

# Christiansburg Middle School

## Family Handbook

### 2017-2018

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#### **Parent /Guardian and Student**

**Please print and sign the separate forms on the *Signature Page* and return to school.**

Montgomery County Public Schools does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following persons have been designated to handle inquiries regarding non-discrimination policies:

Director of Human Resources and Director of Secondary Education  
750 Imperial Street SE, Christiansburg, VA 24073  
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# Welcome to Christiansburg Middle School

The faculty and staff of Christiansburg Middle School would like to welcome you to the 2017-2018 school year. We are committed to providing our students with opportunities to be successful in academic, technological, and life skills. Our goal is to create and maintain a safe and caring school environment conducive to learning.

Students at Christiansburg Middle School will be actively engaged in challenging and meaningful activities that respect the learner and the learning environment. Each grade level is located in its own section of the building, making movement between classes efficient and easy. Through the “team” concept, we invite both students and their parents/guardians to work with the staff of Christiansburg Middle School in building a positive and stimulating learning environment. Please feel free to contact Christiansburg Middle School as we move through the school year. We encourage active involvement and support from our students and parents/guardians. Together, we will create a positive school culture in which the best interests of our students will be the basis for educational decisions.

This Student/Parent handbook is provided as a reference for policies and procedures that will be followed for the 2017-2018 school year. You will also be able to access the handbook online at <http://mcpscms.ss7.sharpschool.com>. Students and their parents/guardians should read this handbook together. While it is not possible to predict every situation that may occur, you should refer to this handbook if you have a question about a school policy or procedure. We encourage you to contact Christiansburg Middle School if you have any questions or concerns regarding the Student/Parent Handbook. While all information contained in the handbook is relevant, please pay close attention to the attendance policy, dress code, cell phone, and student conduct sections.

We believe **ALL STUDENTS CAN LEARN** and parents, teachers, administrators, and community members should share in the responsibility of advancing the school’s mission. Whether by joining the PTA, attending extra-curricular events or volunteering during the school day, your support and participation is vital in accomplishing our mission. Thank you for reviewing the Student/Parent Handbook and if you have any questions, please feel free to contact us at CMS.

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# School Philosophy

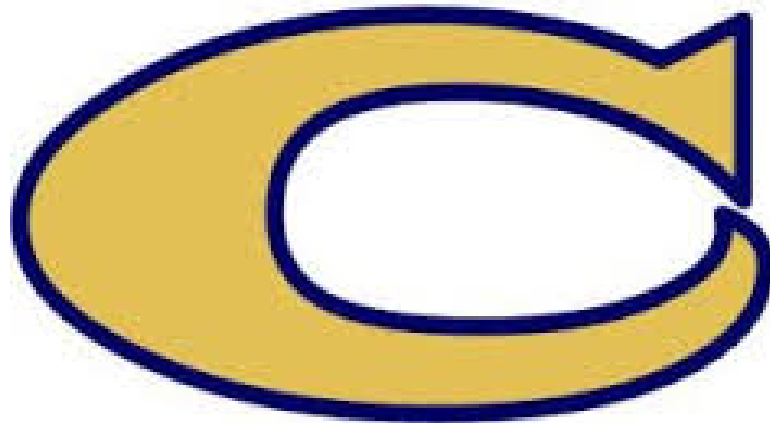
## Christiansburg Middle School Mission

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.

## Our Beliefs:

- All students can learn.
- Students not only demonstrate their understanding of essential knowledge and skills, but will also be actively engaged in solving problems and producing quality work.
- A safe and physically comfortable environment promotes student learning.
- Students will apply their learning in meaningful contexts.
- Students learn in different ways and should be provided with differentiated instructional strategies that support learning.
- Teachers will establish supportive and positive relationships with their students, valuing their unique characteristics.

CHALLENGE \* MOTIVATE \* SUCCEED



## Daily Schedules

*Schedules may be modified temporarily for instructional activities.*

<b>Regular Bell Schedule (51 minute classes)</b>								
<b>Grade 6</b>			<b>Grade 7</b>			<b>Grade 8</b>		
<b>Period</b>			<b>Period</b>			<b>Period</b>		
1	8:05	8:59	1	8:05	8:59	1	8:05	8:59
2	9:03	9:57	2	9:03	9:57	2	9:03	9:57
3	10:01	10:41	3	10:01	10:41	3	10:01	10:41
Lunch	10:45	11:10	4	10:45	11:36	4	10:45	11:36
4	11:14	12:05	Lunch	11:40	12:05	5	11:40	12:31
5	12:09	1:00	5	12:09	1:00	Lunch	12:35	1:00
6	1:04	1:55	6	1:04	1:55	6	1:04	1:55
7	1:59	2:50	7	1:59	2:50	7	1:59	2:50

<b>1-Hour Delay Schedule (49 minute classes)</b>								
<b>Grade 6</b>			<b>Grade 7</b>			<b>Grade 8</b>		
<b>Period</b>			<b>Period</b>			<b>Period</b>		
1	9:05	9:56	1	9:05	9:56	1	9:05	9:56
2	10:00	10:49	2	10:00	10:49	2	10:00	10:49
Lunch	10:53	11:18	4	10:53	11:42	4	10:53	11:42
4	11:22	12:11	Lunch	11:46	12:11	5	11:46	12:35
5	12:15	1:04	5	12:15	1:04	Lunch	12:39	1:04
6	1:08	1:57	6	1:08	1:57	6	1:08	1:57
7	2:01	2:50	7	2:01	2:50	7	2:01	2:50

### 2-Hour Delay Schedule (39 minute classes)

Grade 6			Grade 7			Grade 8		
Period			Period			Period		
1	10:05	10:46	1	10:05	10:46	1	10:05	10:46
2	10:50	11:29	2	10:50	11:29	2	10:50	11:29
Lunch	11:33	11:58	4	11:33	12:12	4	11:33	12:12
4	12:02	12:41	Lunch	12:16	12:41	5	12:16	12:55
5	12:45	1:24	5	12:45	1:24	Lunch	12:59	1:24
6	1:28	2:07	6	1:28	2:07	6	1:28	2:07
7	2:11	2:50	7	2:11	2:50	7	2:11	2:50

### 12:20 Early Release Schedule (34 minute classes)

Grade 6			Grade 7			Grade 8		
Period			Period			Period		
1	8:05	8:41	1	8:05	8:41	1	8:05	8:41
2	8:45	9:19	2	8:45	9:19	2	8:45	9:19
Lunch	9:23	9:48	4	9:23	9:57	4	9:23	9:57
4	9:52	10:26	Lunch	10:01	10:26	5	10:01	10:35
5	10:30	11:04	5	10:30	11:04	Lunch	10:39	11:04
6	11:08	11:42	6	11:08	11:42	6	11:08	11:42
7	11:46	12:20	7	11:46	12:20	7	11:46	12:20



<b>Activity/Assembly Schedule ( 43 minute classes)</b>								
<b>Grade 6</b>			<b>Grade 7</b>			<b>Grade 8</b>		
<b>Period</b>			<b>Period</b>			<b>Period</b>		
1	8:05	8:50	1	8:05	8:50	1	8:05	8:50
2	8:54	9:37	2	8:54	9:37	2	8:54	9:37
3	9:41	10:14	3	9:41	10:14	3	9:41	10:14
Lunch	10:18	10:43	4	10:18	11:01	4	10:18	11:01
4	10:47	11:30	Lunch	11:05	11:30	5	11:05	11:48
5	11:34	12:17	5	11:34	12:17	Lunch	11:52	12:17
6	12:21	1:04	6	12:21	1:04	6	12:21	1:04
7	1:08	1:51	7	1:08	1:51	7	1:08	1:51
Assembly	1:55	2:50	Assembly	1:55	2:50	Assembly	1:55	2:50

## **Morning & Afternoon Bus Procedures**

For morning bus room, eighth graders report to the Auxiliary Gym and sixth and seventh graders report to the Main Gym. Sixth graders will sit on the right side of the gym with seventh graders sitting on the left side of the gym. Students who choose to eat breakfast at school may go directly to the cafeteria from the bus arrival area. Breakfast will be served beginning at 7:35 a.m. until 7:55 a.m. Breakfast will be a “grab and go” style meal. Students will have a second chance for breakfast between 1<sup>st</sup> and 2<sup>nd</sup> periods. Students who bring food with them, must go directly to the cafeteria.

**Students should not arrive on the school campus before 7:35 AM, whether students are brought to school or walking to school.**

School is dismissed at 2:50 PM. Students who ride first load buses will go immediately to the bus loading areas and board their buses. Students who are picked up by their parents/guardians will leave on the first bell and report to the front of the building, exiting the building through the front entrance. Parents/guardians of eighth graders may choose to pick up their students at the pickup area near the Harkrader Complex. Parents/guardians should advise their student of which location will be their pickup point. All others will report to the assigned bus rooms in the gym, as described above. When second load buses have arrived, we will announce second load dismissal. Remaining students will be released at this time to board their buses or begin walking home.

A student must have written permission from a parent/guardian in order to walk home.

It is expected that students will promptly depart the school following the school day. Walkers should not loiter on the campus and car riders must be picked-up in a timely fashion. Released students should vacate school grounds by 3:15 pm unless they are staying for an after-school activity.

## **Driving and Parking Privileges**

Middle school students are prohibited from driving to school. Although, CMS serves as a bus stop for the Virginia Governor's School. A small number of high school students will park their vehicles in designated locations in our lots and catch their bus. Any disruption to the school or misuse can result in the loss of this privilege.

## **School Closings, Delayed Openings and Early Release**

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.

Area radio and television stations are notified immediately and will make frequent announcements and updates regarding this decision. Announcements are posted on the MCPS website at [www.mcps.org](http://www.mcps.org), twitter, facebook or you may call 382-5102 to hear a recorded message from MCPS on school closings and delays. Unless an official announcement is made to the contrary, schools will operate on a regular schedule and according to the MCPS calendar.

Parents/guardians should have a plan in place for what they want their children to do after school on scheduled and emergency early release days. An "Inclement Weather Make-up Day Plan" is printed on the school calendar.

## **Attendance Policy**

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. A log will be kept of call attempts.

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 or the attendance officer will make a reasonable effort to ensure that direct contact is made with the parent, either in person or through a telephone conversation, 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 or the attendance officer, 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.

#### Upon Sixth Absence Without Parental Awareness and Support:

If the pupil is absent a sixth (6th) day, after direct contact with the pupil's parent, if the principal or the principal's designee or the attendance officer has 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 within ten (10) school days with the pupil, his/her parent, and school personnel. The conference shall be held no later than fifteen (15) school days after the sixth absence. At the conference, the pupil, his/her parent, and school personnel, shall meet to resolve issues relating to the pupil's non-attendance. Other community service providers may also be included in the conference.

#### Upon Additional Absence Without Parental Awareness and Support:

Upon the next absence after the conference, without indication that the pupil's parent is aware of and supports the pupil's absence, the principal or the principal's designee shall notify the division superintendent or his/her designee, who shall enforce the compulsory attendance rolls by either or both of the following:

- a. filing 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
- b. instituting 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.

It is expected that parents will cooperate with school officials to remedy the student's attendance problem. When direct contact with the parent cannot be made despite reasonable efforts, or when parents otherwise fail to cooperate in remedying the student's attendance problem, the division superintendent or his/her designee may seek immediate compliance with compulsory school attendance laws. The division superintendent's designee, with the knowledge and approval of the division superintendent, shall institute proceedings against any parent who fails to comply with the requirements of the compulsory attendance laws. When the complaint arises out of the parent's failure to comply with the requirements of the law relating to compulsory attendance, the division superintendent's designee shall document the school division's compliance with procedures for enforcing compulsory attendance.

Student attendance will be monitored and reported as required by state law and regulations. At the end of each school year, each public school principal will report to the division superintendent the number of pupils by grade level for whom a conference was scheduled as set forth above. The division superintendent will compile this information and will submit a report annually to the Virginia Superintendent of Public Instruction.

#### Ten or More **Unexcused** Absences Without Parental Awareness and Support:

If the pupil has ten or more consecutive unexcused 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**

Student absences, tardies, check-ins, and checkouts will be recorded on a daily basis for each class in the following manner:

- a. 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. A 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 (if over 3 days, the school may require verification)
- l. doctor/dental appointments (verification required)
- m. extenuating circumstances which are determined by the 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.

"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.

Students in good standing at CMS must be present at school on the day of an event in order to participate in extra-curricular functions such as dances, club meetings, athletic practices/games, or music/drama performances. Students who have been assigned an out-of-school suspension may not attend events that occur on that date or on that same weekend.

It is expected that a student will be in their assigned class throughout the school day. If a student needs to leave a class (restroom, guidance, main office, etc), they should make that request with the teacher. If the teacher approves, they should then provide the student with a note or hall pass. During instructional time a student should not be in the hallway without a pass.

## **Check-in and Check-out Procedures**

**Arriving late:** Classes begin promptly at 8:05 AM for all students. To be ready for the school day, students should arrive at school in time to go to their lockers and be in class by 8:05 AM. Students who arrive at school after 8:05 AM must sign in at the attendance window outside the main office and proceed to class immediately. Students arriving late to class will be admitted to class but will be marked tardy by the teacher.

The parent/guardian who is dropping-off a late student is required to accompany the student to the main office to check-in.

If a bus arrives late, these students will not be counted tardy.

**Leaving early:** Students should bring a note from home on the day of a checkout, signed by a parent/guardian, and stating the time of departure, the reason, and the date. These notes are to be presented to the student's 1<sup>st</sup> period teacher. The student will receive an early dismissal note from the administrative assistant. Students will follow their regular class schedule until called for check-out by the main office. Parents/guardians are asked to come into the main office to pick up their child and sign him/her out on the sign-out sheet (after 8:05 AM or before 2:50 PM). **Parents/guardians are asked to respect our responsibility for students by writing a note rather than phoning in requests for early dismissal. In an emergency, a written note with parent/guardian signature may be faxed into the main office; this note must be approved by an administrator before students are released.**

## Grades

### **Grading Scale & Procedures**

Grading practices at the middle school level are child-centered. Teachers have adopted practices that not only consider the developmental nature of the children but also guide students toward a desirable level of responsibility. Because nurturing the middle level child is important, their physical, emotional, and intellectual development will be considered in the evaluation process.

Each nine-weeks grade will be based on various assessments such as written evaluation, homework, class participation, teacher observation, interdisciplinary units, portfolios, exhibitions, and other appropriate criteria. The methods used to calculate grades will be presented to students at the beginning of the course as part of the course syllabus. Teachers are responsible for maintaining proper documentation regarding the assignment of grades. Teachers will post grades on Parent Portal weekly and mid-term progress reports will be available on Parent Portal the fifth week of each nine-weeks grading period. Parents/guardians who do not have computer access may request a printed copy from the classroom teacher, or they may schedule an appointment to use a school computer to access Parent Portal by calling the Main Office.

Middle school grades, including final average, will be assigned according to the following numerical scale:

Letter	Numerical Scale
A	90-100
B	80 but less than 90
C	70 but less than 80
D	60 but less than 70
F	Below 60

All courses will use the above numerical scale with letter grades recorded on the report card. Teachers calculate the final course grade. Promotion, placement, or retention is determined by an analysis of grades, standardized test scores, readiness test scores. The principal will make the final decision after review of data and staff input.

### **Exams**

In many courses at CMS students will take a mid-term exam. This assessment is meant to provide the student an opportunity to demonstrate their mastery of the course material at the half-way mark of the school year. The data provided by this assessment also provides the teacher valuable information

regarding areas of the curriculum that may need review or reteaching. These mid-terms are not weighted above any other class test.

Students enrolled in high school credit courses will generally take a final exam for the course. Teachers will provide information regarding exams to students in advance. Students may be exempted from an exam under MCPS Policy 6-6.2.

### **High School Credit Courses**

Parents may request that grades for high school credit courses be omitted from the student's transcript and the student not earn high school credit for the course. The request must be made (on the appropriate form) to the middle school principal by October 1 following the completion of eighth grade. Any high school credit course for which an F was reported will automatically be removed from the student's transcript.

Parents of students who transfer to Montgomery County Public Schools at the beginning of the ninth grade year must request that grades for high school credit courses taken in middle school be omitted from the student's transcript within ten (10) calendar days of enrollment. Additionally, when a student re-takes and completes a class in high school that was taken for high school credit in middle school, the middle school grade will automatically be removed from the student's transcript.

The principal will notify parents of middle school students taking a course for high school credit of this policy option. The appropriate forms will be enclosed with this notification. This information *must also* be included in the student handbook. The school principal in cases of extenuating circumstances may grant exceptions to these provisions.

## **Makeup Work**

All students have the right to make up work from any type of school or class absence. It is the student's responsibility to check with teachers on missed work on the first day of his/her return. If a student is absent *two or more days*, parents should call the counseling office (394-2185) by 9:00 AM to request make-up work. Assignments may be picked up after 2:00 PM in the counseling office. **All makeup work must be satisfactorily completed and submitted for credit within one day for every day missed following the student's return to school (Example: miss 3 days, 3 school days to make up the work). The teacher or administrator may extend the time limit for make-up work due to extenuating circumstances. Any announced assignments made prior to the student's absence will be due on the day of the student's return to school, i.e. projects, tests, quizzes, readings, etc.**

## **Homework**

Homework is a means of strengthening skills and understanding gained in the classroom. Teachers are careful not to overburden students with homework, but align homework with the objectives of the course for the student. **In grades 6-12, homework shall be required when it is meaningful and necessary to**



**fulfill the objectives for the course, with careful consideration being given to the needs and goals of the individual student. (MCPS Policy 6-5.4)**

Examples of meaningful and necessary homework assignments may include reading selections, practice questions/problems, worksheets, writing assignments, preparation for tests, and projects.

## **Schedule Changes**

Schedules are mailed to families in mid-July. Once a student has started classes, a parent may request a schedule change within the first week of the school year using a schedule change form from the School Guidance Office. An administrator will review the change request and make the change if deemed necessary and possible. Additionally, administrators may work with parents to make necessary schedule changes throughout the year if it is believed to be in the student's best interest.

## **Honor Code**

It is an expectation that students and employees will not lie, cheat, or steal. CMS is currently working toward preparing a more formalized version of our Honor Code.

## **Textbooks/Chromebooks**

When school property is issued to individual students it becomes their responsibility to care for the items. Textbooks and Chromebooks are expensive and we hope to get several years of use from them. Therefore, teachers may conduct frequent textbook/Chromebook checks in which they will verify that a student still has their issued materials. Lost or damaged items will be billed to the student's parent or guardian.

Occasionally a parent request an additional copy of a textbook for home use. This request will be considered on an individual basis (based upon the need and the availability of spare books). The student would be financially responsible for the second book, same as the first.

## **Standardized Testing Program**

Standards of Learning (SOL) test scores are used as part of the multiple sets of criteria for determining the advancement and retention of students. The appropriate instructional team will determine the mode and extent of any required remediation programs for students not passing any portion of the SOL battery of tests. Dependent upon their grade level, students will be tested in the areas of writing, English/reading, mathematics, history/social studies, and science. Students must take and pass the corresponding SOL Test to be awarded a verified credit for a high school course.

For students taking Earth Science in Grade 8, it is also important to note that they will take one SOL Test in December, in addition to those scheduled in the spring.

## Student Assistance Programming

It is the goal of Montgomery County Public Schools to engage, empower, and encourage every student to success. Each school's Student Assistance Program (SAP) is a team approach to helping students access necessary resources needed to be successful in both the school and community. Each school's Student Assistance Program (SAP) strives to promote academic, social, and emotional well-being. To ensure this success, individualized services are developed through tiered systems of support.

Student Assistance Programs (SAP) are created to identify, refer, and engage students. This team is a broad-based, flexible approach to prevention services and supports. **Parent involvement, engagement and participation is crucial in this process.** The goal of the Student Assistance Program Team is to build resiliency in youth while empowering them for academic and emotional success. To make a referral or for more information, contact your SAP Coordinator/Consultant, Heather Vaught.

## Student Conduct

### Positive Behavior Intervention Supports

Christiansburg Middle School promotes a PBIS Program as encouraged by the Virginia Department of Education and the US Department of Education. The underlying theme is teaching behavioral expectations in the same manner as any core curriculum subject. These tenants provide a short, basic set of expectations that can be easily shared to all students, in all locations, throughout our building.

We believe:

Every day -  
We are here to learn.  
We are keeping each other safe.  
We are taking care of our school.  
We are living by the Golden Rule.  
We are responsible, respectful, and resourceful.

### Behavior

Maintaining a positive, safe, and challenging learning environment is a high priority at CMS. When a situation occurs that jeopardizes this priority, it must be handled by the appropriate CMS staff. Consequences that students may face for discipline incidents may include but are not limited to a call home, before/after school detention, loss of privileges, In-School-Supervision (ISS), Out-of-School Suspension (OSS), or long-term suspension or expulsion.

Students will be expected to:

- Maintain regular class attendance.

- Report to class on time.
- Have materials and assignments needed for each class.
- Show respect for staff, and comply with the reasonable requests of any school employee the first time.
- Respect the rights and differences of others.
- Be responsible for personal and school property.
- Report incidents of bullying to a staff member.
- 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 on the right side of the hallway 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. 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, he/she must have a hall pass issued by their teacher.

**Tardiness to Class** - Arriving late to class disrupts instruction and learning. Students are provided sufficient time to make class changes and are expected to be in class on time. Students who are tardy to class because of being detained by a staff member should obtain a note/pass from that staff member. Excessive tardiness to class will result in disciplinary action.

## Major Offenses

The greatest priority at CMS is the safety and security of our students and staff. Offenses that jeopardize this priority will be addressed immediately and consequences will follow the recommendations of MCPS Policy 7-3.1, Student Code of Conduct.

Major offenses may include (but are not limited to)

- Possession of alcohol, drugs, or weapons
- Physical or verbal assault
- Fighting or aggressive behavior
- Theft or destruction of private or school property
- Racial or ethnic slurs toward any person or group

**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 the MCPS Student Code of Conduct.)

Possession, distribution, attempted distribution, or the purchase of alcohol, drugs, or imitation controlled substances may result in a recommendation for a student's long-term suspension and/or expulsion. (MCPS Policy 7-3.1).

**Tobacco Products:** State law makes it illegal for those under 18 years of age to purchase, possess, or use tobacco products. Students may not possess, smoke, or use tobacco in any form while engaged in or attending any school-sponsored activity/function. This includes waiting at school bus stops and riding on school buses. Failure to comply with the above violates both the MCPS Student Code of Conduct, as

well as the law, and may result in civil and/or disciplinary action under the Alcohol and Other Drugs policy.

**Weapons:** 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, 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 Weapons Policy in MCPS Student Code of Conduct

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--can 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.

**Bullying:** The Virginia Department of Education defines bullying as “repeated negative behaviors intended to frighten or cause harm that may include, but are not limited to, verbal or written threats or physical harm.” Students, either individually or as a part of a group, shall not harass or bully others. The following conduct is considered bullying:

- Physical intimidation, taunting, name-calling, and insults.
- Comments regarding the race, gender, religion, physical abilities or characteristics of associates of the targeted person.
- Falsifying statements about other persons.
- Exclusion or ignoring.
- Using electronic means to intimidate or harass another person (Cyberbullying).

Cyberbullying may be on-campus or off-campus and includes

- Electronically sending mean, vulgar, or threatening messages or images,
- Online posting of sensitive, private information about someone,
- Pretending to be someone else online in order to make that person look bad,
- Using software to create or alter images for harassment,
- Publishing jokes about another person on the Internet,
- Using the Internet to entice a group to physically harm another person, and
- Using texting, social networking (FaceBook), email, IM’s, blogs to harass or threaten others.

Any disruption to the school environment due to cyberbullying, will be addressed with disciplinary action and may be reported to legal authorities.

Students are encouraged to report bullying conduct to the nearest adult at school. Parents may report bullying to school administrators for investigation and possible disciplinary action.

Parents will receive notification within 5 days if their child is involved in a bullying incident.

### **Other Offenses**

Students are expected to respond immediately to correction when teachers and staff address violations of the Student Code of Conduct. Offenses include, but are not limited to:

- dress code violations;
- possession of items that disrupt the learning environment;
- pushing or horseplay;
- inappropriate communications by language or gestures;
- vandalism;
- violating the acceptable use policy on electronic devices;
- public displays of affection (couples may hold hands, but there should be no kissing, arms around one another, or extended hugging, etc).

**Drinks and food should be consumed in the cafeteria, unless a special event is planned by the teacher/administrator.**

**Students involved in multiple disciplinary situations and/or violations of the Student Code of Conduct, even if they are relatively minor, may be recommended to the School Board for long-term suspension or expulsion (MCPS Policy 7-3.1).** This does not preclude a recommendation by the school administration for long-term suspension or expulsion in the case of a single serious incident.

Students who are returning from an Out-of-School (OSS) suspension of three (3) days or more, along with a parent/guardian, may be required to meet with an administrator for a re-entry conference.

While it is not possible to predict every specific behavioral situation that might arise, our expectations regarding student conduct are very high. We expect our students to conduct themselves in a manner that promotes respect and self-discipline.

### **After-School Detention**

As a consequence for misbehavior, students may be assigned after-school detention. A classroom teacher or a school administrator will assign the detention. Both the student and the parent will be notified in advance of the date the detention is to be served. At the end of the school day, students should report directly to the assigned detention area. Students should be prepared with academic materials or a book. Students are expected to work on school assignments or read silently. Students may not sleep, talk, or otherwise disrupt during detention. No food or drink is allowed. Parents are responsible for coordinating their student's transportation home.

### **Search and Seizure**

To maintain order and to protect students and school personnel, school administrators may, with reasonable suspicion, search a student and may seize any illegal, unauthorized, or prohibited materials discovered during the search. Student lockers are school property and may be searched at any time. (MCPS Policy 7-3.1)

### **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 when (1) submission to or rejection of the conduct is used as a basis for academic decisions affecting the student; (2) such conduct creates an intimidating, hostile, or offensive learning environment; or (3) submission to the conduct is made either explicitly or implicitly a term or condition of the student's participation in school programs. CMS considers harassment of any form unacceptable conduct, and engaging in such activity will result in disciplinary action.

## Discipline

Guidelines for addressing disciplinary matters are provided to all school administrators by Montgomery County Public Schools. The administration will administer consequences for violations of the MCPS Student Code of Conduct as circumstances arise, using these guidelines. All disciplinary actions may be appealed to the principal. Corrective action will not be delayed while an appeal is pending.

The disciplinary appeals process is addressed in MCPS Policy 7-3.2.

Any behavior or disruption resulting in injury will be immediately referred to an administrator.

Students involved in multiple incidences of disciplinary situations and/or violations of the MCPS Student Code of Conduct, even if they are relatively minor, may be recommended to the School Board for long-term suspension or expulsion. This does not preclude a recommendation by the school administration for long-term suspension or expulsion in the case of a single serious incident.

## Dress Code

While we respect the individuality of each student, there are certain clothing items that are considered inappropriate attire for school. A list of such clothing may be found in the MCPS Student Code of Conduct. Specific clothing items prohibited at CMS include (but are not limited to) the following:

- Hats, bandanas, or other head coverings, including hoods on jackets or sweatshirts, inside any area of the building, except for religious or medical reasons; (although, special events such as “hat day” may be authorized)
- Sunglasses or gloves;
- Any attire that exposes undergarments, excessive skin, or areas of the anatomy (i.e. torn clothing, “sagging” pants, tank tops, backless tops, tube tops, see-through tops, spaghetti straps, sundresses, midriff tops, halters, short skirts/shorts, etc.).
- T-shirts, or other clothing, that display messages or symbols that are considered to be inappropriate, offensive, distracting, or in any way disruptive of the educational process.
- Any attire referencing illegal items or substances such as alcohol, tobacco, drugs, or weapons.
- Shoes with a solid sole are to be worn at all times. Please, no houseshoes/bedroom slippers.
- Skirts and shorts should be at least mid-thigh in length.
- Pants or skirts with holes between the waistline and the mid-thigh.
- Coats and jackets are not to be worn during the school day and should be secured in the student’s locker. If a student is cold in the school, we ask that they wear a sweatshirt or sweater.
- Students should not bring blankets or pillows to school.

**All staff members enforce the dress code. Final determination of appropriate dress is at the discretion of an administrator.**

**For safety and security purposes, purses, backpacks, and book bags must be kept in student lockers during the school day.**

**Having attended one or more classes without being addressed for inappropriate attire does not prevent a student from being referred to an administrator for disciplinary action later in the day.**

Students who dress inappropriately will be given the opportunity to change or cover their clothing, or a call home may be made for parents to bring appropriate clothing to school. Refusal by the student to cooperate and/or repeated offenses may result in being sent home and/or disciplinary action. Any confiscated clothing items (i.e. hats, sunglasses, bandanas) may be held at the discretion of an administrator.

## **Student Expression**

An important part of the school experience is seeing our students discovering who they are as people. As every student is unique, there are many opportunities at CMS to creatively express your thoughts, feelings, and attitudes. But, it is important that we always respect the rights of others and the guidelines that are in place to keep our school safe and productive. While some students and parents might claim “Freedom of Expression,” the School Administration always retains the right to address student comments, writing, art, dress and other matters of “expression” based upon school expectations.

## **Cell Phones and Other Electronic Devices**

Cell phones and electronic devices are not to be used freely. During the school day, these devices are to be turned off. Cell phones and other electronic devices may only be utilized for academic purposes under the direction and supervision of the classroom teacher. Misused electronic devices will be confiscated by school officials and made available for parent pickup. Parents are urged to carefully review information provided in individual classes concerning the use of electronic devices for instruction, as the school is not responsible for costs that may be incurred.

Schools are not responsible for lost, damaged, or stolen cell phones or other electronic devices.

Misuse of school computers (including Chromebooks) may result in a student’s loss of computer privileges and/or the confiscation of the device.

Parents desiring to contact their child during the school day may call the main office at (540) 394-2180. Students may be given permission to call parents/guardians during the school day from the team room in each pod at the discretion of the teacher.

## Student in Good Standing

CMS provides many opportunities for students to get involved, socialize, and enjoy themselves. We do believe there is more to school than the classroom. But, the ultimate goals of a school are teaching and learning – these must come first.

At the beginning of each school year or upon enrollment, a CMS student is regarded as a Student in Good Standing. Under this status, the student is free to participate in the enjoyable activities we offer at the school. Some of these activities would include:

- Participation in student clubs
- Sock Hops/Dances
- Pep Rallies
- Competition on athletic teams
- Other school-sponsored social activities

A student can lose his/her “Good Standing” status and forfeit the opportunity to participate in these activities.

Students may lose their “good standing” status through:

1. Misconduct – A student assigned a total of 4 days or 28 periods of ISS in a marking period. A student who is out-of-school suspended will lose his/her Good Standing status.
2. Academics – A student who is failing any course at the interim or marking period will lose his/her Good Standing status.
3. Attendance – A student being placed on an Attendance Plan.

A student can return to Good Standing status in the next 4.5 weeks, or when they can document that academics have improved to passing.

## Accidents

Students are expected to conduct themselves in a safe and orderly manner at all times while at school. Every effort is made to create and maintain the safest environment possible for our students and staff. While safety is a priority, accidents will occur. Students who are injured should report the injury to a teacher or other staff member immediately.

Contact with a parent/guardian will be attempted for injuries or emergencies of a more serious nature. **It is important that a reliable daytime telephone number at which a parent/guardian may be contacted and the name and telephone number of an emergency contact person be on file and kept current for every student.** It is the responsibility of the parent/guardian to update this and pertinent medical information as needed.



## Activities Offered at CMS

Christiansburg Middle School adheres to the philosophy that it is the role of the middle school to promote the physical, social, mental, and emotional development of the middle school student. In order to enhance student development, a variety of activities are offered. CMS offers a variety of school athletic teams, such as cross-country, football, cheerleading, volleyball, basketball, wrestling, baseball, softball, and track and field.

Opportunities to join and participate in other school activities are also readily available. These groups include the following: Math Counts, Art Guild, FFA (Future Farmers of America), FBLA (Future Business Leaders of America), Family, Career and Community Leaders of America (FCCLA), Drama Club, Pokemon Card Club, and special choral/band groups.

Throughout the year, numerous special activities, contests, projects, and assemblies are also planned. These activities may include the following: Fine Arts Week, Festival of the Arts, Academic Fair, Book Fair, Field Day, Yearbook Day, Black History Month, Reading in Our Schools Month, dances, Poetry Contests, Dragster Contest, Christmas Store Collections, Floral Show, and Band or Choral concerts. The individual grade level teams also plan many varied activities within each team, which may include guest speakers, contests, student recognition programs, dances, and field trips.

Students are reminded that all school rules and policies are still in effect during after-school events and misconduct will result in disciplinary consequences.

Parents are asked to assure that children have prompt and reliable transportation arrangements. Club sponsors, coaches, tutors, or other group leaders will remain at the school with their group until all students have left for home. Students will not walk home or ride with their friends unless there is written permission from that student's parents/guardians. Persistent issues regarding transportation arrangements are grounds for limiting a student's participation in after-school programs.

## Announcements

CMS will provide daily morning announcements to students. Announcements will include any special schedules or events for the day, upcoming events, recognitions, and important reminders. Students are expected to remain quiet and listen to this information. The morning announcements also include the Pledge of Allegiance and the Minute of Silence. At a minimum, students are asked to stand for the Pledge of Allegiance and show silent respect for their peers during the Minute of Silence.

Announcements throughout the day and afternoon announcements are made only as necessary.

## Buses & Transportation

Riding the school bus is a privilege. Students are expected to cooperate with their bus driver and to follow the posted rules on the bus to ensure the safety of themselves and others. **The school bus driver**

**is the authority on the bus and may assign seats at any time. Failure to comply with bus rules and directions of drivers will result in a loss of bus privileges.** Cases of misconduct by students while on the bus or at school bus stops that cannot be corrected by the bus driver shall be referred for disciplinary action immediately to an administrator of the school the child attends. (MCPS Policy 4-4.5 Student Conduct on School Buses)

**Students are assigned specific buses and may only ride another bus with a written pass issued from the principal or his designee.** Parents who wish their child to ride another bus or to walk home **must send a note with parent signature** and phone number. A note signed by the parent/guardian is also needed if the student will be picked-up by anyone other than a parent/guardian. The student is to give the note to his/her first period teacher in the morning to receive a CMS bus or walking pass. Students who do not have a bus or walking pass will not be allowed to ride another bus or to walk home from school.

## Cafeteria Service

Students are offered hot, well-balanced meals or a salad each day in the cafeteria. Rates for meals and food items are:

Full Price Lunch, Secondary	\$2.75
Reduced Price Lunch	\$0.40
Full Price Breakfast, Student	\$1.75
Reduced Price Breakfast	\$0.30
Full Price, ½-pint milk	\$0.50*
Adult Lunch	\$3.75
Adult Breakfast	Ala Carte prices

\*“Free and Reduced-Price Meal Benefits **do not** provide a free or reduced-price milk to eligible students who desire to bring a home-made lunch, or breakfast, to school. The Free and Reduced-price meal benefit only applies when the **ENTIRE MEAL** is provided by School Nutrition Programs.”

Students may apply for the free and reduced meal program at any time during the school year according to the policy of Montgomery County Public Schools. Students may choose to bring a bag lunch from home; this is perfectly acceptable. However, due to federal regulations, food from outside restaurants is not permitted for sale on campus. Any exception to this regulation must have prior administrative approval.

All food, drinks, a la carte items, or bag lunches must be consumed in the cafeteria during breakfast or lunch.

Students may have the opportunity to charge a school lunch and/or ala carte items up to \$10.00. After \$10.00 in charges, a student may only charge a regular lunch. Students and parents will be notified of overdrawn lunch balances, but it is ultimately the parent or guardian’s responsibility to ensure that the child has resources available for lunch.

## Change of Address & Telephone Number

**Any change of address or telephone number must be reported immediately to the main office.** Parents are contacted in case of student illness or emergency; therefore, accurate, up-to-date information is essential. All numbers, including unlisted numbers, must be provided to the school in the event that parents/guardians must be contacted. This information will not be shared with non-school individuals.

Additionally, your listed phone contact and home addresses are regularly used for school communication. Failure to update your information may result in your missing important messages from the school.

## Field Trip Attendance

Field trips within the community and to other sites provide opportunities to extend learning beyond the classroom. Through field trips, students are often able to experience things to which they otherwise might never be exposed.

All students are expected to behave appropriately while representing our school and community. As with any school-sponsored event, the Montgomery County Student Code of Conduct, as well as all school rules and regulations, apply to field trips. Violation of any of the standards of the Student Code of Conduct, violation of school rules or any rules specific to field trips, or any other unacceptable behavior that reflects negatively toward CMS or toward another CMS student participating in the trip will result in disciplinary action. Upon return to CMS, any problems encountered during the trip will be reported to the appropriate administrator. Students who severely misbehave may be removed from the field trip and/or suspended from future CMS field trips.

A permission slip signed by a parent/guardian will be required in order for any student to participate in the planned activities of any field trip. A current health form must also be on file.

**Families must also pay close attention to field trip timelines. The school will make effort to ensure that students and parents know when things are due, but many times we cannot “add” single tickets after making an order. Students who have missed timelines for parent permission forms or payment may be unable to attend.**

Field trips are a privilege offered to all CMS students. Students who lose this privilege due to disciplinary action may write a formal appeal to the principal.

## Student Identification

Students are not required to wear any form of identification, such as a badge, during the school day. But, all students are required to provide their first and last name when asked by a school employee. Failure to do so will be considered defiance and may be addressed as a disciplinary matter.

## Guests

All guests at CMS are asked to check-in at the main office. Typical guests would include parents/guardians attending a conference or special event, scheduled speakers/presenters, or community leaders. Usually during the school day, guests must “buzz-in” at the main entrance, state their business, and provide a photo identification for verification.

Guests who expect to have problems verifying an ID, such as those without such a credential, registered sex offenders, or those who otherwise have restrictions regarding school property should phone and coordinate their visit in advance.

Additionally, understanding that this is a working academic environment, we would ask that friends from other schools, relatives, and former students not plan to “visit” students or teachers during the school day, including lunch.

Unauthorized persons on school property during the academic day will be considered trespassing and asked to leave. Additionally, students and guests should not misuse the grounds or loiter outside of school hours. Violations can result in a No Trespass Order.

## Lost and Found

Students are urged to put their names on all personal belongings (clothing, notebooks, gym bags, etc.). All unlabelled personal items will be placed in the schools’ Lost and Found. Unclaimed items will be periodically donated to the clothing bank. Students should check the Lost and Found regularly for misplaced items. **The school is not responsible for any lost or damaged items.** Students are responsible for keeping up with, and securing, their personal belongings.

## Media Center

The library provides books, magazines, reference materials, computers, and audiovisual materials for students’ use and enjoyment. In order for students to receive maximum benefits from the library, each student must exhibit proper library manners and maintain proper care of library materials. Library books on loan must be returned on or before the date due. Students are limited to checking out three books at one time. Failure to return overdue books will result in the loss of library privileges. Students are responsible for lost library books and should report lost books to their teacher or media specialist.

## Medication Policy

### MEDICATION ADMINISTRATION AT SCHOOL

Administration of medications will be permitted on school property only when medically necessary and under the direct supervision of appropriate staff members. We attempt to discourage the administration of medication during school hours and whenever possible, request doses of medication be scheduled

other than school hours. 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.
- 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.
- All medication is to be brought to school by the parent or guardian in the original, properly labeled container. The information on the container must match the information on the medication permission form. If the parent is unable to deliver the medication to the school, he or she must call the school to report that the medication is being delivered by the student. All medication must be accompanied by a medication permission form.
- Self-administration of any medication, prescription or non-prescription, is prohibited for students in grades kindergarten through eight with one exception. Medications needed in a medical emergency such as inhalers, epi-pens, or glucose tablets may be kept in the possession of a student and self-administered only with a written statement from a physician/licensed prescriber.
- Sharing, borrowing or distributing any medication is prohibited and may result in a recommendation of expulsion.

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

## **Parent-Teacher Contacts**

Parents and guardians are encouraged to communicate directly and often with their child's teacher. Parent/teachers conferences may be scheduled during team planning time, or before or after school. Conferences may also be scheduled during the annual school conference week. Conferences can be arranged through the CMS Counseling Office at 394-2185. E-mail is also an easy and effective way to communicate with your child's teachers, counselor, or administrator. Parents and guardians may monitor their child's school information and progress by viewing attendance, grades, assignments, class schedules, disciplinary issues, and other student demographics online in a confidential and secure setting on the Parent Portal.

For general school information, parents are encouraged to visit the CMS webpage, the CMS Facebook Feed, and/or Twitter Feed.

### **INVOLVEMENT OF NON-CUSTODIAL PARENTS**

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.

## Guidance and Counseling Services

The CMS Guidance Office is staffed with two School Counselors available for student support. Students can see a School Counselor (as available) during the academic day with a pass from their regularly-assigned classroom teacher. Typical things to discuss with the School Counselor would include academic progress, class schedule concerns, academic/career planning, social/friendship issues, and other school stressors. School Counselors will communicate with parents as needed.

CMS also has several counselors on-site provided and employed by New River Community Services. These counselors serve other, specialized purposes. Students will only receive individual support from these counselors with expressed, pre-approval from a parent or guardian.

The CMS Guidance Office can be reached at 540-394-2185.

## Health and Physical Education

Dressing-out and active participation are essential for physical development and success in the physical education program. **If a student is unable to participate in PE because of illness or injury, a note from his/her parent/guardian is required to excuse the student for up to three (3) days. A note from a physician is required if more than three (3) days will be missed.**

Students are encouraged to purchase a PE uniform. These can be purchased from the student's Health/Physical Education teacher. It is suggested that all students have a physical examination each year before school begins. All PE students are required to participate in the state mandated Physical Fitness Test.

Gym uniforms, socks, and shoes are to be kept in a locked gym locker while at school and should be taken home to be laundered regularly. A combination lock is built into each locker. **It is the responsibility of the student to make sure items placed in the locker are secured by locking the locker.**

## Student Debts

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.

Students/parents must arrange for payment of debts to the school, including lost/damaged books, library fees, etc., before the closing of the school year.

## School Fees

Fees for the 2017-2018 school year will be as follows:

**Locker Fee - \$6.00.** Lockers are the property of the school and may be inspected at any time. Students must refrain from placing stickers, signs, or decals on the inside or outside of the locker, marking on the locker, overloading the locker and forcing it closed, or intentionally damaging the locker in any way. Sharing of lockers is prohibited and any damage to the locker must be reported immediately. The fee is charged to offset the cost of lock replacement and maintenance.

**Additional fees may be charged depending upon the program. Students will be given this information the first week of school.**

If a family is unable to provide student fees, they should make arrangements with the School Guidance Office to secure a fee waiver from the school.

Many student fees can be paid through the My School Bucks website at: [www.myschoolbucks.com](http://www.myschoolbucks.com). This optional service allows convenient payment of school and cafeteria charges with a credit card from any computer.

## School Resource Officer

MCPS have a School Resource Office at all secondary schools. At CMS, that officer is assigned through the Christiansburg Police Department. There are many positive reasons for an SRO to be assigned to the school, and it does not indicate that the school is dangerous or there are frequent crises. Our SROs have always been positive examples to our students, built good relationships between local law enforcement officers and our community, advised the school administration on matters of the law, and support emergency planning.

School Administrators investigate and address the bulk of student discipline, usually without any involvement from the SRO. They would become involved (at the School Administrator's request) only in the rare instances that the law has been violated (drugs, alcohol, weapons, etc). The SRO is usually our first contact for support from local law agencies.

Parents are notified whenever the School Resource Officer is involved in a situation.

## **Suspected Child Abuse**

All allegations of possible or suspected child abuse or neglect are reported to the principal (or designee). The principal (or designee) will report such cases to the child abuse coordinator of the local Department of Social Services as required by law. This agency determines reasonable cause and seriousness of the reported incidents. Any student needing further information or help should see one of our school counselors.

## **Emergency Drills and Evacuations**

Fire drills will be conducted once a week for the first month of school and at least once each month for the remainder of the school year. Two lock-down drills will be conducted during the first month of school, and two additional drills will be conducted during the remainder of the school year. One of the drills will occur in January. Directions for evacuating the building during a drill or actual crisis situation are posted in each room. Students should walk rapidly in single file without running or talking, and remain with their class as they leave the building and report to the designated safe area where the teacher will take roll. Students will remain a minimum of 100 feet from the building until told to return to the building.

## **Student Pictures**

School pictures are usually taken in the fall and spring under the direction of the principal. Please check the school calendar for specific dates and time. While no student is required to purchase pictures, we do ask that each child be photographed for publishing in the yearbook.

## **Student Recognition**

Christiansburg Middle School recognizes outstanding achievements of its students with awards in the following areas: academics, Career and Technical Education, athletics, and Fine Arts. CMS honors its outstanding academic students with Honor Roll and Citizenship awards. Contests in math, English, science, and social studies; writing contests; and art contests may be held throughout the year. Students are recognized each month as part of the "Student of the Month" and "Star Students" Programs.

Students who have good attitudes, special talents, who show improvement and display good citizenship/behavior and attendance are recognized periodically throughout the year. Teachers may give team awards throughout the year.



# Student Support

Our goal is for all children to enjoy successful school experiences at CMS. We hold high expectations for our students, and we welcome the opportunity to work cooperatively with parents/guardians as part of our team. To facilitate communication and comfortable working relationships, students are assigned to an administrator and school counselor to address curriculum issues, class schedules, student discipline, parent/guardian contacts, special education, and guidance:

	<u>Administrators</u>	<u>School Counselors</u>
8 <sup>th</sup> Grade .....	Mr. Bathgate	.....Mrs. Martin
7 <sup>th</sup> Grade .....	Mrs. B-Graves	.....Mrs. Brugh
6 <sup>th</sup> Grade Mimosa.....	Mrs. B-Graves	.....Mrs. Brugh
6 <sup>th</sup> Grade Maple.....	Mr. Bathgate	.....Mrs. Martin

Parents/guardians are invited to call or schedule an appointment to meet with their child’s administrator or school counselor to discuss concerns about their child at any time.

## Telephone

Parents who need to get in touch with their child may call the school at (540)394-2180. If after-school plans need to be changed due to an emergency situation, please contact the main office by 2:00 PM. Change of plan calls received after 2:00 PM may not allow ample time for verification and delivery of the message to your child.

Students who are ill, injured, or have an emergency should report to the main office for assistance in calling a parent/guardian.

## Transfer from CMS

The counseling office should be informed at least three days in advance of the time you plan to move. If possible, know the name and address of your new school. Prior to your last day of school, parents are to notify the school pending your move. During your last day of school, please return all books and school equipment. A transfer slip should be picked up in the school counseling office.

## Yearbooks

Orders for school yearbooks are taken in the fall at school and also electronically via the Internet. It is important that you order and pay for your yearbook during the fall sales. This is the ONLY way to guarantee that you will receive a book. Unfortunately, every year many students are disappointed because they did not get a yearbook. Please avoid this problem by purchasing a yearbook in the fall.

## **Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) affords parents/guardians and students over 18 years of age (“eligible students”) certain rights with respect to the student’s educational records.

These rights are:

1. The right to inspect and review the student’s education records within 45 days of the day MCPS receives a request for access. Parents or eligible students should submit to the school principal 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.
2. The right to request the amendment of the student’s education records that the parent/guardian or eligible student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA. Parents/guardians or eligible students who wish to ask the MCPS to amend a record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible students, 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.
3. The right to privacy of personally identifiable information in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.  
One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. 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 until personnel); a person serving on the School Board; a person or company with whom the school has outsourced services or functions it would otherwise its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.  
Upon request, MCPS discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student’s enrollment or transfer.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by MCPS to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-8520.

## DIRECTORY INFORMATION

As is discussed above, 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 the Superintendent at 382-5100.

## **Protection of Pupil Rights Amendment (PPRA)**

The Protection of Pupil Rights Amendment (PPRA) (20 U.S.C. § 1232h; 34 CFR Part 98) applies to programs that receive funding from the U.S. Department of Education (ED). PPRA is intended to protect the rights of parents and students in two ways:

- It seeks to ensure that schools and contractors make instructional materials available for inspection by parents if those materials will be used in connection with an ED-funded survey, analysis, or evaluation in which their children participate; and
- It seeks to ensure that schools and contractors obtain written parental consent before minor students are required to participate in any ED-funded survey, analysis, or evaluation that reveals information concerning:
  1. Political affiliations;
  2. Mental and psychological problems potentially embarrassing to the student and his/her family;
  3. Sex behavior and attitudes;
  4. Illegal, anti-social, self-incriminating and demeaning behavior;
  5. Critical appraisals of other individuals with whom respondents have close family relationships;
  6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers; or
  7. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Parents or students who believe their rights under PPRA may have been violated may file a complaint with ED by writing the Family Policy Compliance Office. Complaints must contain specific allegations of fact giving reasonable cause to believe that a violation of PPRA occurred.

For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339. Or you may contact us at the following address:

**Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-5920**

## **EEO/Civil Rights Statement**

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. 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 on the basis of race, color, national origin, sex, disability, or age in programs and activities.

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 Director of Human Resources and Director of Secondary Education, 750 Imperial Street SE, Christiansburg, VA 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>**.

## Acceptable Use Policy for Internet Access

With the permission of parents/guardians, Christiansburg Middle School offers you an opportunity to use the Internet at school. We expect you to use the Internet while in our building only for educational purposes approved by Christiansburg Middle School. This use is a privilege, not a right. Disciplinary action or loss of Internet privileges at CMS may occur if you misuse this privilege. You are responsible for your own actions while you are on the Internet at Christiansburg Middle School.

While using the Internet from school properties,

1. I will not use language that may be offensive to other users. I will treat others with respect. The written and verbal messages I send while on the Internet will not contain profanity, obscene comments, sexually explicit materials, or expressions of bigotry, racism, or hate.
2. I will not place unlawful information on the Internet, nor will I use the Internet illegally in any way that violates federal, state, or local laws or statutes. I will never falsify my identity while using the Internet.
3. I will not use the Internet for non-school related activities.
  1. I will not send chain letters or any pyramid scheme either to a list of people or to an individual, nor will I send any other type of communication that might cause a congestion of the Internet or interfere with the work of others.
  2. I will not use the Internet to buy or sell, or attempt to buy or sell, any service or product.
  3. I will not change any computer file that does not belong to me.
  4. I will not use copyrighted materials from the Internet without permission of the author. I will cite the sources where appropriate.
  5. I will never knowingly give my password to others, nor will I use another person's password.
  6. I will never use the Internet to send or obtain pornographic or inappropriate materials or files.
  7. Except for the usual information contained in the headers of my electronic mail, I will never give out information such as name, address, phone number, or gender.
  8. I will never knowingly circumvent, or try to circumvent, security measures on either Montgomery County Public Schools' computers or on computers at any remote site.
  9. I will never attempt to gain unlawful access to another person's or organization's resources, programs, or data.
  10. I will not make or attempt to make, any malicious attempt to harm or destroy data of another user on the Internet, including uploading, downloading, or creation of computer viruses.

# **Parent Portal**

## **Acceptable Use Agreement**

### **User Expectations**

Montgomery County Public Schools (MCPS) manages student information electronically and will make records available for viewing to authorized parents/guardians through a secure connection over the Internet. Information that will be accessible to parents/guardians follows: attendance, grades and disciplinary records, and standardized test results (SOL).

Montgomery County Public Schools utilizes Star Student, a web-based student demographic and information system for the management of student data. The Star Student Parent Portal allows parents/guardians of our currently enrolled students to monitor their child's school information and progress by viewing attendance, grades, assignments, class schedules, disciplinary issues, and other student demographics online in a confidential and secure setting. E-mail hyperlinks within Parent Portal provides you with the means to easily contact the appropriate staff (teachers and administrators) at your child's school to gather additional information or address specific issues that might arise. Important announcements, events, and notices will be posted within Parent Portal. Student information is available in real time for parents to view as soon as it is posted by school staff.

Montgomery County Public Schools reserves the right to add to or remove any of the above-mentioned features from Parent Portal. This powerful database and communication tool provides a means for school staff and parents to keep students on track for success in school. Montgomery County Public Schools will provide all parents/guardians of currently enrolled students the opportunity to access Parent Portal. Only parents of students enrolled in Montgomery County Public Schools with legal rights to their child's student records may receive a Parent Portal account. Montgomery County Public Schools reserves the right to deny or cease access to Parent Portal due to violation of the Parent Portal Acceptable Use Policy, court orders, or any other legal proceedings that limit the availability of private educational data.

### **Purpose**

Montgomery County Public Schools provides access to the Parent Portal to increase and further enhance communication between the school district and parents/guardians. More immediate access to your child's student records will provide us with the means to work together to better address the instructional needs of our students and your child.

### **Use of Parent Portal**

Access to Parent Portal on Montgomery County Public Schools' network is a privilege, not a right. Users of Parent Portal must adhere to the following guidelines:

1. To gain access to Parent Portal, all parents/guardians must complete Montgomery County Public Schools' Parent Portal Access Request Form. Please bring, fax, or mail the form to one of your children's school offices.
2. All request forms must include a valid e-mail, which is required for communications between home and school regarding Parent Portal.
3. Users will be notified via e-mail when their accounts are set up and ready for use. Instructions will be provided within that e-mail. All requests will be sent ONLY to the



registered email. If you change your email, you must submit a new Request for Access form to your child's school.

4. Users will not share his/her username and/or password with anyone, not even their own child. If at any time you believe that another person has gained access to your account, please change your password immediately.
5. Users will not attempt to access data or another account for which they have no legal right to access.
6. Users will act in a responsible, legal, and ethical manner.
7. Users will not attempt to harm or destroy data that is stored in PowerSchool or other school or district resources.
8. Users will not utilize Parent Portal for any illegal activity, including the violation of data privacy laws. Anyone found to be in violation of these laws may be subject to civil and/or criminal prosecution.
9. Users who identify a security problem with Parent Portal must notify the district's technology department immediately without demonstrating the problem to anyone else.
10. Users who identify a potential problem with the accuracy of the data contained within Parent Portal must report this to the school.
11. Users must not set their computer to automatically log in to Parent Portal because this will allow anyone who uses your computer to gain access to your child's student records.
12. Users identified as a security risk to Parent Portal or the Montgomery County Public Schools' network will be denied access to the parent portal.
13. Only parents/guardians of currently enrolled students are eligible to receive a Parent Portal account.

### **Parent Portal Security Features**

1. Three unsuccessful login attempts will disable the user's Parent Portal account. Users may click on a link within Parent Portal to reset their passwords. If that does not work, users may contact the Montgomery County Public Schools' technology department.
2. Users will automatically be logged off, if the Parent Portal remains open and inactive for a period of time.

### **Technical Issues with the Parent Portal**

Maintenance of the Parent Portal system will require the system to be shut down at various times. The Montgomery County Public Schools is not responsible or liable for any technical issues related to your personal computer. Technical issues related to Parent Portal should be submitted directly to the Montgomery County Public Schools' via email : [parentportal@mcps.org](mailto:parentportal@mcps.org)

### **System Requirements**

**The Montgomery County Public Schools is not responsible for providing personal computers to parents/guardians for accessing Parent Portal. It is the responsibility of the parent/guardian to provide and maintain his/her personal computer for accessing this resource.**

For more information, parents/guardians may email the Technology Department at [cmiles@mcps.org](mailto:cmiles@mcps.org)

*(Please read, print, complete, and return these pages to CMS)*

Student's Full Name: *(Print)* \_\_\_\_\_

Team: \_\_\_\_\_ Advisory Teacher: \_\_\_\_\_

Parent/Guardian Email address: \_\_\_\_\_

### **Acknowledgment of Receipt 2017-2018**

As a parent/guardian, I acknowledge having reviewed a copy of the Christiansburg Middle School Student/Parent Handbook, including the Montgomery County Public Schools Student Code of Conduct, Medication, and Acceptable Computer Use policies. I agree to cooperate with school officials in the enforcement of their policies while my child is at school, on the school bus, or in attendance at school sponsored activities.

I also acknowledge that should my child receive a failing SOL score that they have permission to take an expedited retake, using guidelines set forth by Montgomery County Public Schools.

\_\_\_\_\_  
Parent/Guardian Signature Date

\_\_\_\_\_  
Parent/Guardian Signature Date

As a student, I acknowledge that I have received a copy of the Christiansburg Middle School Student/Parent Handbook, including the Montgomery County Public Schools Student Code of Conduct, Medication, and Acceptable Computer Use policies. I further acknowledge my responsibility to know and to conform to the rules and regulations of each of these policies and to accept the consequences for any non-compliance.

\_\_\_\_\_  
Student Signature Date

### **Daily Transportation**

The usual method of transportation for my child will be

*(Choose One)*

**Mornings:**

- Walker
- Car-Rider
- Bus # \_\_\_\_\_

**Afternoons:**

- Walker
- Car-Rider
- Bus # \_\_\_\_\_

I understand that if there is a change in these arrangements, I must notify the school **in writing or by FAX** to (540) 394-2197.

### **Early Dismissal**

In case of an unscheduled early dismissal, my child should

*(Choose One)*

- take the usual transportation method home.
- not take the usual method of transportation home. Instead, he/she will \_\_\_\_\_

*(Emergency Contact must be included on the student's contact list, including current phone number.)*

## Acceptable Use Policy for Internet Access

### Student's Agreement

I have read the *Acceptable Use Policy for Internet Access* included in the Student/Parent Handbook, understand fully, and agree to follow the principles and guidelines it contains. If I did not understand the meaning of part of it, I asked an adult to explain it to me. I agree to follow these rules at all times when at school.

Student Signature \_\_\_\_\_

### Parents' Agreement (*Sign #1 OR #2 only*)

- 1) As the parent or guardian of this student, I have read the *Acceptable Use Policy for Internet Access* as written above. I understand that computer access at school for students of Montgomery County Public Schools is provided for educational purposes only. I understand that employees of the school system will make every reasonable effort to restrict access to all controversial material on the Internet, but I will not hold them responsible for materials my son or daughter acquires or sees as a result of the use of the Internet from school facilities. **I give my permission to Montgomery County Public Schools for my son or daughter to use computer equipment and the Internet while on school property.**

Parent/Guardian Signature (*Consent*) \_\_\_\_\_

- 2) Montgomery County Public Schools reflects the general trend of society towards an information-based technological culture. Goal IV of the instructional Vision Statement for MCPS states, "All students will understand and use the latest technologies and information sources." Therefore, computer-based instruction is a key element of the MCPS curriculum and students, as a rule will encounter it as part of the normal classroom. **I do not consent to the above rules, or I do not wish for my child to access computer equipment and the Internet. Contact me to arrange for alternative instruction for my child.**

Parent/Guardian Signature (*No Consent*) \_\_\_\_\_

## Authorization to Reproduce Physical Likeness

I grant Montgomery County Public Schools the right to photograph my child and use his/her picture, silhouette, or other reproductions of my child's physical likeness in connection with advertisements, publications, and/or videotapes of Montgomery County Public Schools. These reproductions may include an exhibition, Internet web page, incorporation into a publication, a television broadcast, school advertisement or promotion, or any other use of videotapes.

My signature below indicates I have read and understand the meaning and effect of this release form.

Agreed and Accepted (*Please do not sign if you do NOT agree.*)

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Relationship to Child

\_\_\_\_\_  
Child's Name (please print)

\_\_\_\_\_  
Date