfast. Breakfast is served from 7:30 until 8:00. First period begins after the morning announcements.

Dismissal

The school day ends at 2:50 p.m.

- Car Riders will exit the main entrance to be picked up.
- First load bus riders will exit the community room door and report to their bus.
- Second load students will report to the auxiliary gymnasium to wait for the bus dismissal.
- Students who are participating in after-school sports or activities will also report to the auxiliary gym. These students will report to their activity when the second-load students are dismissed.

Students are expected to follow an established dismissal routine as advised by their parents/guardians. If parents/guardians wish to make a change to the established routine—such as having their student go home with someone else or stay after school (under the supervision of CMS staff), they can make a request in writing to the front office staff no later than 2:00 p.m. (cmsoffice@mcps.org). The written request must include the student's usual way home (including bus number), the name of the person the student is going home with, what bus number they will ride that day (if applicable), and their parents'/guardians' phone number. The school will call the parent/guardian to verify the note. After the note is verified, the office will provide a bus note that the student will give to the bus driver.

Truancy and Attendance Monitoring

Students who do not attend school regularly are considered truant. Parents/guardians of truant students will be required to participate in an attendance plan meeting and/or Family Resource team meeting. Continued truancy may be referred to Juvenile and Domestic Court services.

Checking In / Checking Out

Arriving Late

Students who arrive after 8:05 a.m. must check in through the attendance office and bring a note from their parent or guardian stating the reason for their tardiness. The student will receive an admittance slip before reporting to class.

Leaving Early

Students leaving before the end of the school day may be checked out only by their parent/guardian or an adult listed as an emergency contact.

To check out a student, use the following procedure:

- a. The adult must come into the office and request their student to be checked out.
- b. The adult checking out a student must show state/government-issued identification.
- c. Students are not allowed to wait outside or meet anyone outside.

Please note: students leaving without authorization are considered to be skipping school. Any student who has checked out must leave campus promptly and shall not return to the grounds without officially checking back into school.

School Closings, Delayed Openings & Early Releases

Inclement weather or other emergencies may necessitate a delay in the opening of school, the release of students from school early, or the closing of schools for one or more days. The division superintendent makes such decisions, and they typically apply to all schools in the county.

Parents can [sign up](#) on the MCPS website to receive severe weather notifications (via text, call, or email). They may also regularly view the MCPS Facebook page or follow MCPS on Twitter for immediate notifications. In addition, parents can call 540-382-5102 to hear a recorded message from MCPS on school closings and delays. Local media outlets are notified immediately and will make frequent announcements and updates regarding this decision. Unless an official announcement is made to the contrary, schools will operate on a regular schedule and according to the MCPS calendar. Parents should have a plan in place for inclement weather days, potential late starts, early releases and closed school days.

Absences

Parents/guardians should call the school (540-394-2180) if students will be absent due to illness or an appointment. Parents should write a note when the student returns to document the absence. Notes should be given to the attendance clerk upon the student's return to school.

Absences are unexcused unless documentation is provided that meets the MCPS criteria for an excused absence (*See MCPS Policy 7-2.3*). Students are encouraged not to miss more than seven days per year. Vacations and out-of-town trips are unexcused absences.

Make-up work

It is the responsibility of the student and/or parent to request make-up work for absences and for the student to complete all assigned make-up work within one school day for every day missed (Example: miss 3 days, 3 school days to make up the work) unless the teacher extends his/her time. Teachers shall have the discretion to extend the time limit because of extenuating circumstances. Make-up work shall be provided for all absences, including absences caused by out-of-school suspensions.

BEHAVIORAL EXPECTATIONS

CMS has developed a set of expectations for student behavior at school based on the MCPS Code of Conduct. These expectations are taught to all students, and students who meet these expectations are acknowledged and recognized. The expectations will be the same for students in all areas of our school, including the classroom, the restroom, hallways, and on the bus.

CMS also teaches character traits to help foster kindness in students' actions, empathy for others, and socially acceptable behaviors.

The characteristics are:

- Be Respectful
- Be Responsible; and
- Be Determined

Students are taught acceptable behaviors around these character traits at the beginning and throughout the school year.

Code of Conduct

MCPS School Board expects all students to follow the rules set forth in the [MCPS Student Code of Conduct](#) while on school property or at a school-sponsored activity including field trips, sporting , traveling to and from school, and waiting at bus stops.

Dress Code

The CMS dress code is currently under revision. As per above, student attire should be appropriate for the adolescent workplace. The administration will address dress code concerns as needed on an individual basis in cooperation with parents. See MCPS Policy 7-3.1 for specific information.

Administrators and teachers have the authority and responsibility to identify and address inappropriate student attire. No school board employee will enforce the dress code by making direct physical contact with a student or a student's attire. Students who dress inappropriately will be given the opportunity to change or cover their clothing, and students are expected to respond respectfully. Students failing to respond appropriately to the directives of their teachers will be referred to an administrator for disciplinary action. Refusal to cooperate and/or repeated offenses may result in being sent home and/or other disciplinary action. Having attended one or more classes without being addressed for inappropriate attire does not preclude a student from being referred to an administrator for disciplinary action later in the day. Any confiscated clothing items (e.g. hats, sunglasses, bandanas) may be held at the discretion of an administrator.

Bullying

MCPS defines bullying as any aggressive and unwanted behavior that is intended to harm, intimidate, or humiliate the victim; involves a real or perceived power imbalance between the aggressor or aggressors and victim; and is repeated over time or causes severe emotional trauma. "Bullying" does not include ordinary teasing, horseplay, argument or peer conflict.

Students, either individually or as part of a group, shall not harass or bully others. Behaviors associated with bullying include, but are not limited to, intimidation, taunting, name-calling, and insults. Bullying behaviors may take a variety of forms, including by electronic means such as cell phone, text message and email. Bullying, threatening, intimidation, harassment, or any other activity characterized by targeted, intentionally hurtful behavior (verbal or nonverbal) that results in any physical, social/relational or emotional/psychological harm to another person is not tolerated in any form in any Montgomery County Public School. Parents will receive notification within five days if their child is involved in a bullying incident.

Bus

The bus driver is responsible for maintaining the orderly behavior of students on school buses and shall report misconduct to the student's principal and provide a copy of the report to the transportation office. Students are required to conduct themselves on school buses in a manner consistent with established standards for classroom behavior. Bus drivers are authorized to assign seats. Failure to comply with bus rules may result in consequences established under the disciplinary policies of the School Board, including suspending or revoking the riding privileges of students. If a student's riding privileges are suspended or revoked, the student's parents are responsible for transporting their student to and from school.

Cell Phones

Cell Phones and electronic devices are non-school items and can be disruptive to the learning environment. Students are not freely permitted to use or display such devices during instructional time. Such devices will be considered to be "in use" if they are on (regardless of if they are on silent or set to ring), sending or receiving a call or text message or being used to take, display, or send photos/videos, etc. However, students may have such items in their possession for use after school hours, during bus rides to and from school, and during athletic events. Students may utilize such devices during instructional time only for academic purposes and under the direction and supervision of the classroom teacher.

If cell phones are in use or ring/buzz during instructional time, they may be confiscated. Students will be reminded that cell phones should be "off and away." Multiple cell phone violations could result in consequences including temporary confiscation, loss of privileges, or required parent pick-up of the device. Parents who need to contact students during the school day should call the main office. Students who need to contact parents during the school day, must go to the counseling office.

Cell phone use on field trips and during special events is at the discretion of the teachers and administration. Students are not permitted to use their personal cell phones to take pictures or videos of anyone, and they may not post any pictures or videos during school hours, which includes school bus transportation to and from school.

Hall Behavior

Before and after school, as well as during class changes, the halls are busy, crowded areas. Students can help the flow of traffic by making a habit of walking to the right and not congregating in the halls. Students also are expected to remain on the hall designated for their grade level unless they are attending a class on a different hall. Students are expected to limit socialization in the halls and travel using a direct path toward their expected destination. Misconduct may result in a student being asked to identify himself/herself to a supervising staff member. Students are expected to do so promptly and respectfully or face disciplinary action for noncompliance. If a student must be in the hall during class for any reason, he/she must have completed an e-hall pass.

Late/Tardy: Students are expected to report to class on time. If students are late, or tardy to class, and do not have a note from a staff member, consequences will be given.

- 1st tardy - Warning
- 2nd tardy - Reminder + parent notification
- 3rd tardy - Parent notification + administrative consequence

Excessive tardiness may result in progressive consequences.

Prohibited Items

Students are not to have hats or personal electronic devices (this does not include their school-issued Chromebook) on their person during the school day. In general, items that present potential safety concerns or that create a distraction to other students and disrupt the educational process, should not be brought to school. Specific items prohibited at CMS include (but are not limited to) the following: card collections, lighters/matches, pocket knives of any size, and laser pointers. Before entering the building any electronic device that was used on the way to school must be turned off and placed out sight, unless used in a class assignment with the teacher's permission. Once students are dismissed to report to their lockers, these items should be secured in the student's locker and remain there until the end of the school day. Students also are not permitted to bring open drink containers onto campus. Large sums of money should be kept at home. Additional items prohibited at school are addressed in the Code of Conduct. These items may be confiscated and held at the discretion of an administrator. Posting or distributing any materials requires prior approval from the sponsor or administration.

Prohibited Activities

In addition to the student behaviors addressed by the Code of Conduct, specific activities prohibited at CMS include (but are not limited to) the following:

- Buying, selling, or trading items while on school property. Only the sale of items as part of an approved school fundraiser is permitted.
- Sharing and borrowing of clothes.
- Public displays of affection, including inappropriate touching, handholding, and kissing as are any unwelcome sexual advances or other inappropriate verbal or physical conduct of a sexual nature (considered harassment and strictly prohibited by the Code of Conduct)
- Initiating or participating in the production of written documents or electronic communications that promote or encourage derogatory "ratings" of, or defamatory statements about, other students.

Unauthorized Areas

Students are not permitted in the following areas of the school without teacher/staff permission and direct supervision:

- Teacher workrooms (Use of phones and vending machines is not permitted)
- Staff offices, unoccupied classrooms, auditorium/stage, parking lots
- Custodial closets, kitchen, mechanical rooms
- Locker rooms other than when scheduled for PE
- All emergency stairwells
- The elevator, unless use is authorized due to injury or disability
- Grade-level halls/areas other than those designated for their particular grade level unless required by their class schedule

Additionally, students are not permitted to be outside of the building at any time during the school day, unless as part of a supervised class activity. Students who are found in an unauthorized area or who leave the building/grounds without permission are subject to disciplinary action.

Tobacco Products

State law makes it illegal for those under 18 years of age to purchase, possess, or use tobacco products. Students shall not possess, use, and/or distribute tobacco and/or tobacco products on school property, on school buses, or during activities on or off school property. This includes but may not be limited to any product intentionally inhaled in order to elicit an intoxicating effect such as smokeless tobacco, electronic cigarettes, inhalant products such as vapor cigarettes, liquid tobacco, or hookah pipes

Failure to comply with the above violates both the Student Code of Conduct, as well as the law, and will result in disciplinary action under the MCPS Policy 7-3.1.

Alcohol and Other Drugs

The Student Code of Conduct addresses student involvement with alcohol and other drugs while in or on school property or while engaged in or attending any school-sponsored activity/function. This policy applies to imitation controlled substances, drug paraphernalia, or any substance that is represented by or to the student, or which the student believes to be any of the prohibited substances. Under state law, students who violate this policy are subject to severe disciplinary action. In addition, referral may be made to law enforcement officials. (See complete Alcohol and Other Drugs Policy in MCPS Policy 7-3.1.)

Distribution, attempted distribution, or the purchase of any of the substances listed above requires the school administration to make a recommendation for long-term suspension or expulsion to the division superintendent.

Weapons Policy

Possession and/or use of weapons while in or on school property or while engaged in or attending any school-sponsored activity/function violates the law and the Student Code of Conduct. Students who violate this policy are subject to severe disciplinary action. In addition, a referral may be made to law enforcement officials. Any weapon possessed in violation of this policy will be confiscated and may be forfeited to the Commonwealth. (See complete Weapons in MCPS Policy 7-3.1.)

Look-alike weapons--any devices or articles that by appearance or representation might lead a

reasonable person to believe that they are weapons capable of inflicting bodily harm and/or intimidating other persons--will result in disciplinary action under the Weapons Policy. Look-alike weapons are not to be confused with obvious toys or trinkets that are not representative of weapons and/or not used in an intimidating or threatening manner.

Freedom of Expression

Students may exercise the right to freedom of expression through speech, assembly, petition, and other lawful means, but this right may not interfere with the operations of the school.

Students wishing to distribute materials at school should submit materials to the school's principal no fewer than six (6) school days prior to the date of the desired distribution. The stated time frame will permit students to avail themselves of any appeal rights under Policy 7-4.4. All submitted materials must bear the name of the sponsoring individual(s) or school organization(s).

Possible Leveled Responses

Except as provided under the following drug and alcohol policy and certain firearms/weapons violations, the principal or his/her designee will have the responsibility to determine that a matrix of disciplinary responses, instructional interventions, and disciplinary sanctions is followed in response to student behaviors. Examples of behavior responses listed below and are not in any particular order:

1. counseling;
2. involvement of other human service agencies, as appropriate;
3. reprimand;
4. loss of school privileges;
5. loss of bus or student parking privileges;
6. parental conferences;
7. community service;
8. tasks or restrictions assigned by the principal or their designee;
9. detention before school, at lunch, or after school;
10. suspension from school-sponsored activities or events prior to, during, or after the regular school day;
11. in-school supervision/suspension with behavioral instruction, interventions, and/or restorative practices with academic support;
12. short-term out-of-school suspension with a plan before returning to school;
13. reassignment to another school within the division in accordance with Board policy;
14. refer to law enforcement as required;
15. recommendation of long-term suspension (11-45 days);
16. recommendation of expulsion (indefinite period of time, in some instances a minimum of 365 days);
17. Saturday School.



CAFETERIA

Breakfast and Lunch

All students may purchase breakfast and lunch from the cafeteria. Students may also bring lunch from home. A la carte items are also available but are not included in free/reduced meals.

Breakfast is served between 7:30 a.m. and 8:00 a.m.

Lunch Periods

Lunch periods are scheduled for each grade level. Each grade level has a 25 minute lunch period. Lunch times are scheduled as follows:

- 6th grade lunches - 11:08 - 11:33 a.m.
- 7th grade lunches - 12:46 - 1:12 p.m.
- 8th grade lunches - 11:57 a.m. - 12:22 p.m.

Cafeteria Prices

For the 2023-24 school year, breakfast and lunch prices are as follows:

- Student breakfast - \$1.75
- Student breakfast at reduced price - 0.30¢
- Student lunch - \$3.10
- Student lunch at reduced price - 0.40¢
- Milk - 0.75¢

Additional à la carte items may be purchased with cash or money posted to student accounts. These items cannot be charged.

Cafeteria Accounts

To keep track of student lunch money, all CMS students have an account on the cafeteria computer system. Parents may send cash or checks to the cafeteria to add money to the account. The School Nutrition Program Office offers parents a secure, online payment vendor, mySchoolBucks, to add to a student's lunch account from home. Information on how to sign up is on the [MCPS website](#). For assistance, parents can call mySchoolBucks online support at 855-832-5226. Once the money is in the account, students cannot take it out. Parents may request a summary of their child's account to check on what their student is eating or spending at school.

Free and Reduced Lunch Applications

The School Nutrition Program offers an online and paper application for Free and Reduced Breakfast and Lunch. [Applications](#) can be found on the MCPS website or through the school office. As household changes occur, families may become eligible during the school year. Applications are accepted throughout the school year. Applications from the previous school year are only valid for the first 10 days of the new school year.

GENERAL INFORMATION

Student Debts

Any student who has a delinquent or outstanding debt – library fines, charges for lost/damaged books, intentional damages to a Chromebook, unpaid fees for uniforms, unresolved accounts for fundraisers, etc. – may not be allowed to participate in any extra-curricular event sponsored by the school for which there is a cost. Such activities may include sporting events, dances, and some field trips. Payment of these debts should be made to the school bookkeeper. Debts incurred in preceding school years are carried over to the current year. **Debts may follow a student to another school or to graduation.**

Returned checks

Montgomery County Public Schools uses an outside vendor to process returned checks submitted to our schools. This includes all checks written to the school for any fees/payments. In the event of a returned check, all communication about the check will come directly from the outside vendor, not from the school. The vendor will contact the writer of a returned check by mail and by telephone in order to make arrangements to pay before an attempt is made to collect the check electronically. Each returned check is subject to the applicable state returned check fees.

Lockers

Individual lockers in the hall and gym are made available to all CMS students. Hall lockers are assigned to students by the first day of school and are designed to hold backpacks, books, school supplies, and limited personal items. Students are responsible for the security of their own belongings and valuables.

Students must safeguard their own belongings by locking their lockers and keeping their combinations secret. Anyone who forgets his/her combination should see the counseling office administrative assistant. Sharing lockers is prohibited, as students are responsible for the contents of the lockers to which they have been assigned.

Students may decorate the inside of their lockers with shelves, magnets, or other removable items. Students should not place stickers, mounting tape or use paint on your locker. Students may not “trade” lockers with another student.

Students may access their lockers during class changes according to the guidelines issued by each academic team.

Lockers are school property and remain at all times under the control of the school. Having a locker is a privilege that students can lose. The school administration has the right to search lockers, desks, and other school storage facilities for items that violate school policies, the law, and/or may be harmful to others. School authorities may seize any illegal, unauthorized, or contraband materials discovered in a search.

School Supplies

All students are expected to bring textbooks, chromebook, paper, pen, pencil, or any other appropriate materials to class daily. School supply lists include specific materials needed for the core academic classes. These supply lists will be mailed home to students in the summer and will be posted at local retail stores that carry school supplies. The supply lists are posted to the school website. Additional materials may be required in exploratory or elective courses. A student who cannot afford school supplies should meet with the school counselor.

Textbooks

Students are issued textbooks for certain courses. Students assume responsibility to handle textbooks with care. Students will be responsible for returning the textbook in usable condition or being held financially responsible for replacing the textbook. Report to a teacher if the textbook is lost or damaged.

Lost and Found

Students should turn in any items found to the main office. Students who lose items should check the lost and found area regularly. Due to limited space, students should claim items as quickly as possible. The school is not responsible for unclaimed items. Unclaimed items will be donated to charity periodically.

School Telephone Use

Parents who need to contact students during the school day should call the main office. Students who need to contact parents during the school day, must go to the counseling office.

Visitors

Students are not allowed to bring visitors to the school or have them visit during school hours. Only parents/guardians and individuals with official school business are allowed to contact a student at school. All visitors must report to the main office before proceeding to any other intended destination in the school. Students will be called from classrooms to meet with approved visitors in the main office.



MEDICAL

School Nurse

CMS has a full time nurse who administers student medications, investigates and evaluates student complaints of illness, evaluates and treats injuries, and makes other health-related decisions. Parents and students may be referred to the school nurse for a variety of health-related concerns. Students also may schedule an appointment with the school nurse to ask health-related questions.

Medications

Administration of medications will be permitted on school property only when medically necessary and under the direct supervision of appropriate staff members. The first dose of any newly prescribed medication should always be given at home. For the safety of the students, the following procedures must be followed:

- If prescription medications are to be given at school, the Montgomery County Medication Permission form must be provided and signed by the doctor/licensed prescriber, and the parent/guardian. It must specify the name of the medication, dosage and time to be given. A separate medication permission form must be completed for each medication. Please note: Prescription bottles do not take the place of a medication form signed by a physician. All medication must be brought to school by an adult in the original, properly labeled container. The information on the container must match the information on the medication permission form. If an adult is unable to deliver the medication to the school, the student's parent/guardian should call the school nurse.
- If non-prescription medications are to be given at school, the medication permission form must be completed and signed by the parent or guardian, indicating the name, dosage and time to be given. Non-prescription medications can be administered for no longer than three consecutive days, after which time a written order from a physician/other licensed prescriber is required.
- Self-administration of any medication, prescription or non-prescription, is prohibited for students in grades kindergarten through eight except medications needed in a medical emergency such as inhalers, epi-pens, or glucose tablets. With a written statement from a physician/licensed prescriber, students may keep emergency medication in their possession and self-administer them.
- Sharing, borrowing or distributing any medication is prohibited and may result in a recommendation of expulsion.

Medication permission forms are available in the school nurse's office and most local doctors' offices. **They can also be downloaded from the MCPS website.**

Accidents

Students who are injured at school should report the injury to any staff member or the school nurse immediately. The school nurse will attempt to contact a parent/guardian regarding injuries or emergencies of a more serious nature. Therefore, it is important that parent/guardians and emergency contacts have a current telephone number on file.

SCHOOL SAFETY and SECURITY

Involvement of Law Enforcement

The CMS faculty and staff work cooperatively with local law enforcement to maintain a school environment in which children are safe. Throughout the school year, several community police officers visit the school in an effort to foster positive interactions between young adolescents and local law enforcement officials.

The School Resource Officer is part of the school team. He/she will be in the school daily and is available to advise, teach, and mentor students as well as staff. The School Resource Officer acts as a liaison between the community police department and the school. Periodically, officers and specially-trained canines may visit CMS. During such visits, lockers and hallways are “sniffed” to help ensure that the school remains drug-free. The MCPS Student Code of Conduct provides for the notification of law enforcement in case of certain violations.

Safety and Reporting

Students should report safety concerns to their teacher, a school counselor, or an administrator in addition to their parents. A tipline is available to allow students to anonymously report safety concerns. Students can access the Tipline through the following avenues:

- Call - **1-833-300-STOP**
- Email - **tipline@securly.com**

Emergency Drills and Evacuations

Emergency drills and evacuations will be completed as required by the Virginia Department of Education. Typically, this includes fire drills, lockdown drills, earthquake drills, and bus evacuation drills.

Virginia Code requires there shall be a lock-down drill at least once during the first 20 school days of each school session. Every public school shall hold at least one additional lock-down drill after the first 60 days of the school session.

Adults will teach students the processes required for each drill and will guide them throughout the exercise. Additionally, directions for evacuating the building during a drill or actual crisis situation are posted in each room.

Suspected Child Abuse

All allegations of possible or suspected child abuse or neglect are reported to the principal. The principal will report such cases Virginia Child Abuse Hotline as required by law. The state determines reasonable cause and seriousness of the reported incidents. Any student needing further information or help should see a school counselor.

Sexual Harassment

It is prohibited for any employee or student, male or female, to harass another employee or student by making unwelcome sexual advances or requests for sexual favors or engaging in other verbal or physical contact of a sexual nature. The School Board has adopted a grievance procedure for complaints by students of discrimination on the basis of sex or sexual harassment. The policy is located in the School Board Policy Manual section 7-1.1 located at www.mcps.org.

Generally, students (or parents) are encouraged to report incidents of sexual harassment to the building principal as soon as they become aware of the conduct forming the basis of the complaint. If the principal is the individual who is the subject of the complaint, the student (or parent) should contact the Superintendent.

Unauthorized Persons on School Property

Unauthorized persons should not be in the school building or on school grounds at any time without the permission of the principal. Unauthorized persons include, without limitation, the following:

- Students not assigned to CMS
- Students suspended or expelled from any MCPS school
- Students advised by the principal or assistant principal to leave school grounds
- Any person who has not obtained a visitor's pass from the main office (not an approved visitor)
- Any person previously warned not to be on school grounds
- Any other person not having official business at the school
- Any person who is causing a disruption of the programs or activities

Citizens and parents/guardians whose conduct is not disruptive of the normal school operations are always welcome to observe the operations of the school, but must first obtain permission from the principal's office. Teachers are obligated to inform the principal of any unauthorized person they find on the premises. Any unauthorized person will be asked to leave the grounds at once. An administrator may enlist the aid of law enforcement officials to remove any unauthorized person from the school grounds refusing to leave on their own or whose actions are disrupting the school's instructional or extracurricular programs.

Trespassing

Students are not permitted unsupervised in school buildings or on school grounds outside of school hours. Students who are suspended out of school will be considered trespassing if the student is on school grounds for any reason during the suspension time. Per Division Policy 2-3.6, "No one shall be in a school building after school hours unless he/she is on official school business, is participating in a supervised school activity, is authorized by the administration, or is a spectator at an activity open to the public. It is unlawful for any person to enter a school at nighttime without the consent of an authorized person except to attend an approved meeting or service. It is prohibited for any person, whether or not a student, to enter or remain on any school property, including school buses, in violation of (i) any direction to vacate the property by an authorized individual, or (ii) any posted notice which contains such information, posted at a place where it reasonably may be seen. Persons violating these provisions of state law may be prosecuted. For purposes of this policy, school principals are 'authorized individuals,' and may direct persons to leave school premises and, in appropriate circumstances, issue no trespassing directives."

Vandalism

Students are not permitted to engage in vandalism, the willful or malicious defacing of school property, including graffiti, and defacing of private property.

Sex Offenders on School Property

Per Division Policy 2-3.6, “No adult who has been convicted of a sexually violent offense, as defined in Virginia Code Section 9.1-902, may enter or be present upon public school property, during school hours and during school-related and school-sponsored activities, unless: (i) he is a lawfully registered and qualified voter, and is coming upon such property solely for the purposes of casting his vote; (ii) he is a student enrolled at the school; or (iii) he has obtained a court order allowing him to enter and be present upon such property, and is in compliance with the terms and conditions of the order.”

All Montgomery County Public Schools utilize driver’s license scanners with a sexual offender auto-check program for visitor registrations. This system will run the names and birthdates of visitors through the sexual offender registry. The school will attempt to confirm the information in the database to conclusively determine if the visitor is on the registry. **Any visitor whose name and/or birth date triggers a warning within the sexual offender registry will be denied entrance and will be asked to leave the premises.** Unfortunately, the Sexual Offender Registry is not perfect and there is always a possibility that a person’s name and/or birth date could trigger a “false positive.” It is our practice to treat all registry alerts as valid until conclusively proven otherwise. Any alert that cannot be readily identified as a “false positive” will result in the visitor being asked to leave school premises and/or contact local law enforcement. If a visitor is uncooperative, or wishes to challenge the information on the registry, the school will contact local law enforcement for assistance.

For visitors who flag the system but leave when asked, the school will still notify local law enforcement of the incident on the day of its occurrence. Visitors who believe that there is a mistake should call the school and make an appointment to discuss the matter further with the principal and work with our local law enforcement to ensure that the situation is appropriately addressed. Our ultimate goal is to protect our students and uphold the law. We do this with the safety and best interest of our students in mind.

SPORTS/EXTRACURRICULAR ACTIVITIES

Participation

All students have the opportunity to participate in activities after school as long as they meet the eligibility requirements for that activity. Student club activities vary from year to year. Students will be notified of activities as they become available. Most activities occur after school hours, so parents must make arrangements for student transportation.

Clubs

All clubs are offered based on student interest and sponsor availability. Students interested in proposing a new club should contact the student activities director.

A few examples of clubs that have previously been offered include the following:

Junior Beta Club

The Beta Club is an honor society whose goal is to provide service to the school and the community. Membership is by invitation only based on academic performance.

Student Council Association (SCA)

The SCA is the student government organization that provides students with the opportunity to learn and to practice leadership skills. Students elect officers and class representatives each school year. These school leaders plan community service activities, fundraising activities, and school spirit activities for the school year.

Future Farmers of America (FFA)

Open to students who have taken an agriculture class, or who are currently enrolled in one during the school year. It meets after school. Parents provide transportation. Agriculture teacher approval required.

Future Business Leaders of America (FBLA)

Open to students who have taken a business class. It meets after school, parents provide transportation and business teacher approval required.



Sports

Christiansburg Middle School offers the following sports to all students in grades 6-8.

| | | | |
|-------------------|--------------------------------|------------|------------------------------|
| Girls' Basketball | Track & Field (Boys & Girls) | Wrestling | Soccer (Boys & Girls) |
| Boys' Basketball | Sideline Cheer (fall & winter) | Baseball | Softball |
| Football | Swim & Dive (Boys & Girls) | Volleyball | Cross Country (Boys & Girls) |

Christiansburg High School allows 8th graders to participate in the junior varsity sports, with the approval of the CMS principal.

Eligibility for Participation on Middle School and JV Teams

- A student who turns 15 on or before August 1st of the current school year will not be eligible for a middle school sport.
- A student who turns 16 on or before August 1st of the current school year will not be eligible to play 8th and 9th grade football.
- 8th grade students are allowed to participate for one year only as an 8th grader on a JV team.
- Only 8th graders can participate in JV sports.

Academic Eligibility for Sports

To be eligible to represent Christiansburg Middle School in any school-sponsored interscholastic contest, a student shall meet the following requirements:

- Be currently enrolled in not fewer than seven classes.
- Have passed 4 core subjects during the immediate preceding semester.

Sport Events

Students and their families are encouraged to show their school spirit and support of student athletes by attending CMS sports events. Athletic passes are available through the main office. Spectators are expected to demonstrate good sportsmanship and behavior that positively reflects on our school and community. Students are reminded that the Code of Conduct applies to all school-sponsored activities and that inappropriate behavior may result in disciplinary action, including removal from the sporting event and/or school grounds. Students who plan to attend athletic and other school-sponsored events that do not begin immediately after school must leave the building and grounds and return to school near to the event's start time unless they have pre-arranged to be supervised by a staff member. Students who leave the gym or stadium without permission before an event is over will not be permitted to re-enter. Parents or guardians should pre-arrange transportation for their child to get home after the game.

STUDENT SERVICES

Counseling Program

The Christiansburg Middle School Counseling Department seeks to recognize students as individuals and to help them develop their potential.

Objectives include helping students:

- make a successful transition at all levels of their educational experience.
- develop self-understanding.
- develop effective communication and interpersonal skills.
- acquire decision-making, problem solving, and coping skills.
- become more responsible, independent, and self-directive.
- resolve problems that interfere with learning.
- become aware of their academic abilities and strengths and to identify their educational needs and interests.
- pursue a planned, balanced program of studies, which meets Virginia graduation requirements and is consistent with their abilities, interest, and education needs.
- become knowledgeable of the world of work and establish career goals.
- acquire information about educational and vocational opportunities in and beyond secondary school.
- utilize the services of various resource people in the implementation of the guidance program.

Multi-tiered System of Supports

MCPS uses a multi-tiered system of support to address students' academic, behavior, attendance, and/or emotional wellness needs.

- Tier 1 supports serve all students
- Tier 2 supports provide targeted interventions for identified students
- Tier 3 supports provide intensive intervention for identified students

Each school has a Tier 3 team to help identified students access resources needed to be successful in both the school and community. Students are referred to the Tier 3 team through school counselors or the administration.

New River Valley Community Services (NRVCS)

NRVCS provides counseling services for approved students. Counselors provide intensive behavioral therapy and teach strategies for students to become more successful in academic study. Therapeutic Day Treatment is the highest level of service offered to students at CMS. Other services include truancy management and mental health counseling. Students and parents are referred to NRVCS through the Tier 3 team.

Access to Student Information

Only teachers who need access to background information about a student may consult the student's record, which is located in the counseling office. Information in student records may include information from achievement scores to grades, health and home conditions, all of which can add immeasurably to the understanding of an individual's behavior in school.

The Montgomery County school division maintains accurate and complete individual, permanent and cumulative records for each student enrolled in the public schools. The education records of students are confidential. Parents and eligible students will be given the opportunity to inspect and review the student's education record upon request.

Boys & Girls Club of America

This program is grant funded. The B&G Club meets every day immediately after school until 6:00 pm. It starts with Power Hour, which gives kids time to do their homework. Club activities include arts and crafts, sports, computer time, leadership activities, healthy living activities, and field trips. While there is no fee to participate, registration is required. Registration forms are available in the counseling office. The club phone number is (540) 986-6245.

TECHNOLOGY

Computer Devices

Each student is issued a mobile, electronic device for their personal use during the school year.

Sharing of student logins/passwords is prohibited. Students are expected to follow all of the Technology Use Agreement rules in MCPS Policy 6-3.13. Failure to follow these rules may result in the loss of computer privileges. Devices may be collected before the end of the school year for updating and maintenance.

Computer Usage

Christiansburg Middle School provides both computer and Internet access to students for general research and instructional purposes. Students and parents must read and sign an Internet usage form and computer usage form to take advantage of these opportunities. Students should take care of the device issued to them. They could be responsible for damage to the device beyond everyday wear and tear. Any violation of the usage agreement will result in loss of computer privileges for an amount of time to be determined.



APPENDIX

Additional notifications and information may be found on the [MCPS website](#).

Notice of Compliance with Equal Rights Regulations in Educational Programs and Activities

In compliance with the Executive Order 11246; Title II of the Education Amendments of 1976; Title VI of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972; Title IX Regulation Implementing Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973; and all other federal, state, school rules, laws, regulations, and policies, the Montgomery County Public Schools shall not discriminate on the basis of sex, age, race, color, national origin, religion or disability in the educational programs or activities which it operates.

It is the intent of Montgomery County Public Schools to comply with both the letter and the spirit of the law in making certain discrimination does not exist in its policies, regulations, and operations. Grievance procedures for Title IX and Section 504, have been established for students, their parents, and employees who feel discrimination has been shown by the school division.

Specific complaints of alleged discrimination under Title IX (sex) and Section 504 (disability) should be referred to:

Danny Knott
Director of Human Resources
Montgomery County Public Schools
750 Imperial Street SE
Christiansburg, VA 24073
(540) 382-5100

All students attending Montgomery County Public Schools may participate in education programs and activities, including but not limited to health, physical education, music and vocational and technical education, (homemaking and consumer education, trades and industrial education, business and office education, etc.), regardless of race, color, national origin, religion, age, disability, or sex.

EEO/Civil Rights Statement

Montgomery County Public Schools does not discriminate in its programs and activities for reasons of race, religion, color, gender, gender identity, national origin, disability, age, or on any other basis prohibited by law. The following persons have been designated to handle inquiries regarding non-discrimination policies:

Director of Human Resources and Assistant Superintendent for Operations 750 Imperial Street SE, Christiansburg, VA 24073 (540) 382-5100

Grievance Procedure for Students with Complaints of Discrimination

Montgomery County Public Schools does not discriminate in its programs and activities for reasons of race, religion, color, gender, national origin, disability, age, or on any other basis prohibited by law.

Any student, employee, parent, or other person who has knowledge of conduct which may constitute prohibited discrimination shall report such conduct to the building principal. If it is not possible to resolve the matter within 5 business days, then the building principal will forward the report to one of the compliance officers designated in this policy.

The complaint and identity of the complainant and alleged perpetrator shall not be disclosed except as required by law or policy, as necessary to fully investigate the complaint or as authorized by the complainant.

The Montgomery County School Board has designated the Directors of Elementary and Secondary Education, 750 Imperial Street SE, Christiansburg, Virginia, 24073, (540) 382-5100, as the Compliance Officers responsible for identifying, preventing, and remedying prohibited discrimination.

The entire written policy and grievance procedure is available at <http://policy.mcps.org/7-1.1.htm>.

FERPA Notification

NOTICE TO ALL PARENTS OF STUDENTS ATTENDING THE MONTGOMERY COUNTY PUBLIC SCHOOLS AND ALL STUDENTS CURRENTLY ATTENDING THE MONTGOMERY COUNTY PUBLIC SCHOOLS WHO HAVE REACHED THE AGE OF 18 STUDENT RECORDS

The Family Educational Rights and Privacy Act (FERPA) is a federal law that governs the maintenance of student records. Under the law, parents of students, or students if they are 18 years of age or older ("eligible students"), have the following rights:

The right to inspect and review the student's education records within 45 days of the day the school division receives a request for access. Parents or eligible students should submit to the relevant school principal or other appropriate school official a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the school to amend a record they believe is inaccurate or misleading. They should write the school principal or appropriate school official, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. Several exceptions exist to the rule requiring consent before release of personally identifiable information. One exception permits disclosure to school officials with legitimate educational interests in the information. For the purposes of this exception, a school official is a person

employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. A second notable exception to the consent rule relates to the disclosure of education records to officials of another school district in which a student seeks or intends to enroll. The Montgomery County Public Schools disclose such records without prior consent. A third exception to the consent rule relates to the disclosure of “directory information.” Please see the discussion below regarding Montgomery County Public Schools’ policy regarding directory information.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

**Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605**

Directory Information

The Family Education Rights and Privacy Act (FERPA) requires the Montgomery County Public Schools, with certain exceptions, to obtain your written consent prior to the disclosure of personally identifiable information from your child’s education records. However, the school district may disclose appropriately designated “directory information” without written consent, unless you have advised the school district to the contrary in accordance with district procedures. The primary purpose of directory information is to allow the school district to include this type of information from your child’s education records in certain school publications, such as: a playbill showing your student’s role in a drama production; the annual yearbook; honor roll or other recognition lists; graduation programs; and sports activity sheets (e.g., for wrestling events, and which show weight and height of team members).

Directory information is generally not considered harmful or an invasion of privacy if released. FERPA permits the school district to disclose directory information to outside organizations without a parent’s prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local school districts that receive federal money under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with information from three directory information categories - names, addresses and telephone listings - unless parents have advised the school district that they do not want their student’s information disclosed without their prior written consent. The Montgomery County Public Schools receive assistance under ESEA.

The School Board has designated the following categories of information as “directory information” subject to disclosure without parental consent: the student’s name, address and telephone number; date and place of birth; participation in officially recognized sports and activities; weight and height of members of athletic teams; degrees, honors and awards received;

school and dates of attendance; grade in school and program of study. School officials may release this information without the consent of the parents or student. The Montgomery County Public Schools release student information related to awards and participation in activities for recognition purposes, consistent with FERPA's requirements. The school district also releases names and addresses of students to permit students to receive educational and occupational information.

Any parents or eligible students who object to the release of any or all of this information without their consent must notify, in writing, the principal of the school where the records are kept. The objection must state what information the parent or eligible student does not want released. If no objection is received, directory information may be released until the beginning of the next school year.

The Montgomery County School Board has adopted a written policy regarding rights of parents and students under FERPA. Copies of the policy may be found in the Superintendent's Office, in the principal's office at each school, and in your local public library.

For additional information regarding the student records policy, contact either the principal of the school your child attends or Director of Secondary Education, at 382-5100.

Involvement of Non-Custodial Parent

As specified by the Code of Virginia and the Family Education Rights Privacy Act (FERPA), non-custodial parents have the full rights as parents for access to student records and for participating in school activities, "unless otherwise ordered by the court for good cause shown." It is the responsibility of the custodial parent to provide documentation of any restrictions on a non-custodial parent. Duplicate copies of report cards and other written communications mailed to a student's home will be made available to non-custodial parents upon their request. If a person not known to school officials' attempts to contact or pick up a child at school, a photo ID and other verification of identity/relationship to a student (including confirmation with the custodial parent) may be required before releasing the student.

MCPS Student Attendance Policy (Policy 7-2.3 updated)

Public education is a right available to all young people of school age in Montgomery County. It is provided at considerable expense to parents and other citizens of the county.

Student attendance is a cooperative effort among schools, parents, and students. To achieve optimum learning, good attendance by students K-12 is crucial. Tardies (check-ins) and early dismissals (checkouts) are disruptive to the instructional time of the entire class. Each parent or guardian is responsible for the student's regular and punctual attendance.

Regular class attendance is considered by the Montgomery County School Board to be essential to the educational process and to the satisfactory completion of the requirements of any class and subject offered. Regular school attendance also is directly related to the development of good habits, which are important in the world of work and in higher education. A ninety-five percent (95%) or better attendance rate is the goal.

School personnel shall recognize their responsibilities to motivate students to attend school and to conduct the curriculum in such a manner as to provide for the individual needs of students.

Nothing in this policy shall be construed to limit in any way the authority of any attendance officer or the division superintendent to seek immediate compliance with the compulsory attendance law.

Compulsory Attendance Procedures

A reasonable effort will be made to contact a parent/guardian of each absent student every day and to obtain an explanation for the student's absence, where there is no indication that the student's parent is aware of and supports the absence.

The following procedures apply when a student fails to report to school for scheduled school days:

Upon Fifth Absence Without Parental Awareness and Support:

After a total of five (5) scheduled school days missed, where there is no indication that the student's parent is aware of and supports the absences, the principal or the principal's designee will make a reasonable effort to ensure that direct contact is made with the parent, in person, through a telephone conversation, or through the use of other communications devices to obtain an explanation for the pupil's absence and to explain to the parent consequences of continued non-attendance. The principal or the principal's designee, the pupil, and the pupil's parent will develop a plan to resolve the pupil's non-attendance. The plan must include documentation of the reasons for the pupil's non-attendance.

Additional Absences Without Parental Awareness and Support:

If the pupil is absent for more than one additional day after direct contact with the pupil's parent, and school personnel have received no indication that the pupil's parent is aware of and supports the pupil's absence, the principal or the principal's designee shall schedule a conference with the pupil, his/her parent, and school personnel. Such conference may include the attendance officer and other community service providers to resolve issues related to the pupils nonattendance. The

conference shall be held no later than ten (10) school days after the tenth absence of the pupil, regardless of whether his parent approves of the conference.

The conference team shall monitor the pupil's attendance and may meet again as necessary to address concerns and plan additional interventions if attendance does not improve. In circumstances in which the parent is intentionally noncompliant with compulsory attendance requirements or the pupil is resisting parental efforts to comply with compulsory attendance requirements, the principal or his designee shall make a referral to the attendance officer. The attendance officer shall schedule a conference with the pupil and his parent within 10 school days and may: file a complaint with the Juvenile and Domestic Relations Court alleging that the pupil is a child in need of supervision as defined in Virginia Code § 16.1-228; and/or institute proceedings against the parents pursuant to § 18.2-371 or § 22.1-262. In filing a complaint against the parents, the division superintendent's designee shall provide written documentation of the efforts already undertaken to resolve the pupil's absence. If the student's parents have joint physical custody of the student and the school has notice of the custody arrangement, then both parents shall be notified at their last known addresses.

Ten or More Undocumented Absences Without Parental Awareness and Support:

If the pupil has ten or more undocumented absences, the principal, or his or her designee, in addition to any other actions required by applicable law or this Policy, may petition the juvenile and domestic relations court to suspend the pupil's driver's license.

Student Absences/Tardies/Early Dismissals

- a. Student absences, tardies, check-ins, and checkouts will be recorded on a daily basis for each class in the following manner:
A student is counted present only when he/she is present in the classroom or other approved designated area at the time of the tardy bell or is attending or participating in an approved school-sponsored field trip or event.
- b. student reporting after the tardy bell or after the designated starting time for the class period will be recorded as present and tardy.
- c. If a student is being transported by a County bus or vehicle that arrives late, the student will not be counted as tardy.
- d. A student shall be considered absent when he/she does not report to class during the class period.
- e. A student who reports to the school attendance office late, with or without documentation will be marked as a check-in.
- f. A student who requests an early dismissal with documentation shall be marked as a checkout at the school attendance office.
- g. At the beginning of the school year, teachers should inform students of how the tardy policy is implemented in their classrooms for middle and high school students.

Teachers are responsible for initiating the necessary communications with parents any time absences, check-ins or checkouts are jeopardizing the student's progress in class. Absences for each grading period will be reported to the parent(s)/guardian(s) on the report card.

For elementary school students, if a student misses five (5) days within any grading period, a letter may be sent to the parent to encourage improved attendance. Retention may be considered for any student missing twenty (20) days of school.

Documenting Absences

All absences shall be identified as excused or unexcused. Each student should present to the school attendance office a written note which includes the date(s), cause(s), and the parent's/guardian's signature for daily absences, early dismissal or late arrival of the student. Parental permission for early dismissal must be presented to school officials on or before the day requested. Notes of explanation for student absences or check-ins should be received the day following the absence or check-in.

Absences for any of the reasons listed below shall be excused.

- a. state mandated testing or other school/division testing programs;
- b. school-sponsored field trips or activities;
- c. all VHSL activities;
- d. late bus or buses which fail to run;
- e. conference with guidance counselor, administrator, or other related staff members;
- f. in-school suspension (I.S.S.);
- g. involuntary court appearance (copy of court order or subpoena required);
- h. death in the family or household (verification may be required);
- i. religious holidays (verification may be required);
- j. college visit or work based learning opportunity (verification required) up to 3 school days
- k. illness, including mental health and wellbeing (if over 3 days, the school may require verification)
- l. doctor/dental appointments (verification required)
- m. extenuating circumstances which are determined by school administration

Any excessive check-ins, checkouts, or patterns of absences may result in administrative intervention including the development of an attendance improvement plan and/or disciplinary action.

All notes of excuse, requests, or any other correspondence concerning student absences, check-ins, and check-outs shall be preserved for a minimum of sixty (60) calendar days after the close of the school year.

Make-Up Work

It shall be the responsibility of the student and/or parent to request make-up work for absences and for the student to complete all assigned make-up work within one school day for every day missed (Example: miss 3 days, 3 school days to make up the work) unless the teacher extends his/her time. Teachers shall have the discretion to extend the time limit because of extenuating circumstances. Make-up work shall be provided for all absences, including absences caused by out-of-school suspensions.

Absences for Observance of a Religious Holiday

A student may be excused from school for the observance of a religious holiday. The parent/guardian of such student shall provide a letter to the student's school in advance of the planned absence notifying the school of the planned absence, the dates of the planned absence and the religious holiday being observed.

A student who is absent in accordance with this policy shall not be deprived of any award or eligibility or opportunity to compete for any award, or of the right to take an alternate test or examination, for any which he or she missed by reason of such absence. Make-up work shall be completed as described in "Make-Up Work," above.

Absences for Civic Events

Subject to guidelines established by the Department of Education, one school day-long excused absence per school year for any middle school or high school student in the school division who is absent from school to engage in a civic event shall be permitted and additional excused absences may be permitted for such students who are absent for such purpose. Advanced notice must be provided by the student of the intended absence and the student must also provide documentation of participation in a civic event.

Absences for Pow Wows

Subject to guidelines established by the Department, any student who is a member of a state-recognized or federally recognized tribal nation that is headquartered in the Commonwealth and who is absent from school to attend such tribal nation's pow wow gathering shall be granted one excused absence per academic year, provided that the parent of such student provides to the student's school advance notice of such absence in the manner required by the school.

Absences for 4-H Educational Programs and Activities

No student who misses a partial or full day of school while participating in a 4-H educational program or activity shall be counted as absent for the purposes of calculating average daily membership and each such student shall receive course credit in the same manner as he would for a school field trip, provided that:

1. The school board shall develop policies and procedures for such students to make up missed work;
2. The school board may determine the maximum number of school days per academic year that a student may spend participating in 4-H educational programs or activities to not be counted absent; and
3. No school shall provide course credit to a student pursuant this policy if the student's participation in a 4-H educational program or activity occurs during scheduled Standards of Learning assessments or during any period of time that the student is suspended or expelled from school.

Upon request from a school principal or an assistant principal, an agent or representative from 4-H shall provide documentation as proof of a student's participation in an activity or program sponsored by 4-H.

Adopted: April 2004

Revised: June 2004, August 2004, May 2008, June 2009, June 2010, June 2011, June 2014, August 2015, August 2017, June 2018, August 2018, October 2019, August 2020, July 2021, August 2022

Standards for Reducing Bias and Harassment

Standard 1: Social emotional learning is embedded in instruction and the operation of the school.

Standard 2: Language accessible, clear definitions of behavior expectations are communicated to students and families, including expectations that align with the Virginia Board of Education's Model Policy to Address Bullying in Virginia Schools.

Standard 3: A continuum of interventions and supports including community resources, is available to all schools in the division using a tiered system of supports framework that includes universal, targeted, and intensive supports for students whose behavior does not meet the expectations established by the school community and for those harmed by another's behavior.

Standard 4: School personnel establish supportive relationships with students and respond to student needs using the continuum of interventions and supports established by the school community. Responses to student behaviors are restorative and do not remove students from quality instruction. Victims of bias and harassment have access to supports for healing the harm done.

Standard 5: Exclusionary responses to behavior are limited to instances when the seriousness of the behavior creates a safety concern or endangers the safety of the student or others in the school.

Standard 6: Processes exist for school personnel to follow when assessing and responding to student behavior, including possible sanctions, behavioral interventions, and instructional supports for students whose behavior does not meet the expectations established by the school community and for those harmed by another's behavior. Those processes ensure that each student is treated fairly and respectfully with an understanding of the student's culture and context.¹ (The discipline process flowchart for teachers, leveled administrative responses to student behavior, and administrative equity in decision-making process, which are included in the Model Guidance for Positive and Preventative Code of Student Conduct Policy, are examples.)

Standard 7: Data regarding attendance, academic progress, discipline sanctions (outcomes), and behavioral interventions and academic supports (opportunities) is monitored monthly.² Data is analyzed to examine disparity for particular demographic groups of students, including groups based on ethnicity, race, gender identity, ability, and economic status.

Standard 8: School Quality Profiles will include data disaggregated by discipline sanctions, behavioral interventions, and academic supports based on student ethnicity, race, gender identity, ability, and economic status in school climate profile reporting at the state level.

Standard 9: Ongoing professional learning for school communities in implicit bias, cultural competence, restorative practices, mental health, and trauma informed care is required of all employees.

Standard 10: Academic programs, including alternative programs, are accessible and provide

¹ National Policy Board for Educational Administration (2015). Professional Standards for Educational Leaders 2015. Reston, VA: Author.

² National Policy Board for Educational Administration (2015). Professional Standards for Educational Leaders 2015. Reston, VA: Author.

opportunities for students to excel.

Standard 11: A transparent, easily accessible, and unbiased appeals process for discipline decisions is in place and widely communicated to students and families.

Standard 12: A support system is in place for students specifically affected by a bias-related incident or hate crime at school and for the targeted community. That support system addresses the emotional safety, “provide[s] for physical safety, denounce[s] the act in unequivocal terms, and follow[s] through on appropriate consequences for perpetrators.”³

³ A guide for administrators, counselors and teachers - Responding to Hate and Bias at School. A project of the Southern Poverty Law Center, 400 Washington Avenue, Montgomery, Alabama 36104. Retrieved from tolerance.org. Dec. 29, 2020.

Search and Seizure

To maintain order and protect students and school personnel, school authorities (minimum of two persons) may, with reasonable suspicion, search a student on school premises. Administrators may search students, bookbags, backpacks, or personal possessions. Student lockers are school property and remain at all times under the control of the school. School authorities may seize any illegal, unauthorized, or contraband materials (e.g. items not allowed at school or belong to others) discovered in the search.

Notification of Law Enforcement

Local law enforcement will be contacted in the event of, but not limited to, the following violations:

| | |
|---------------------|--|
| Weapons violations | Possession, use, and/or distribution of illegal substances |
| Assault and Battery | Property crimes |
| Sex offenses | Robbery |
| Bomb threats | Threats against school personnel |

Additionally, the Code of Virginia requests that courts notify school divisions of the disposition of particular offenses involving students. The division may pursue disciplinary action consistent with applicable law as a result of this notice.

Prosecution of Juveniles as Adults

Under certain circumstances, the Code of Virginia allows the transfer of juveniles for trial as adults. The Commonwealth's Attorney makes such requests. More information is available at www.mcps.org.

Appeals Process

If a parent disagrees with the corrective action that a teacher assigns a student, the parent may appeal that consequence to the principal. Before making an appeal to the principal, the parent should discuss the matter with the teacher. Corrective action will not be delayed pending an appeal. If a parent disagrees with the corrective action that the assistant principal assigns a student, the parent may appeal that consequence to the principal. If a parent disagrees with the corrective action taken by a principal, the parent may appeal that action to the Superintendent or designee. Before making an appeal, parents and students should meet with the principal to discuss their concerns. Appeals must be filed in accordance with School Board policies. Different processes may apply to different types of discipline. Corrective action will not be delayed while an appeal is pending. The disciplinary appeals process is addressed in MCPS Policy 7-3.2.