

BLACKSBURG

MIDDLE SCHOOL

BRUINS



Blacksburg Middle School

Student/Parent Handbook

2019-2020

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Blacksburg Middle School

Revealing Potential and Realizing Dreams

This school community is a place where *Revealing Potential and Realizing Dreams* is a daily occurrence for students and faculty alike. The Blacksburg Middle School faculty and administration are committed to creating and maintaining a middle school learning environment that is caring, safe, and dedicated to furthering the dreams of our students.

Mission

All students have the potential for individual greatness. Our vision at Blacksburg Middle School is to recognize and support this diversity in a positive educational environment rich with mutual respect with a deep foundation in character and literacy based instruction.

We Believe

- Each middle school student is valued as an individual with unique physical, social, emotional, and intellectual needs.
- Learning takes place best in a safe community that knows and respects each other enough to take risks.
- Learning is a process in which students and teachers are actively engaged in a variety of instructional approaches.
- Our community extends beyond our doors sharing in the responsibilities for providing a supportive environment.

**Today I will do my best to be my best.
I will listen.**

I will follow directions.

I will be honest.

I will respect the rights of others.

**I will accept and appreciate differences in
those different than myself.**

**I will not be a bully, or allow others to
bully me.**

I can learn. I will learn. I must learn.

**Today I will do my best to be
my best.**



Blacksburg Bruins Being their Best

The purpose of this handbook is to provide you with information about BMS and to encourage your active involvement and support as part of our school family. Students and their parents/guardians should read this handbook together. If you have a question about a school policy or regulation, please feel free to ask a teacher, counselor, or principal.

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KEY INFORMATION

EDUCATIONAL PROGRAM

Our mission as a middle school is to offer learning opportunities that are developmentally appropriate for the intellectual, physical, emotional, and social needs of early adolescent students. Because of the great diversity among pre-teens and emerging teenagers, emphasis is placed upon instruction that allows each student to develop according to his/her own potential.

The BMS curriculum is designed to stimulate the academic achievement of all students, challenging each student to explore and develop his/her individual abilities and talents. In addition to the various academic disciplines, students are provided with a balanced program of enrichment experiences and service opportunities with emphasis on personal growth, development of values and responsibility, exploration of career possibilities, and opportunities to pursue special interests. Therefore, the school program is organized to include a core block of time for academic subjects as well as time for exploratory courses, fine arts, related arts, physical education, and health.

Practices at the middle school level are child-centered. Teachers have adopted practices that consider the developmental nature of the children as well as guide students toward a desirable level of responsibility. At each grade level, students are assigned to a “team” of teachers for their core academic subjects.

Teams provide a “family” learning environment for students. Team teachers work together to provide consistency and unity to the students assigned to them. Teaming encourages good relationships between teachers and students, and enhances teachers’ effectiveness at helping students to be successful. Teaming in this way also facilitates collaboration, interdisciplinary cooperation, closer monitoring of student behavior, and more efficient communication with parents/guardians.

BRUIN ADVISORY /ENRICHMENT TIME

In addition to six periods of classes, students meet twice daily in Enrichment Sessions. Students are assigned to a Bruin teacher who serves as an advisor and advocate. Bruin teachers offer assistance and support throughout the school year and help to organize team and grade level activities. Students are assigned to enrichment sessions for approximately four weeks in cycles beginning on the sixth day of school. Enrichment session topics vary. Some sessions offer students opportunities to receive targeted instruction in math or English, while academic lab sessions provide students with extra help in which they may complete assignments, projects, or assessment. Other enrichment sessions offer students opportunities for engaging physical and/or exploratory activities.

6th Grade Bell Schedule

| | | |
|-----------------------------------|---------------|--------------|
| 1st period | 8:05 - 8:56 | (51 minutes) |
| 2nd Period | 9:00 - 9:51 | (51 minutes) |
| 3rd period | 9:55 - 10:46 | (51 minutes) |
| 4th Period Gr. 6 Lunch 1 or Bruin | 10:50 - 11:14 | (24 minutes) |
| 4th Period Gr. 6 Lunch 2 or Bruin | 11:17 - 11:41 | (24 minutes) |
| 5th Period | 11:45 - 12:36 | (51 minutes) |
| 6th Period | 12:40 - 1:31 | (51 minutes) |
| 7th Period Bruin/Enrichment | 1:35 - 1:55 | (20 minutes) |
| 8th Period | 1:59 - 2:50 | (51 minutes) |

7th Grade Bell Schedule

| | | |
|-----------------------------------|---------------|--------------|
| 1st period | 8:05 - 8:56 | (51 minutes) |
| 2nd Period | 9:00 - 9:51 | (51 minutes) |
| 3rd period | 9:55 - 10:46 | (51 minutes) |
| 4th Period | 10:50 - 11:41 | (51 minutes) |
| 5th period Gr. 7 Lunch 1 or Bruin | 11:45 - 12:09 | (24 minutes) |
| 5th period Gr. 7 Lunch 2 or Bruin | 12:12 - 12:36 | (24 minutes) |
| 6th Period | 12:40 - 1:31 | (51 minutes) |
| 7th Period Bruin/Enrichment | 1:35 - 1:55 | (20 minutes) |
| 8th Period | 1:59 - 2:50 | (51 minutes) |

8th Grade Bell Schedule

| | | |
|-----------------------------------|---------------|--------------|
| 1st period | 8:05 - 8:56 | (51 minutes) |
| 2nd Period | 9:00 - 9:51 | (51 minutes) |
| 3rd period | 9:55 - 10:46 | (51 minutes) |
| 4th Period | 10:50 - 11:41 | (51 minutes) |
| 5th Period | 11:45 - 12:36 | (51 minutes) |
| 6th Period Gr. 8 Lunch 1 or Bruin | 12:40 - 1:04 | (24 minutes) |
| 6th Period Gr. 8 Lunch 2 or Bruin | 1:07 - 1:31 | (24 minutes) |
| 7th Period Bruin/Enrichment | 1:35 - 1:55 | (20 minutes) |
| 8th Period | 1:59 - 2:50 | (51 minutes) |

DAILY SCHEDULE

The school day officially begins at 8:05 AM and ends at 2:50 p.m. for all BMS students. The school operates on a seven-period day. The bell schedule is listed on the last page of this handbook. Class periods are 51 minutes long. Bruin/Enrichment time totals 44 minutes each day. Lunch periods are 24 minutes. Students are allowed four minutes to travel between class periods.

The Montgomery County School Board has established a minute of silence each day in all schools, as required by law (division policy, 6-1.5). At BMS, this minute of silence is observed in first period during the morning announcements. During this minute, students must remain seated and engaged in a silent, non-disruptive activity.

The daily schedule includes six different lunch periods, two for each grade level. Sixth grade students eat during one of the first two lunches, and are separate from the seventh and eighth grade students. The third and fourth lunch periods are reserved for seventh grade students, while eighth grade students eat during the last two lunch periods.

ELECTRONIC COMMUNICATION

Each BMS staff member has an email address. Email addresses, along with other useful information related to school activities, may be found on the BMS webpage at bms.mcps.org. BMS also utilizes SchoolMessenger, a notification system designed specifically for schools, to deliver personalized voice messages and emails to parents. To receive these messages, please make certain that your phone and email contact information are up-to-date in PowerSchool.

Parents/guardians will also have access to their child's school information and progress electronically through the online MCPS Student Information System (Parent Portal), available from the school division's webpage (mcps.org). Through a secure connection over the Internet, authorized parents/ guardians will be able to view and monitor their child's attendance, assignments, class schedules, and grades. PowerSchool Parent Portal can be accessed through a web-browser, or an App on your phone. Should you have questions about what you are viewing or your child's progress, please contact your child's teacher.

For news, announcements and updates about school events, you can also follow us on TWITTER and on FACEBOOK @BruinsBMS.

SCHOOL CLOSINGS, DELAYED OPENINGS & EARLY RELEASES

Inclement weather or other emergencies may necessitate a delay in the opening of school, the release of students from school early, or the closing of schools for one or more days. The division superintendent makes such decisions, and they typically apply to all schools in the county. Area radio and television stations are notified immediately and will make frequent announcements and updates regarding this decision. You also 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.

ACADEMICS

ACADEMIC INTERVENTIONS

- **Bruin Enrichment** - Based on student needs, teachers provide intervention, academic lab time or enrichment activities primarily focused on math and language arts. Teachers organize group/team activities and help individual students develop the skills necessary to achieve success and enjoy their school year.
- **Reading/Writing Intervention** - BMS utilizes this course to provide targeted support for students who need assistance in the area of reading and writing. Students are assigned to these classes to provide additional instructional time for them to develop, strengthen and apply the skills and strategies necessary to be successful in middle school classes. Bruin Enrichment can also be used for targeted reading and language arts intervention.
- **Special Education Services** - Special education services and support are provided for students as needed. MCPS’ mission is to engage, encourage, and empower students with disabilities by providing, in the least restrictive environment, the supports and services needed to graduate and live, learn, work and participate in communities of their choice with maximum independence.
- **SOL Remediation** - Targeted SOL remediation is provided at different times throughout the year to help prepare students for SOL testing.
- **Tutoring** - the Counseling Office coordinates the assignment of tutors to students during the school day. Organizations at Virginia Tech such as the Literacy Corps and the YMCA provide tutors that are available to work with BMS students.
- **Student Assistance Programming (SAP)** - The Student Assistance Programming (SAP) Team helps students who are struggling with their academics, behavior, attendance, and/or emotional wellness by working with parents. Parents are the expert on the needs of their child. If a child is referred, the parent will be notified and invited to participate in this ongoing process.

The SAP Team will gather, review, and document information important to a student’s learning and monitor his/her progress. The following activities **may be** completed as part of the SAP process:

| | | |
|-------------------|----------------------------------|-----------------------------|
| Vision Screening | Classroom Observations | Academic Assessments |
| Hearing Screening | Develop/Review Intervention Plan | Work with School Counselor |
| Record(s) Review | Anecdotal/Written Notes | Other necessary information |

If you have any questions regarding the Student Assistance Programming Team process, please contact your school’s administrator.

BMS HONOR CODE

Blacksburg Middle School students are responsible for their *own* learning. Students are expected to do their *own* work on all assignments (classwork, homework, projects, tests and quizzes), unless otherwise directed by the teacher.

Academic dishonesty (cheating) is a violation of the Student Code of Conduct (Division Policy 7-3.1). In order to maintain the integrity of our coursework and evaluation procedures, Blacksburg Middle School has an Honor Code. Students may be required to sign their name alongside the phrase, "Honor Code" when completing an assignment. By doing so, students pledge that their work is in accordance with the Honor Code of Blacksburg Middle School.

The Honor Code is as follows: "I have neither given nor received unauthorized assistance on this assignment." Whether written or not, the Honor Code applies to all assignments.

The Honor Code will be reviewed with students during the first week of school, and students will sign an acknowledgement of their receipt and understanding of the Honor Code. The following examples represent violations of the BMS Honor Code:

- **Academic Dishonesty/Fraud:** Any deception deliberately practiced in order to secure academic gain. Violations include, but are not limited to, cheating, unauthorized work sharing, copying of another's work, crib notes, cheat sheets, verbal and non-verbal giving or receiving of answers or assistance. Additionally, copying and pasting from shared documents and representing the copied material as one's own work is a form of academic dishonesty.
- **Plagiarism:** Quoting or using the ideas of another person or author without acknowledging that those were not your own. Such acknowledgement must be done through proper citation of the original source, as determined by the teacher.

Teachers will notify students of any suspected Honor Code violations and provide them with the opportunity to address the alleged violation. For cases in which the teacher and student are unable to resolve the matter, the student will be referred to an administrator for further investigation and to ensure that due process is followed.

Honor Code violations are divided into two categories:

Level I: These include those assignments that would be considered of an instructional classwork variety. Such assignments include, but are not limited to:

- Homework
- Classwork
- In-class group coursework

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

Level II: These include those assignments that would be considered primarily evaluative in nature. Such assignments include, but are not limited to:

- Quizzes * / Tests *

- Research papers / Projects / Group work
- Any other assignments that a teacher may choose to be bound under Level II.

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

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

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

GOOGLE CALENDAR INTEGRATION FOR PARENTS

Teachers will update Google Classroom Calendar with announcements, due dates for assignments and dates for upcoming quizzes and tests. This calendar instantly syncs with the calendar of students in their class. Parents/Guardians with Google accounts may request access to the class calendar. Email your child's teacher from your Gmail account to request access to the class Google Calendar.

GOOGLE CLASSROOM

Google Classroom is used by teachers to distribute assignments/quizzes/tests, send feedback, post announcements, and foster student collaboration. Parents can sign up for notifications of announcements and assignment due dates. Contact your child's teacher by email to request that they send you the Google Classroom Guardian Notification invitation.

GRADES & PROGRESS REPORTS

Grading practices at BMS are consistent with middle school philosophy and goals. The nature of children at this level will be considered in the evaluation process. Per division policy (6-6.2), parents will be provided with instructions to access electronic grades and attendance reports. Hard copies of the information will be provided for parents upon request. At the end of each nine week grading period, the student's report card grade will be based on various assessments such as written evaluations, homework, class participation, teacher observation, and other appropriate criteria.

Per division policy (6-6.2), middle school grades, including final average, will be assigned according to the following 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 to indicate performance. Plus and minus designation after the letter grade shall not be used on report cards or permanent records. Report cards are issued each nine weeks and are sent home with students five (5) school days after the grading period closes. The last report card is mailed home with the final course grade, SOL scores (when available), and advancement to the next grade level indicated. Teachers calculate the final course grade. Promotion, placement, or retention is the decision of the principal with teacher input.

HIGH SCHOOL CREDIT COURSES

High school credit courses are taught at BMS for those students whose academic abilities and achievement allow them to pursue areas of interest and strength. Courses currently offered at BMS for high school credit include Algebra I Honors, Geometry Honors, French I, Spanish I, American Sign Language I, Virtual Latin I, and Virtual Chinese I.

These courses are taught with the pacing and workload of courses taught at the high school. We encourage careful consideration regarding students' academic abilities as well as their overall readiness before pursuing one of these courses in middle school. The following is important information about the policies associated with these courses:

Teachers will identify on their syllabus a "final evaluation" that they will use during the final weeks of their course to evaluate student learning, skill attainment, and achievement with a meaningful, authentic assessment that reflects relevant real-world situations/experiences. These evaluations must provide an assessment of the students' cumulative learning in a course, and must be connected to some meaningful essential question that has value outside of the class. Teachers will determine the relative weight this "final evaluation" will have on the students' final grade. If a teacher chooses to administer a cumulative written test as the final evaluation, this test must be administered prior to the designated last day of instruction so that test results/feedback are reviewed with the students and contribute to the learning process.

For courses with an EOC SOL Test, current policy allows a student's EOC SOL test score to be used in determining the student's final course grade. Teachers of an EOC course may use the "final weeks" to engage students in cumulative activities designed to prepare them for the EOC SOL Test and specifically state in their syllabus how SOL scores will be factored into the students' final course grades. Students may also request to take a traditional final exam that would only count if raises their final grade for the course.

All students enrolled in Virtual Latin I and Virtual Chinese I are required to take a final exam.

Dropping a Course - If a student drops a high school course after fifteen (15) days of membership in the course, the grade will be recorded as a "WF" (computed as an "F" for G.P.A.) for the year in which the course is dropped. Levels in a subject may be changed up to three (3) days after the issuance of the first nine-weeks' report. Exceptions to this provision may be granted by the principal in cases of extenuating circumstances. (division policy, 6-6.2).

SOL Assessment – Students who enroll in a high school credit-bearing course with an accompanying SOL assessment, such as Algebra I and Geometry, take the SOL assessment upon conclusion of the course.

High School Credit End-of-Course SOL Tests

1. Verified Credit: Students must pass the SOL test in order to receive verification of the course credit.
2. Course Credit: A standard unit of credit is awarded when a student passes a high school credit-bearing course.
3. The following are possible scenarios detailing students receiving verified and/or standard units of credit after completion of a credit-bearing course:

a. Pass course for the year and pass SOL test:

Students scoring at or above the SOL proficiency level as established by the state and passing the course requirements will receive verified credit for the course and a standard unit of credit toward graduation.

b. Pass course for the year and fail SOL test:

Students who pass the course, and who score below the SOL proficiency level as established by the state, shall receive a standard unit of credit (not verified) for the course and may participate in a remediation program designed by an appropriate instructional team.

c. Fail course for the year and either pass or fail SOL test:

No credit will be earned, and the course must be repeated if the credit is required to meet graduation requirements.

As school accreditation is tied to student success on SOL tests, schools will be expected to explore a variety of proactive means of promoting student success on SOL tests.

Removal of High School Credit while in Middle School - 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 high school registrar by October 1 following the completion of eighth grade. Any high school credit course, and all grades for the course for which an F was reported, will automatically be removed from the student's transcript.

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 if it is in the student's best academic interest such as when the high school final grade is equal to or higher than the middle school final grade (division policy, 6-6.2).

HOMEWORK

Homework is a means of strengthening skills and understandings gained in the classroom. *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 (from MCPS Policy 6-5.4).*

Core teachers will consult with colleagues on their team to ensure that the amount of homework assigned on any given evening is not excessive. At times, homework is also assigned in fine arts, career/technical, and physical education/health classes. Homework will be assessed both formally and informally; however there is no requirement that every assignment be graded. Homework will account for no more than 25% of a student's total grade for any nine-week marking period.

POWERSCHOOL PARENT PORTAL

Parent Portal is a program by PowerSchool that gives parents access to their child's student information, including grades and attendance. PowerSchool Parent Portal can be accessed through a web-browser, or an App on your phone.

If you do not have an account, contact the Counseling Office at 953-5803 to ask for information about accessing a Parent Portal account.

PROMOTION AND RETENTION

Promotion, placement, or retention will be the decision of the principal with staff and parental input at the conclusion of the remediation program. To be promoted to the next grade, a middle school student must:

1. Pass both language arts and mathematics and either science or social studies; and *
2. Participate in a summer learning program if either language arts or mathematics is failed or if both science and social studies are failed. *

*Promotion, placement, or retention is the decision of the principal with staff input.

REPORT CARDS

Report cards are issued each nine weeks and are sent home with students five (5) school days after the grading period closes. Report card envelopes should be signed by a parent/guardian and returned to school the following day. The last report card is mailed home with the final course grade, SOL scores, and advancement to the next grade level indicated. Teachers calculate the final course grade.

SCHEDULE CHANGES

We welcome input from parents/guardians in planning the best possible middle school experience for their child. We encourage parents/guardians to share with us their insights about their child as a learner and the type of learning environment in which their child experiences the most success. Because scheduling is dependent on extensive program planning as well as the availability of personnel and resources, schedule changes are discouraged once the school year has begun. Team changes are not considered unless there are significant issues or conflicts that cannot be resolved in other ways. Extenuating circumstances will be considered on a case-by-case basis. Requests for schedule changes may be initiated through the Counseling Office, but a change requires the approval of the appropriate administrator.

SECURLY WEB FILTERING PARENT ACCOUNT

Securly is the Internet filter MCPS uses on your child's Chromebook and Google account. Students are filtered on and off campus. Parents can review and receive email notifications of their child's internet activity using Securly. To sign up for a Securly account, go to www.mcps.org, then select "Sign up for Securly" in the "Parents" drop-down menu.

SOL TESTS

Standards of Learning (SOL) test scores are used as part of the multiple sets of criteria for determining course placement for 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.

SOL INFORMATION AND STUDENT IMPACT - Middle School

Virginia Department of Education regulations require students to take Standards of Learning (SOL) assessments in middle school. In Montgomery County the SOL assessments are given in the spring of each year in grades 6, 7, and 8. Students in grade 6 take Reading and Mathematics. Students in grade 7 take Reading and Mathematics. Students in grade 8 take SOL assessments in Reading, Writing, Mathematics, Civics and Economics, and Science. The scores range from 0 to 600 with 400 to 499 being Pass Proficient and 500 to 600 being Pass Advanced.* Students who do not pass an SOL may be considered for remediation programs. Students who fail the Reading and/or Mathematics SOL assessments in grade 8 will have an opportunity to retake the test the following year.

*Subject to change by the Virginia State Board of Education

ARRIVAL AND DEPARTURE

ARRIVAL TO SCHOOL

Students should plan to arrive at BMS between 7:35 and 7:55 a.m. Students who arrive prior to 7:50 will be supervised in the cafeteria (grades 6 & 7) or auditorium (grade 8). Students will not be able to enter the building until 7:35 a.m. Students will be released from the cafeteria and auditorium between 7:50 and 7:55 AM. At 8:01 a.m. all students should begin moving to first period. First period begins at 8:05 AM. Students who are not in their first period class at 8:05 are considered tardy.

Any student who wishes to eat breakfast at school should report to the cafeteria upon arriving at school. Breakfast will be served until 8:05 a.m. Second-chance breakfast is also available between first and second period.

Students are not permitted in any area of the building except the cafeteria or auditorium before 7:50 AM without prearranged written permission of a staff member.

Once a student is dropped off at school, he/she may not leave campus for any reason without following the check-out procedure. Students who leave the building/grounds without permission are subject to disciplinary action.

BUS TRANSPORTATION

Buses drop off students by 7:55 AM at the bus loading/unloading area at the rear of the building. **No cars are allowed in this area; there is a separate drop-off area for cars at the Community Entrance.**

PERSONAL TRANSPORTATION

Students arriving at the student drop-off area before 7:50 AM should proceed to the designated area (8th grade students to the auditorium, 6th and 7th grade students to the cafeteria) for supervision. Please note that the line of cars to drop students off at school grows significantly by 7:45 AM. Parents should plan for up to ten (10) minutes for student drop off. Parents are encouraged to carpool. In addition, parents are expected to obey all traffic laws when entering and exiting school grounds.

Students may walk or ride a bicycle to/from school with permission from their parent/guardian. Students may not ride bicycles on any of the sidewalks on campus. Upon arrival to campus, students should walk their bicycles to one of the bike racks and secure bicycles with their own locks.

Students who ride to school with sibling who attends BHS should utilize the sidewalk along Blumenthal Byway and remain on the sidewalk as they walk to BMS from the BHS student parking lot. Students walking to BMS from BHS should not cross the bus loop.

DISMISSAL/DEPARTURE

The school day ends at 2:50 PM. All students who provide their own transportation home are released at the 2:50 PM bell. Students who ride a school bus should report to the bus loading area promptly once their grade level is dismissed. Car riders should arrange to meet their rides at the student pick-up area/community entrance. Walkers must exit the main building through the bus community entrance doors and should leave campus immediately.

Car riders who need to cross the car-rider line to meet a parent in the parking lot must cross under the direction and supervision of the BMS staff member on duty in the parking lot.

Walkers will leave campus across the path connecting the Kipps and BMS campuses. Upon reaching Kipps, middle schoolers will bear right along the Kipps track until reaching the walking path leading from Kipps to Hethwood neighborhoods of Foxridge, Haymarket Square, Mission Hills, Pilgrims Point, Oak Manor, and Stroubles Mill. Students must take care not to interfere with ongoing instruction at Kipps Elementary.

BMS students may not stay at Kipps Elementary without prior written permission from the Kipps principal.

Students who remain after school must be involved in an approved, staff-supervised school activity such as athletics, clubs or student organizations, drama or music program rehearsal, or tutorial assistance. All other students must leave the building and school grounds by 3:05 PM.

Students should be aware of their afternoon transportation plans prior to coming to school in the morning. Last minute change of plans in transportation are disruptive and can be difficult to communicate to students.

Any change in the way a student normally leaves school requires written permission from a parent/guardian. Students will not be allowed to ride any school bus other than their regularly assigned bus without written permission from a parent/guardian and the authorization of an administrator. Written requests to ride a different bus must include the address to which the student is traveling. These requests and other notes describing any changes in departure plans must be submitted to the appropriate administrator by lunchtime on the day of the intended change in plans. Approved bus notes will be signed by an administrator and returned to the student.

Students must present this note to the bus driver(s) involved in the change. Bus drivers will not allow students to ride a different bus or get off at a different bus stop without a properly authorized note.

Only under extenuating circumstances should parents call the school to notify students of a change in afternoon transportation.

Students are not permitted to return to the school building or grounds once they have left (unless for an approved after-school activity).

CHECKING IN/OUT OF SCHOOL

Arriving Late – Any student arriving at school after 8:05 a.m. must report directly to the attendance office and must be accompanied by the adult who brought the student to school. If a student is being transported by a county bus or vehicle that arrives late, the student will not be counted as tardy. Students who chronically arrive late to school are subject to disciplinary consequences.

Leaving Early - If it is necessary for a student to leave school early, the student should bring a note from a parent/guardian to the attendance office before 8:05 AM on or before the day requested to receive an early dismissal slip. When it is time for the student to leave school, he/she must provide this slip to the classroom teacher who will initial it. The student then must report to the attendance office to meet a parent/guardian for check out.

Parents/Guardians, who wish to check their child out from school without such prior arrangements, must do so through the attendance office as well.

Only those adults who have legal custody or the written authorization of a parent/guardian may check a student out of school. **Individuals wishing to check out a student will need to bring a picture ID to the attendance office.**

A note regarding any student's checking in or out must include the parent's or guardian's signature along with date(s) and reason(s) for the student's late arrival or early dismissal.

Illness at School - If a student becomes ill or otherwise needs to check out, he/she must report to the clinic. A student may be permitted to remain in the clinic for one class period due to not feeling well. Office personnel will contact the student's parent/guardian to arrange for the student to leave school, if necessary. **Parents/Guardians are required to provide a reliable daytime telephone number for this purpose. An emergency contact person also should be identified in case a parent/guardian cannot be reached.** Parents or guardians should report to the attendance office to check-out a sick or injured student who is in the clinic.

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

ATTENDANCE

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. (division policy, 7-2.3).

As partners in our children's education, we **ALL** must take school attendance very seriously. Below is important information related to attendance requirements.

Virginia Standards of Accreditation

Part of each school's accreditation with the State of Virginia is tied to attendance, regardless of reason. This is called **CHRONIC ABSENTEEISM**, which includes **ALL** absences (excused **AND** unexcused).

MCPS codes absences as excused or unexcused.

Examples of excused absences include (for a full explanation see MCPS policy 7-2.3):

- court appearance
- death in the family
- religious holidays
- college visit or work based learning opportunity
- Illness
- doctor/dental appointments

The Code of Virginia requires MCPS address *unexcused absences* by (for a full explanation see Virginia Code 22.1-258):

- contacting parents
- developing attendance plans
- holding attendance conferences
- involving the court system if all interventions are unsuccessful

We ask that YOU join with us to help our students form good habits such as:

- Getting plenty of sleep
- Eating a good breakfast (either at home or at school)
- Encouraging good study habits so that students are on time and ready to learn
- Seeking additional support if needed

Per division policy (7-2.3), 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.

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

Parental Notification of Absences - When a student is absent from school, an automated phone call is made to parents/guardians to notify them of their child's absence. Parents/ guardians who wish to avoid being disturbed at home or work should telephone the school office by 9:00 AM on the morning of the absence. If for any reason a student will need to be out of school for an extended period of time, parents/guardians should notify the school of the dates and circumstances of the anticipated absence.

Returning to School - On the day of their return to school from an absence, students must report to the attendance office for an admit slip. **A note of explanation is required to officially document any absence.** The note must include the date(s) and cause(s)/circumstance(s) of the absence(s), and the parent's or guardian's signature.

MAKE-UP WORK

It is the students' responsibility to request any missed assignments, schedule make-up tests, quizzes, labs, etc. the day of their return to school. It shall be the responsibility of the student to complete 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 (division policy, 7-2.3).

On the second day of an absence, parents/ guardians can request work that has been missed by calling the counseling office. This work may be picked up in the counseling office after 2:30 PM on the day of the request, provided the request is made before 8:30 AM.

Typically, assignments due on the date of an absence are due the first day of the student's return to school unless they did not receive advanced notice due to other absences. Likewise, students who are absent on the day of a test or quiz should be prepared to take the test or quiz on the first day of their return to school unless they did not receive advanced notice due to other legitimate absences.

WITHDRAWAL/TRANSFER PROCESS

If a student intends to leave BMS and enroll in a different school, the student needs to complete a Withdrawal form. Withdrawal forms should be obtained in the Guidance Office. It is the student's responsibility to return all textbooks, library books and supplies issued to them. In addition, all outstanding charges/fees should be paid to ensure timely forwarding of student's records and transcripts to the new school.

BEHAVIOR EXPECTATIONS AND DISCIPLINE

ACCEPTABLE USE AND INTERNET SAFETY POLICY 6-3.13

Grades 6 - 12

With the permission of your parent or guardian, Montgomery County Public Schools offers you the opportunity to use the Division's network which allows access to the Internet, as well as a variety of electronic devices. We expect you to use the Internet and computer based technology while at school for educational purposes. This use is a privilege, not a right, and we may discipline you or take away your right to use the Internet and computer technology at school if you misuse this privilege. You are responsible for your own actions while you are on the Internet and are also accountable for any online activities that occur by others if you allow them to use your account.

Any communication through the use of the Division's network, including electronic mail on the MCPS e-mail system, or other electronic files, is subject to the Student Code of Conduct and the Acceptable Use and Internet Safety Policy, and may be monitored or read by school officials. User shall be held personally liable for the content of any electronic message they create. Downloading any file attached to an electronic message is prohibited unless the user is certain of that message's authenticity and the nature of the file.

While using technology as a student in Montgomery County Public Schools:

1. I will only use the technology and equipment in the manner for educational purposes. I understand that I may be held responsible for any or all damage incurred as a result of my negligent or inappropriate behavior.
2. While online, I will not use language, which 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 material, or expressions of bigotry, racism, or hatred.

3. I will not cyberbully. “Cyberbully” means using the computer to threaten, harass, or intimidate another person. I will tell an adult if I see any cyberbullying, cyberthreats, or inappropriate activity.
4. 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.
5. I will not use the Internet for non-school related activities.
6. I will not engage in Internet activities that cause congestion on the MCPS network.
7. I will not use the Internet to buy or sell, or to attempt to buy or sell, any service or product.
8. I will not change any computer file that does not belong to me.
9. I will not use copyrighted materials or software from the Internet without permission of the author. I will cite the source where appropriate.
10. I will never knowingly give my password to others, nor will I use another person's password.
11. I will never use the Internet to send or obtain pornographic or inappropriate material or files.
12. Except for the usual information contained in the headers of my electronic mail, I will never give out personal information such as name, address, phone number, or gender.
13. 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.
14. I will never attempt to gain unlawful access to another person's or organization's resources, programs, or data.
15. I will not make, or attempt to make, any malicious attempt to harm or destroy data of another user on the Internet, including the uploading, downloading, or creation of computer viruses.
16. I understand that the school system is not responsible or liable for any harm, damages or charges that result from my use of the system's technology, including loss of data, interruption of services, corruption of files or programs, purchases, hacking or other violations of this Acceptable Use Policy.
17. I will report any violations of this Acceptable Use Policy that I have knowledge of to my teacher or principal

STUDENT CONDUCT

In conjunction with creating and maintaining a positive, challenging learning environment, and a climate conducive to the development of a positive self-image, the safety and well-being of students and staff are primary concerns. Early adolescents typically are in the process of defining themselves and testing boundaries. In middle school, students have more opportunities to act independently and assume more responsibility for their work and conduct. The development of self-discipline becomes paramount at this level. Consequently, maintaining clear and consistent guidelines for behavior and enforcement of consequences are important responsibilities of middle level education.

BMS uses PBIS, a proactive approach to discipline that helps create a positive school culture. Positive Behavior Interventions and Supports (PBIS) is a nationally-recognized approach to support positive academic and behavioral outcomes for all students. PBIS is the tier 1 behavior component of the Virginia Tiered Systems of Supports (VTSS). MCPS is working to weave social-emotional wellness and cultural competency into our work. The BMS PBIS Behavior Expectation Matrix is included on the last page of the student handbook.

Students are expected to know and comply with the Montgomery County Student Code of Conduct. The policies apply to any student who is in or on school property, in a private vehicle on school property, in attendance at a school-sponsored activity including field trips, as well as going to/from school and waiting at bus stops. In addition to these policies, the following general rules of conduct will govern daily behavioral expectations:

- Maintain regular class attendance.
- Report to class on time.
- Have the materials and assignments needed for each class.
- Participate actively in all classes, and ask questions if directions or assignments are not clear; put forth best effort.
- 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. Bullying will not be tolerated at BMS.
- Promote school spirit by supporting and contributing to school-sponsored activities and events.

Students involved in multiple incidents of disruption, fighting, and/or other repeated violations of the Student Code of Conduct will be considered for recommendation for long-term suspension or expulsion (division 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.

DRINKS/FOOD/CANDY

These items can be disruptive to the learning environment. Students may only carry water in a non-glass container to classes. At the discretion of the teacher, students may be allowed to have food in class. Students are responsible for cleaning up all food and drink related trash. Food and drinks should not be consumed in the hallways.

BMS STUDENT IN GOOD STANDING

BMS 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 BMS 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, but are not limited to:

- Participation or attendance at BMS athletic events / Dances / Pep Rallies / Assemblies / School Clubs
- Non-Academic Field Trips and/or 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:

- **Misconduct** – 4 days or 28 periods of ISS and/or Out of School Suspension / Alternative Placement

- **Academics** – Failing any course at the interim or marking period
- **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.

BACKPACKS/BAGS

Students may carry their belongings to and from school in backpacks/bags. During the school day, students must leave their backpacks/bags in their lockers, which will be in close proximity to their classroom pods.

BULLYING

The definition of bullying developed for the Virginia Department of Education, is as follows: “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 part of a group, shall not harass or bully others. Behaviors associated with bullying include, but are not limited to, intimidation, taunting, name-calling, and insults. Bullying behaviors may take a variety of forms, including by electronic means such as cell phone, text message and email. Bullying, threatening, intimidation, harassment, or any other activity characterized by targeted, intentionally hurtful behavior (verbal or nonverbal) that results in any physical, social/relational or emotional/psychological harm to another person is not tolerated in any form in any Montgomery County Public School. ***Parents will receive notification within 5 days if their child is involved in a bullying incident.***

CELL PHONE EXPECTATIONS

Cell phone use is disruptive to the learning environment and increasing research shows that excessive cell phone use may adversely impact students’ health and well-being. Therefore, student cell phone use is prohibited during school hours. Students may bring their cell phone to school but it must be kept in their locker during the school day.

Students are not permitted to use or display cell phones or other portable personal communication devices during regular school hours. Such devices will be considered to be “in use” if they are on (regardless of if they are on silent or set to ring), sending or receiving a call or text message or being used to take, display, or send photos/videos, etc. However students may have such items in their possession for use after school hours. (division policy 7-3.1) During the school day these items should be secured in the student’s locker.

**Cell phone use on field trips and during special events is at the discretion of the teachers and administration*

Students are not permitted to use their personal cell phones to take pictures or videos of anyone and they may not post any pictures or videos during school hours, which includes school bus transportation to and from school.

Students must keep **cell phones off and in lockers during** all other times of the day. **Students are not allowed to carry phones on their person, even if on/off or silent mode.**

FREEDOM OF EXPRESSION

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

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

HALL BEHAVIOR

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

LUNCH ROOM CONDUCT

Students are expected to report to the cafeteria for their assigned lunch period and to arrive on time. Students may bring food items from home, but they are not permitted to leave school grounds for lunch or have food brought to them from a restaurant. **Glass containers are not permitted in the cafeteria or anywhere else in the school.**

Students are expected to adhere to the following rules of conduct in the cafeteria:

- Students are not permitted to save seats for other students.
- Students should remain seated in the same seat throughout the lunch period except to discard trash/return trays or purchase additional food items.
- Students must wait until everyone has had an opportunity to go through the serving line before purchasing additional food items.
- Students should socialize with friends in an orderly manner, using an "inside" voice.
- Students should consume all food and beverages while in the cafeteria. Students may not take food or drink from the cafeteria to any other area of the building.
- Dispose of trash and recyclables in the appropriate containers; lunch trays and utensils should be returned to the appropriate area by the student who used them.
- Tables and floors around the area where students eat should be kept free from food and trash.
- Students should remain in the cafeteria until dismissed by one of the supervising adults.
- The lunchroom is a technology-free area of the school. Therefore, no electronic devices, including student Chromebooks, are permitted in the cafeteria.

PROHIBITED ACTIVITIES

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

Students are not permitted to buy, sell, or trade items while on school property. Only the sale of items as part of an approved school fundraiser is permitted. Sharing and borrowing of clothes are discouraged.

Blacksburg Middle School will not tolerate vandalism and destruction of property. Students and their parents/guardians may be required to provide restitution to repair or replace damaged property. With everyone's help and cooperation, BMS can maintain its excellent facility.

Public displays of affection including inappropriate touching, handholding, and kissing are prohibited while on school property. Any unwelcome sexual advances or other inappropriate verbal or physical conduct of a sexual nature is considered harassment and is strictly prohibited by the Code of Conduct.

Initiating or participating in the production of written documents or electronic communications that promote or encourage derogatory "ratings" of, or defamatory statements about, other students is strictly prohibited. Such activity is disruptive, creates an intimidating, hostile, and offensive environment, and will not be tolerated. Any student engaged in this activity will be subject to disciplinary action in accordance with the Code of Conduct.

PROHIBITED ITEMS

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

STUDENT DRESS CODE

The mission of MCPS is that every student will graduate career and college ready and become a productive, responsible citizen. Our dress code supports this idea and reflects the notion that school is a place of business where learning is the priority. We also recognize that clothing choices are a very personal matter and a way that our students express themselves, reflect their individual personalities, and exercise their freedom. However, we also must balance individual freedom with maintaining an environment that facilitates respect, learning, and student safety.

While we respect the individuality of each student, there are certain clothing items that are considered inappropriate attire for school.

(From the MCPS Student Code of Conduct) Wearing of clothes, jewelry, other apparel and/or decals that advocate violence, alcohol and other drug use and/or distribution; that represent gang activity and/or membership; that advertise obscenities; or that reflect adversely on persons due to race, gender, creed, national origin, physical, emotional, or intellectual abilities; or that would cause disruption to the learning environment at any school. Students shall not at school, on school property, or at school activities wear or have in their possession any written material that is racially divisive. Examples include clothing, articles, material or publications or any item that denotes Ku Klux Klan, Aryan Nation-White Supremacy, Black Power, Neo-Nazi, or any hate group, or Confederate flags or articles. This list is not intended to be all inclusive.

Additionally, students should adhere to the following guidelines regarding clothing and attire:

- Tops must cover the torso from one armpit across to the other armpit and down to the waist so that the stomach is covered. Tops must have shoulder straps that are at least two inches wide.
- Shorts must cover four inches in length of the upper thigh. Skirts and dresses should be at least mid-thigh in length.
- Clothing should not be see-through, excessively revealing, or show private areas of the anatomy. Examples of such clothing includes sagging pants, cut-out “muscle” shirts, spaghetti strap shirts, and halter tops.
- Hats, hoods, bandanas, or other head coverings should not be worn inside the building, unless worn for religious or medical reasons.
- Sunglasses should not be worn inside the building.
- 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 should not be worn.
- Students should not wear pajamas, lounge wear, or house slippers.
- Shoes must be worn at all times in and around the building.
- Coats and jackets are not to be worn during the school day and should be secured in the student’s locker.

Having attended one or more classes without being addressed for inappropriate attire does not preclude a student from being referred to an administrator later in day. Students who dress inappropriately will be given the opportunity to change or cover their clothing. Refusal to cooperate and/or repeated offenses may result in disciplinary action. Any confiscated clothing items (i.e. hats, sunglasses, bandanas) may be held at the discretion of an administrator.

TARDINESS TO CLASS

Arriving late to class disrupts instruction and learning. Students are provided with 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.

UNAUTHORIZED AREAS

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

- Teacher workrooms (use of phone and vending machines not permitted)
- Staff offices
- Unoccupied classrooms and computer labs
- The auditorium and the stage
- The sound projection booth in the auditorium
- Parking lots, except during morning drop-off and afternoon pick-up
- Athletic facilities and fields
- Custodial closets, kitchen, mechanical rooms, the boiler room, and the loading dock
- Locker rooms other than when scheduled for PE
- The elevator, unless use is authorized due to an injury or disability
- Grade-level halls/areas other than those designated for their particular grade level unless required by their class schedule.
- Staff restrooms and lounge areas
- Fire exit stairwells, except during drills and emergencies.

Students who are found in an unauthorized area or who leave the building/grounds without permission are subject to disciplinary action.

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.

The School Board has adopted a grievance procedure for complaints by students of discrimination on the basis of sex or sexual harassment. The policy is located in the School Board Policy Manual section 7-1.1 located at www.mcps.org. Generally, students are encouraged to report incidents of sexual harassment to the building principal as soon as they become aware of the conduct forming the basis of the complaint. If the principal is the individual who is the subject of the complaint, the student should contact the Superintendent.

SCHOOL BUS CONDUCT

Students are expected to cooperate with their bus driver and to follow the posted rules on the bus. Misconduct on a school bus interferes with the orderly transportation of children and jeopardizes the safety of everyone on the bus.

The school bus driver is the authority on the bus. Bus drivers are authorized to assign seats. **Failure to comply with bus rules and directions of drivers may 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.

Disciplinary action may include any of the corrective actions in the Code of Conduct as well as temporary loss of bus-riding privileges. Although a student has his/her bus privilege suspended, he/she is still required to attend school. Additional bus referrals may result in additional suspension of bus-riding privileges and could result in denial of such privileges for the remainder of the school year. In such cases, parents and students will be responsible for working out alternative transportation.

STUDENT LANGUAGE

All students have the right to come to school and learn in an environment free from inappropriate language. Students heard by adults using inappropriate language will be referred to the administration for consequences.

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 Code of Conduct.)

Students who purchase alcohol, drugs, or imitation controlled substances will be suspended for ten (10) days and may be recommended for long-term suspension or expulsion (division 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 shall not possess, use, and/or distribute tobacco and/or tobacco products on school property, on school buses, or during activities on or off school property. This includes but may not be limited to any product intentionally inhaled in order to elicit an intoxicating effect such as smokeless tobacco, electronic cigarettes, inhalant products such as vapor cigarettes, liquid tobacco, or hookah pipes

Failure to comply with the above violates both the Student Code of Conduct, as well as the law, and will result in disciplinary action under the Alcohol and Other Drugs policy.

WEAPONS POLICY

Possession and/or use of weapons while in or on school property or while engaged in or attending any school-sponsored activity/function violates the law and the Student Code of Conduct. Students who violate this policy are subject to severe disciplinary action. In addition, referral may be made to law enforcement officials. Any weapon possessed in violation of this policy will be confiscated and may be forfeited to the Commonwealth. (See complete Weapons Policy in the 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--will result in disciplinary action under the Weapons Policy. Look-alike weapons are not to be confused with obvious toys or trinkets that are not representative of weapons and/or not used in an intimidating or threatening manner.

DISCIPLINARY ACTION

It is the expectation of the School Board that all students have the right to an environment that is safe, drug-free, and conducive to learning. The BMS administrative team supports the position that all students should enjoy school and be free to learn in a safe and orderly environment. The staff is committed to maintaining an environment in which students are not subjected to harassment, ridicule, threats, or intimidation. Any behavior that disrupts the learning environment is not tolerated.

Discipline is an integral part of the teaching/learning process. The goal of school discipline is to teach middle school students how to behave appropriately and act responsibly as part of the school community. The faculty and administration work cooperatively to establish and communicate clear, positive expectations and endeavor to be respectful, fair, and consistent with all students.

Teachers are responsible for establishing clear rules and expectations for classroom conduct as well as addressing student misbehavior. Teachers continually monitor classroom conduct and work with students to minimize disruptions. When a student is unresponsive to correction, redirection, or other intervention strategies attempted by the classroom teacher, he/she will be referred to the appropriate administrator for disciplinary action. The administrator will address incidents referred to the office, notify the student(s) of the accusations made against him/her, give the student(s) an opportunity to explain the circumstances of the alleged misconduct from his/her perspective, and make a decision based upon the evidence.

Typically, the administration deals with misconduct that is more serious in nature or misconduct that occurs in common areas such as the halls, cafeteria, or bus areas. Appropriate corrective and disciplinary action for students who violate any of the provisions of the Code of Conduct is determined by a member of the administrative team based on the individual circumstances involved in each case. Consequences for misconduct may include the following: lunch detention, In-School Supervision (ISS), ISS placement at Montgomery Central, Out-of-School Suspension (OSS), or other actions deemed appropriate by the teacher and/or administration. (See Code of Conduct for other available corrective measures.)

Parents/Guardians are notified of any assignment to ISS or OSS by letter and/or phone conversation. If a student's behavior necessitates sending him/her home during the school day, an administrator will call the parent/guardian to make the necessary arrangements. In most cases, written notification of disciplinary action is sent home to the parents/guardians by way of the student. Parents/guardians are asked to sign the notification letter and have their child return it to the main office on the following day of school.

Failure to serve detention will result in additional consequences being imposed (extra day of detention, ISS, etc.) at the discretion of the appropriate administrator.

Students who serve ISS will come to school and be counted present. However, they will be kept apart from regular classes and will have specific rules to follow. The ISS Coordinator will provide supervision at all times and regular classroom work will be assigned. Completion of all work will be expected or additional time in ISS will be assigned to complete unfinished work. Failure to follow ISS rules may result in OSS. If OSS interrupts ISS, the student may be required to complete the ISS upon returning to school.

Students will not be allowed on school grounds during OSS. Absences from class and from school due to OSS will contribute to the total absences allowed by the division attendance policy. However, make-up work will be provided during this time upon the request of the student and/or parent/guardian. All other guidelines regarding make-up work will also apply (division policy, 7-3.2).

Students serving ISS or OSS are not allowed to participate in school-related athletics or any other extracurricular activity.

Any disciplinary action may be appealed. However, corrective action will not be delayed while an appeal is pending.

GENERAL INFORMATION

LIBRARY/MEDIA CENTER

The BMS library/media center contains a variety of print and non-print resources available to students. One of the major responsibilities of the library/media center is to assist students in becoming information-literate and technologically proficient.

While students may browse and self-select books and other printed materials for pleasure reading or research, classes often visit the library/media center as part of some research effort or other assignment. Assistance is available to students in locating information using electronic and traditional means. Computer and digital resources are available for student use in preparing multimedia presentations of their work. Internet access is available for student use under certain conditions (division policy, 6-3.13).

In addition to being used throughout the school day, the library/media center is open before and after school for students to use with teacher permission.

CAFETERIA AND FOOD SERVICES

Nutrition is an integral part of the school division's wellness policy. Consequently, our cafeteria promotes good health by offering well-planned and nutritionally balanced meals at reasonable prices. Students are encouraged to participate in the school nutrition program, which serves breakfast and lunch.

Information regarding free or reduced breakfast/lunch is provided to all students in the beginning of the school year and is available in the main office throughout the school year.

Students may substitute a chef salad for the lunch entree and/or purchase a la carte items to supplement their regular lunch. Snack items are available for purchase in the cafeteria during all three lunch periods.

LUNCH ACCOUNTS

Each student will use his/her assigned PIN to access his/her cafeteria account. Parents may pre-pay any amount for lunches, which the students will access using their PIN. Parents may also dedicate a particular amount for a la carte items. Students may not "charge" a lunch with the promise of reimbursing the cafeteria the next day. Students also will not be permitted to exchange any unused portion of their account for cash. Checks should be made payable to Blacksburg Middle School.

The School Nutrition Programs Office uses mySchoolBucks as its on-line payment vendor. The web address for parents to use to set up an account for their students is www.myschoolbucks.com. For assistance, please call mySchoolBucks online support at 855-832-5226.

STUDENT FEES

BMS students must pay the following fees:

| | |
|----------------|--------|
| Locker Fee | \$6.00 |
| Gym Locker Fee | \$4.00 |

There are no textbook rental or library/media center fees. However, students are responsible for lost or damaged books, and any assessed fines or replacement costs must be paid before the end of the school year. These obligations must be taken care of before a class schedule for the following school year can be mailed home in the summer.

Yearbook cost is \$15.00 when purchased during orientation at the beginning of the school year. Yearbooks purchased at a later date cost \$18.00.

RETURNED CHECK FEE

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.

SCHOOL SUPPLIES

All students are expected to bring textbooks, Chromebook, paper, pen, pencil, or any other appropriate materials to class daily. A general supply list for each grade level will be available at local retailers at the beginning of the summer. These supply lists will be mailed home to students with their class schedules in August. Additional materials may be required in exploratory or elective courses.

ASSIGNMENT BOOKS

Students can purchase their own planner outside of school or choose to use an electronic planner, such as Google Calendar. Assignment books and calendars can help students organize their daily responsibilities as well as plan for long-range projects. Parents/Guardians and teachers may use these tools as a way to communicate with each other and help students be more accountable.

LOCKERS/PERSONAL PROPERTY

Individual lockers in the hall and gym are made available to all BMS students. Hall lockers are assigned to students the first day of school and are designed to hold backpacks, books, school supplies, and limited personal items. Students are responsible for the security of their own belongings and valuables. During PE, students should secure all personal belongings other than clothing in their hall lockers. Gym lockers are not large enough to accommodate large items (i.e. backpacks, large coats); these items should not be left unsecured in the locker room.

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

Students are discouraged from bringing large sums of money or any items of value to school. Although BMS cannot assume responsibility for any lost, stolen, or damaged items, such incidents reported to an administrator will be investigated.

Lockers are school property and remain at all times under the control of the school. They are not to be defaced by markers, stickers, tape, etc. or subjected to the use of excessive force. Students will be held financially responsible for repairs needed to their locker as the result of intentional damage or negligence. School authorities also reserve the right to search lockers when deemed necessary. Moreover, they also reserve the right to search bookbags, and other personal property when there is reasonable suspicion that property will be found that violates school policies and regulations, or may be harmful to the school or students. Students may be required to empty their pockets as well. School authorities may seize any illegal, unauthorized, or contraband materials discovered in a search.

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

Team lockers, located in the PE locker rooms, will be available by season to students who are on BMS sports teams.

LOST & FOUND

Students should turn in any items found to a staff member. Students who lose items should check the lost and found (in their team area) several times. Due to limited space, students should claim items as quickly as possible. The school is not responsible for unclaimed items. Unclaimed items will be donated to charity on a monthly basis.

CHANGE OF PLAN MESSAGES

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

Because students are not permitted to use cell phones during the school day, parents/guardians who need to contact their children during the school day should call the main office (951-5800). Administrators verify the origin of messages left for our students. Please make every effort to finalize after school plans prior to the beginning of the school day. *If after school plans must be changed due to an emergency situation, please contact the main office by 12:00 p.m.* Change of plan calls received after 12:00 p.m. may not allow ample time for verification and delivery of the message to your child. Only in emergency situations will students be called out of class to speak on the telephone.

ACCIDENTS & SAFETY

The office is equipped to handle only routine treatment of minor injuries (i.e. Band-Aids, etc.). 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.

SCHOOL INSURANCE

All BMS students will be given the opportunity to purchase school insurance. Various levels of coverage are available at exceptionally reasonable rates. Forms will be sent home the first day of school, and insurance may be purchased within the first three (3) weeks of the school year.

SCHOOL NURSE

The school nurse will administer medications, investigate and evaluate student complaints of illness, evaluate and treat injuries, and make other health-related decisions. Students may be referred to the school nurse for a variety of health-related concerns. Students also may schedule an appointment with the school nurse to ask health-related questions.

MEDICATIONS

Administration of medications will be permitted on school property only when medically necessary and under the direct supervision of appropriate staff members. 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.

STUDENT ASSEMBLIES

Throughout the school year, assemblies may be scheduled to bring educational, interesting, and informative programs to the student body. For any assembly, students will enter the auditorium quickly and quietly and will be seated with their Bruin teacher.

Assemblies may be held for only a certain grade level, team, or class, or may involve the entire student body. The music or drama classes, outside groups, or special guests, may present programs. Being a positive, polite, and supportive audience reflects the spirit and hospitality of BMS.

FIELD TRIPS

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.

Teachers are encouraged to schedule field trips for their classes that are both educational and enjoyable. Entire grade levels, teams, and individual teachers may plan trips related to classroom study.

Every effort will be made to meet the special needs of any students with physical or other limitations.

All students are expected to behave appropriately while representing our school and community. As with any school-sponsored event, the Montgomery County 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 BMS or toward another BMS student participating in the trip will result in disciplinary action. Upon return to BMS, 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 BMS 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.

VISITORS

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

HEALTH AND WELLNESS

HEALTH & PHYSICAL EDUCATION

All BMS sixth and seventh grade students will have Health/PE as part of their class schedule. 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 each day 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 required to wear some type of athletic shorts or sweatpants, a t-shirt, athletic socks, and athletic shoes while participating in PE activities. Students are not required to purchase or wear a specific school PE uniform, however a uniform can be purchased through the BMS PE department; otherwise students can provide their own. Shorts must not be cut-offs and they must not have any buttons, zippers, etc. All clothing worn during PE activities must be in compliance with the current school dress code. Specific guidelines regarding other restrictions and expectations in HPE will be distributed to students in writing by their HPE teachers during the first week of school.

Portable “pop-up” changing rooms are available in the girls’ and boys’ locker rooms for use by anyone who would like more privacy while changing.

BMS PE uniforms may be purchased during PE class the first week of school. The purpose of the uniform is to ensure safety, comfort, and proper attire for all physical activities. In addition to

wearing the proper attire, students must wear athletic shoes in order to participate. The cost of uniforms is as follows:

Girl's Uniform.....\$20.00 (\$10 t-shirt, \$10 shorts)
Boy's Uniform.....\$20.00 (\$10 t-shirt, \$10 shorts)

PE clothing and shoes are to be kept in a locked gym locker while at school and should be taken home to be laundered regularly. There is a \$4.00 fee for all students who take PE to cover the cost of a gym locker.

Health Education is part of the PE curriculum and will be taught by the PE staff. PE classes alternate when they meet in classrooms for health instruction. Family Life is taught as part of the Health curriculum. Further information and a copy of the Family Life curriculum are available in the main office and the BMS library/media center.

INTERSCHOLASTIC ATHLETICS

BMS has interscholastic athletic programs in cross-country, football, golf, basketball, volleyball, wrestling, cheerleading, swimming, track, baseball, softball, and soccer. Participation in these sports is open to all students. Information on how to become a member of these school teams is announced in advance of scheduled tryouts. The coaches select team members based on ability and interest. A current VHSL physical (after the May 1 prior to school year in which student would participate) is required for participation in interscholastic sports and cheerleading. In order to participate in athletic programs, students must meet the expectations of a Student in Good Standing.

Students are encouraged to take advantage of other sports opportunities available for children of all ages through Blacksburg or Montgomery County Parks and Recreation.

SPORTS EVENTS

Students and their families are encouraged to show their school spirit and support of student athletes by attending BMS sports events. Admission cost for all sports events is \$5.00.

Spectators are expected to demonstrate good sportsmanship and behavior that positively reflect on our school and community. Students are reminded that the Code of Conduct applies to all school-sponsored activities and that inappropriate behavior may result in disciplinary action, including removal from the sports event and school grounds.

Students who plan to attend athletic and other school-sponsored events that do not begin immediately after school must leave the building and grounds and return closer to the event's start time unless they have pre-arranged to be supervised by a staff member.

Students who leave the gym or stadium without permission before an event is over will not be permitted to re-enter. Parents or Guardians should pre-arrange transportation for their child to get home after the game.

**EXTRACURRICULAR ACTIVITIES
AND CLUBS**

Clubs offered at BMS are based on student interest and available resources. Clubs may be formed throughout the school year with the approval of administration and with qualified adult supervision.

BMS Extracurricular Activities

Information about Clubs will go home before the end of August. There is a Club Information Fair the evening of Curriculum Night on September 5 at 5:30 p.m.

ATHLETICS

Fall

Practice generally starts first week of August.

- Football
- Volleyball
- Cross-Country
- Cheerleading
- Golf
- Swim & Dive

Winter

Practice generally starts in mid-October.

- Boys Basketball
- Girls Basketball
- Cheerleading
- Wrestling

Spring

Practice generally starts the middle to end of February.

- Track & Field
- Baseball
- Softball
- Boys Soccer
- Girls Soccer

All athletic participants must have a VHSL physical on file at the school before tryouts.
Forms are available in the main office and online at
<http://www.mcps.org/Athletics/Athletics-ParentResources.html>

SCHOOL SAFETY

INVOLVEMENT OF LAW ENFORCEMENT

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

The School Resource Officer is part of our school team. He/she will be in our school daily and is available to advise, teach, and mentor students as well as staff. The School Resource Officer acts as a liaison between the community police department and our school.

Periodically, officers and specially-trained canines may visit BMS. During such visits, lockers and hallways are “sniffed” to help ensure that our school remains drug-free.

The MCPS Student Code of Conduct provides for the notification of law enforcement in case of certain violations. We appreciate the support of local law enforcement whenever their assistance is needed.

EMERGENCY DRILLS & EVACUATIONS

Emergency 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.

SCHOOL SAFETY HOTLINE

The staff at BMS is committed to maintaining a school in which students are safe. Students are encouraged to report safety concerns to a teacher, administrator or other staff member. The Virginia Center for School Safety operates a 24-hour hotline service to provide another avenue for students to report safety concerns in their school confidentially. Using the toll-free number, **1-866-SAFE-VA-1**, students can anonymously report conditions that they believe could threaten the safety and security of their schools and communities.

SUSPECTED CHILD ABUSE

All allegations of possible or suspected child abuse or neglect are reported to the principal. The principal 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 our guidance counselor.

SEX OFFENDERS ON SCHOOL PROPERTY

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

All Montgomery County Public Schools utilize driver’s license scanners with a sexual offender auto-check program for visitor registrations. This system will run the names and birthdates of visitors through the sexual offender registry.

The Administrative Assistant will attempt to confirm the information in the database to conclusively determine if the visitor is on the registry. **Any visitor whose name and/or birth date triggers a warning within the sexual offender registry will be will be denied entrance and will be asked to leave the premises.** Unfortunately, the Sexual Offender Registry is not perfect and there is always a possibility that a person’s name and/or birth date could trigger a “false positive.” It is our practice to treat all registry alerts as valid until conclusively proven otherwise. Any alert that cannot be readily identified as a “false positive” will result in the visitor being asked to leave school premises and/or contact local law enforcement.

Any visitor who is denied entrance will be provided with the Reported Sex Offender Protocol sheet. If a visitor is uncooperative, or wishes to challenge the information on the registry, the school should contact local law enforcement for assistance.

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

UNAUTHORIZED PERSONS ON SCHOOL PROPERTY

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

- Students not assigned to BMS
- Students suspended or expelled from any MCPS school
- Students advised by the principal or assistant principal to leave school grounds
- Any person who has not obtained a visitor’s pass from the main office (not an approved visitor)

- Any person previously warned not to be on school grounds
- Any other person not having official business at the school
- Any person who is causing a disruption of the programs or activities

Citizens and parents/guardians whose conduct is not disruptive of the normal school operations are always welcome to observe the operations of the school, but should first obtain permission from the principal's office.

Teachers are obligated to inform the principal of any unauthorized person they find on the premises. Any unauthorized person will be asked to leave the grounds at once. An administrator may enlist the aid of law enforcement officials to remove any unauthorized person from the school grounds refusing to leave on their own or whose actions are disrupting the school's instructional or extracurricular programs.

TRESPASSING

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

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

ACCESSIBILITY NOTICE

For information regarding services, activities and facilities that are accessible to and usable by disabled persons, contact the Director of Facilities at 540-382-5141.

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 education 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 student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

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 unit personnel); a person serving on the School Board; a person or company with whom the school has outsourced services or functions it would otherwise use 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 a 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 Director of Secondary Education, at 382-5100.

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.

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

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

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

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

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

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

Grievance Procedure for Students with Complaints of Discrimination

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

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

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

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

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

STUDENT SUPPORT SERVICES

ADMINISTRATION

Grade-level administrative responsibilities include curriculum issues, student discipline, attendance issues, parent/guardian contacts, special education, and guidance.

Administrative assignments are as follows:

Grade 6..... Ms. Amanda Weidner

Grade 7..... Mr. David Byrd

Grade 8..... Mr. John “Bo” Honeycutt, Jr.

COUNSELING

The services provided by the Counseling Office are central to the school’s philosophy and goals. Assistance is available in planning and scheduling classes, working through problems and concerns, and arranging parent conferences.

For middle school students, the availability of a concerned listener is an important factor in the development of a positive self-image as well as in acquiring attitudes, knowledge, skills, and appropriate behavior necessary for wholesome interpersonal relationships with peers, adults, and society as a whole. Counselors offer crisis prevention and intervention and make individual and group counseling available to students. Counselors will be assigned to students as follows:

Grade 6 – Mr. Jordan Glick

Grade 7 – Ms. Michele Parker

Grade 8– Ms. Katie Conaway

A Parent/Guardian is invited to call or schedule an appointment to meet with the appropriate counselor to discuss concerns about his/her child at any time. Consultation with a counselor concerning a variety of issues is offered to parents/guardians. Assessment and appropriate referral information about available community resources are among the services provided to parents/guardians upon request.

Except for emergencies, students will not be allowed to go to the counseling office from class without an appointment or pass. Students are encouraged to make appointments by stopping by the counseling office before or after school or during lunch. Parents/Guardians may telephone the BMS Counseling Office directly by calling 951-5803.

FAMILY SUPPORT AND COMMUNICATION

Our goal is for all children to enjoy successful school experiences at BMS. We hold high expectations for our students and we welcome the opportunity to work cooperatively with parents/guardians as part of our team. The support of family and community is important to school success, and parents/guardians are encouraged to take an active role in their children's education.

Parents/Guardians are invited to participate in school functions and to join the PTO. Parents/Guardians are also encouraged to participate in the variety of opportunities to volunteer in our school. These opportunities are generally coordinated through our PTO, or may be arranged with individual teachers.

Parents/Guardians are encouraged to contact individual teachers or schedule appointments with their child's team through the counseling office to discuss individual student progress or specific student concerns. To facilitate this communication, team teachers have a daily team-planning period during which conferences may be scheduled.

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.

SPECIAL EDUCATION





Determinations regarding promotion of special education students shall be made consistent with applicable law and relevant individualized education plans.

LEGAL REFERENCE: Code of Virginia, 1950, as amended, § 22.1-78; Individuals with Disabilities Act, 20 U.S.C. 1400, et seq; Virginia Board of Education Regulations Governing Educational Services for Gifted Students, 8 VAC 20-40-10; and Regulations Establishing Standards for Accrediting Public Schools in Virginia, 8 VAC 20-131-10, and et seq.

Adopted: April 2004



Blacksburg Bruins Being their Best

| School -Wide Expectations | Cafeteria | Technology | Hallways | Bus | Classroom |
|---|--|---|--|---|---|
|  Positive | <ul style="list-style-type: none"> *Use respectful language *Use lunch as a break from technology | <ul style="list-style-type: none"> *Appreciate and respect the place that technology has in your day *Always interact with technology appropriately | <ul style="list-style-type: none"> *Be friendly | <ul style="list-style-type: none"> *Use appropriate language and behaviors *Be respectful by listening to bus driver directions | <ul style="list-style-type: none"> *Have an accepting, open and positive attitude *Be supportive and encouraging of classmates |
|  Compassionate | <ul style="list-style-type: none"> *Recycle *Welcome and include others | <ul style="list-style-type: none"> *Keep posts positive and kind | <ul style="list-style-type: none"> *Stop to help others *Be mindful of other people's personal space | <ul style="list-style-type: none"> *Be considerate of others *Invite others to sit with you | <ul style="list-style-type: none"> *Use kind and encouraging words *Be accepting of others' viewpoints and be willing to work with others |
|  Courageous | <ul style="list-style-type: none"> *Tell an adult if you see something that concerns you *Remove yourself from a troubling situation | <ul style="list-style-type: none"> *Report concerns and misuse of technology to an adult | <ul style="list-style-type: none"> *Report concerns to an adult | <ul style="list-style-type: none"> *Report concerns to bus driver *Remember that safety is important. | <ul style="list-style-type: none"> *Actively contribute to class *Take responsibility for actions and attitude |
|  Hardworking | <ul style="list-style-type: none"> *Work together as a group to make sure our cafeteria stays clean | <ul style="list-style-type: none"> *Use technology only when allowed *Stay focused and on task when using your Chromebook for an assignment or project. | <ul style="list-style-type: none"> *Clean up after yourself and others *Walk directly to designated area | <ul style="list-style-type: none"> *Clean up after yourself and others | <ul style="list-style-type: none"> *Be prepared for class with materials and be ready to learn *Be engaged with your best effort |

