

2014-2015 SMS Student and Parent Handbook
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Attendance

1. Getting to School - Students can walk, ride a car or take the bus. Please be here no earlier than 7:15 and no later than 7:35. 1st period begins at 7:40 and starts right after the morning announcements.

2. Car Riders – For Safety’s sake, please drop off and pick up your student in the parking lot beside the school. The area in front is for buses.

3. Bus Riders - The bus driver is in complete charge of the bus and its occupants at all times. RIDING THE SCHOOL BUS IS A PRIVILEGE, AND STUDENTS SHOULD FOLLOW THE BUS DRIVER’S RULES AT ALL TIMES.

4. Arrive on time:

- a. The doors open at 7:15. Students arriving before 7:30 should go to the cafeteria. Breakfast is served from 7:20 until 7:35 and costs \$1.25, reduced price is 30 cents.
- b. First Period begins at 7:40. At 7:40 everyone will stand for the Pledge of Allegiance, which is followed by the Thought for the Day, the Moment of Silence, and school announcements. Instruction begins immediately after announcements. The chart below outlines the daily schedule of classes.

6th Grade Schedule

1st period	7:40- 8:37
2nd period	8:40 - 9:37
3rd period	9:40-10:37
4th period – Flip	10:40-11:09
4th period – Lunch	11:12-11:37
5th period	11:40-12:37
6th period	12:40- 1:37
7th period	1:40- 2:35

7th Grade Schedule

8th Grade Schedule

1st period	7:40- 8:37	1st period	7:40- 8:37
2nd period	8:40- 9:37	2nd period	8:40- 9:37
3rd period	9:40-10:37	3rd period	9:40-10:37
4th period	10:40-11:05	4th period	10:40-11:37
4th period	Lunch 11:08-11:37		
5th period	11:40-12:37	5th period	11:40-12:09
		5th period	Flip 12:12-12:37
			Lunch
6th period	12:40- 1:37	6th period	12:40- 1:37
7th period	1:40- 2:35	7th period	1:40- 2:35

5. Rewards for Good Attendance:

- a. **Good Attendance** is having no more than 1 documented absence each six weeks.
- * The first six weeks that a student has good attendance, they will receive their own SMS student ID card.
 - * Every 4.5 weeks that a student meets the goal of 1 day or less, their name goes in a drawing for a gift certificate.
 - * At the end of the semester and the end of the year, the student's name goes in a drawing one time for every six weeks they met their goal. The end-of- the year prizes have included bicycles, TV's, DVD players, portable CD's – all kinds of cool stuff.

6. What to do if you miss a day of school: If a parent/guardian keeps their student home for sickness or takes them to the doctor, they should call the school at 268-2262, or write a note when their student returns to document the absence. Notes should be brought to the office upon the student's return to school, and the student will receive an admission slip to classes. Students should show the admission slip to each of their teachers and request their make-up work. Students may not miss more than 18 days per year (*See MCPS Policy 7-2.3*).

7. Checking In: Students not in 1st period at 7:40 must check in through the office, and bring a note from their parent or guardian stating the reason for their tardiness. The student will receive an admit slip for the classes missed.

8. Checking Out: Students may not leave school grounds without permission from their parent/guardian/person listed as emergency contact. To check out, use the following procedure:

- a. The adult must come into the office and request that their student check out. The student will be called and instructed to report to the office to check out.
- b. Students should not come to the office to wait to be checked out.
- c. Students are not allowed to wait outside or meet anyone outside.

9. Getting to Class on Time:

- a. Getting to class on time means that the student:
 - i. is in their seat when the bell rings.
 - ii. has their supplies.
 - iii. is focused and ready to learn.

10. Hall Passes: Students must have a pass to be in the hall when classes are in session. Students should not interrupt instruction to ask for a pass for permission to go to the restroom, counselor, locker, office, etc. Teachers are not allowed to let students leave class without a pass.

11. End of the Day:

- a. Students are dismissed at 2:35. First load buses leave at 2:40. Second load buses leave at 2:45.
- b. Car riders go to the gazebo.
- c. Students in after school activities report to appropriate area immediately.

- d. What if.....
- i. a student wants to go home with someone else? They should bring a note from their parents to the office in the morning. The note should tell the name of the person they are going home with, what bus he/she rides, and their parents' phone number. The school will call the parent to verify the note. When we have verified a note, we will bring the student a bus note with the Principal's signature. The student then gives that note to the bus driver.
 - ii. a student needs to stay after school? They can stay if they meet **ALL** of the following criteria:
 - * Their parents have given them permission.
 - * They have a school activity that begins immediately after school. (They cannot hang around until their activity starts unless the teacher who sponsors the activity will be with them.)
 - * The teacher in charge of the activity has given them permission.
 - * They have **NOT** been in ISS or on OSS that day.
 - * They have been present at school for at least half of the day.
 - * They follow all rules while they are here.

12. 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 complete the SMS form for early release directions 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.

SMS Cafeteria

13. Breakfast and Lunch: The cafeteria is open to all students for breakfast and lunch. All students can apply for free or reduced priced menu meals. Also, you may pack your lunch. A la carte items are also available, but are not included in free or reduced meal prices. Parents and family members who are on a student's contact list are welcome to eat school lunch with students for the adult price. They may not bring in food from other vendors. They should also get a visitors' pass from the office first. Breakfast is served between 7:20 a.m. and 7:35 a.m.

6th grade lunch is 11:12-11:37

7th grade lunch is 10:40-11:05

8th grade lunch is 12:12-12:37

Breakfast - \$1.50

Reduced Breakfast - .30

Lunch - \$2.50

Reduced Lunch - .40

14. Cafeteria Accounts: To keep track of student lunch money, all SMS students have an account on the cafeteria computer. Parents may send cash or checks to deposit money to these accounts. Students should take checks to the cafeteria when they arrive at school so it can be entered into their account. Once the money is in the account, students cannot take it out. Only parents can take money out. Parents may also request a summary of their account if they want to check on what their student is eating or spending at school.

The School Nutrition Programs Office has changed the online payment vendor from Café Prepay to mySchoolBucks. This change occurred the first week in June and parents who were previously signed up with Café Prepay were informed of the change through the accounts they had set up. The training website with instructions on how to use the program is <http://educate.myschoolbucks.com>. The web address for parents to use to set up the account for their students is <https://www.myschoolbucks.com>. If they need any assistance they can call mySchoolBucks online support at 855-832-5226.

Educational Program

15. Description: At SMS all staff members are focused on doing all that we can to ensure that every single student has every opportunity to learn. 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 children at this level, emphasis is placed upon instruction that allows each student to develop according to his/her own potential.

The SMS 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 and 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. Each grade level team has one Math, Science, English and Social Studies teacher. 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 be successful. Teaming in this way also facilitates collaboration, interdisciplinary cooperation, closer monitoring of student behavior, and more efficient communication with parents/guardians.



16. Courses: Students must take classes in English, Social Studies, Math and Science every year. These are called “core” academic classes. The state of Virginia has set Standards of Learning Objectives (SOLs) for each of these classes. The chart below shows the courses offered at each grade level at SMS.

Sixth Grade Classes	Seventh Grade Classes	Eighth Grade Classes
English Literature 6	English 7	English 8
U. S. History to 1865	U.S. History from 1865 to present	Civics and Economics
General Science	Life Science	Physical Science
Transitional Math 6 or Math 6	Math 7 or Algebra I	Transitional Math 8 or Algebra I or Geometry
Health and Physical Education 6	Health and Physical Education 7	Health and Physical Education 8
Band 6	Band 7	Band 8
Chorus 6	Chorus 7	Chorus 8
Tech Ed, Agriculture, Family Consumer Science, Art, or Keyboarding.	Agriculture, Tech Ed, Family and Consumer Science, Two-dimensional Art, Keyboarding, or Creative writing	Agriculture, Tech Ed, Family and Consumer Science, Three-dimensional Art, Keyboarding, Make It Your Business or Computer Applications, Spanish I
Read 180 for students who failed an SOL test or are not performing well in English.	Read 180 for students who failed an SOL test or are not performing well in English.	Read 180 or Math 180 for students who failed an SOL test or are not performing well in English or math.

17. Grading and Achievement Measurement: Students will receive a midterm grade from each of their teachers every 4.5 weeks. At the end of each 9 weeks, students will receive a **report card** that lists all of their classes with the grade they earned. They are taken home, signed and returned in the envelope. Every teacher averages grades in a different way. The Course Organizer for each class explains how the grade was determined.

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

18. SOL tests are given at the end of the school year. Middle school students take an SOL test for:

- ✓ English Reading in grades 6, 7 and 8 and English Writing in grade 8.
- ✓ One math test in grades 6, 7 and 8 and an end of course test for Algebra and Geometry. (Algebra and Geometry students must pass the SOL test to receive a verified credit toward high school graduation.)
- ✓ One Social Studies test in grade 8.
- ✓ One Science test in grade 8 that covers the material from grades 6, 7, and 8.

The state uses the school test data to measure whether or not we are helping every child succeed academically. Students need a score of 400 to pass an SOL test. 75% of SMS students must pass the tests in order for our school to be accredited by the state of Virginia.

19. Earning Promotion to the next grade: Teachers calculate final course grades. Whether or not a student is promoted to the next grade is the principal's decision with staff input. What happens if students do not pass all classes will be decided on an individual basis. The following questions are considered when making a decision:

- a. Did the student pass at least 3 of their core classes, both English and math and either science or social studies?
- b. Was the student's attendance acceptable? (Less than 18 absences for the year)
- c. Was the student's behavior acceptable? (See the section on Discipline)
- d. Did the student earn a passing score on their SOL tests?

If the answer to any of these questions is "NO," the student may be REQUIRED to attend summer school or another remediation program before being promoted to high school.

20. Earning High School Credit: Students can earn credits toward high school graduation in Algebra I and/or Geometry at SMS. They can also earn a credit for a foreign language at SMS. A teacher recommendation and parental permission are required to take these classes. The student must pass the class to earn the credit toward high school graduation. Also, in Algebra I and geometry students must take an End of Course (EOC) SOL test. If the student passes the class and the SOL test, they earn what is called a "Verified Credit" toward high school graduation.

21. Dropping High School Credit Courses: If a high school credit class is too difficult for a student, they can drop the class by making a request to the guidance counselor. If a student and their parent do not like the final grade in foreign language, algebra, or geometry, they may drop the class from their school record at any time before entering high school. A request must be made to the guidance counselor for the form to drop a high school credit class before going to the high school so it will not count in their grade point average at EMHS.

22. Earning EXAM Exemptions: Since Algebra I, geometry, and foreign language classes are high school courses, they require a final exam. Students can qualify for a final exam exemption if they miss 6 days or less during the year and have an “A” or a “B” in the class. If they receive an out-of-school suspension (OSS) or a total of 4 days in ISS, then they are not exempt from the exam.

23. Honor Roll Recognition: The goal of the honor roll system is to recognize students for academic success and to encourage them to do their best in all of their classes. SMS publishes an honor roll in the local newspapers at the end of each grading period. These are the honor rolls at SMS:

Superintendent’s Honor Roll – 4.0 Grade Point Average

Principal’s Honor Roll – 3.5 Grade Point Average

Teacher’s Honor Roll – 3.0 Grade Point Average

24. Student Fees:

- Student Activity Fee : (includes lockers and agenda).
- Yearbook purchase (\$20 if ordered before December 15, \$25 if ordered late). Keep your receipt.
- Gym Suit (\$20.00): Purchasing a school gym suit is optional, but all gym clothing must meet the criteria for gym suits.
- Individual club fees are set by the club.

There are no textbook rental or library fees. However, students are responsible for lost or damaged books, and any assessed fines or replacement costs must be paid before students are allowed to participate in some extra-curricular activities, including school dances.

25. School Supplies: All students are expected to bring textbooks, assignment book, paper, pen, pencil, or any other appropriate materials to class daily. Individual teams at each grade level will create a supply list regarding specific materials needed for the core academic classes. These supply lists will be mailed home to students in the summer and will be posted at local retail stores that carry school supplies. Additional materials may be required in exploratory or elective courses.

26. The Library: The SMS Library contains a wealth of information for research or reference, including hundreds of fiction and non-fiction books, periodicals, reference volumes, and maps. Students are allowed to use the library during school hours with properly signed passes from the classroom teacher. The library is open at 7:15. In the library, students can:

- a. Check out a book.
- b. Use the reference materials for research.
- c. Read the paper, a magazine, or a book.
- d. Use the computer for word processing.
- e. Use the Internet to research a topic. (Requires a signed Acceptable Use Policy for Internet Access form on file in the office to use the Internet.)
- f. Take an Accelerated Reader (AR) Quiz - (AR is a reading program we use to help students improve their reading ability.)
- g. Work in groups to complete classroom projects.

27. The Computer Lab: Teachers will arrange for students to go to the lab when they have assignments that require computer use. There is also a mobile lab that can be used in the classroom. Students should not share their login or password with other students. Students should follow all of the Technology Use Agreement rules in MCPS Policy 6-3.13. Failure to follow these rules will result in the loss of computer privileges.

28. Schoolnotes.com: Students with Internet access at home or on their smart phones can use it to keep track of assignments. Type www.schoolnotes.com in the URL address box, hit enter, and wait. When the School notes homepage pops up, type in the zip code of Shawsville (24162), wait, and choose Shawsville Middle School. All SMS teachers keep assignments posted on their page, so all students have to do is double click on their teacher's name and find their class.

29. Field Trips: School field trips are for educational purposes and will include all students. However, students can lose the opportunity to participate in a field trip if they have demonstrated that their behavior is bad enough to interfere with the safety or learning of other students. Students may have the opportunity to participate in fundraising activities to offset the costs of field trips.

30. FLIP (Flexible Learning Improvement Period): Every student will be assigned a FLIP time before or after their lunch. Many students that are struggling with reading, writing or math will take advantage of extra time with their teacher during the Flexible Learning Improvement Period. A variety of enrichment activities will also be available through FLIP. For example, Mr. Gato will offer a nine week Lego Robotics class, and Mr. Rudasill will lead students back in time to learn about their family history in his nine week Family Tree class. Students will be granted a pass (P) or fail (F) for their effort in FLIP classes.

31. Performances: SMS makes an effort every school year to enhance the student learning experience through professional performances and presentations.

32. Boys and Girls Clubs of America: The B&G Club meets every day immediately after school until 6:00 pm. It starts with Power Hour, which gives kids time to do their homework. Club activities include arts and crafts, sports, computer time, leadership activities, healthy living activities, and field trips. Club dues are \$15.00 per year. Registration forms are in the office. The club phone number is 268-1200 or 381-5800. The Boys and Girls Club bus leaves school at approximately 4:45, so joining the club is a great way to get involved in after school activities, too. Students can go to their school club meeting and then go to B&G Club and ride the bus to a stop near their home.

SCHOOL-SPONSORED AFTER SCHOOL CLUBS and ATHLETICS

33. Participation: All students have the opportunity to participate in activities after school as long as they meet the eligibility requirements for that activity. The following is a list of activities and sports for students to choose from. Parents must make arrangements for student transportation to these activities. Students may not attend any after school activities if they are suspended or have been in ISS that day.

34. The Beta Club: The Beta Club is an honorary society whose goal is to provide service to the school and the community.

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

36. Yearbook Staff – Open to all students, meets after school, parents must provide transportation. Yearbook Sponsor approval required.

37. Drama Club – Open to all students, meets after school, parents provide transportation. Drama Coach approval is required.

38. Future Farmers of America (FFA) – Open to students who have taken an agriculture class, or who are currently enrolled in one, meets after school, parents provide transportation. Agriculture teacher approval required.

39. Future Business Leaders of America (FBLA) – Open to students who have taken a business class, meets after school, parents provide transportation, and business teacher approval required.

40. Family Career and Community Leaders of America (FCCLA) - Open to students who are or have been enrolled in a Family and Consumer Science class. This club meets after school so parents must provide transportation. Approval of the Family and Consumer Science teacher required.

41. Intramurals: Students at SMS may engage in age appropriate, noncompetitive sports activities through participation in the intramurals program. Supervised intramurals are organized for grade level/teams on a rotating basis in the gym before school.

42. Library Club: The Library Club also meets after school. It plans and carries out a variety of activities related to the library. Students must apply and be approved for membership. See Mrs. Atkinson if you are interested.

43. School Nurse: SMS has a full time nurse, TBD, that administers student medications, investigates and evaluates student complaints of illness, evaluates and treats injuries, and makes 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.

44. Sports Teams: Shawsville Middle School offers the following sports for 7th and 8th graders.

Girls' Basketball	Coach: Mr. Jenkins
Boys' Basketball	Coach: K. C. Shrader
Volleyball	Coach: Ms. Heather Wilson
Track	Coach: Mr. Jenkins
Cheerleading	Coach: Ms. Richelle Price

Eastern Montgomery High School allows 8th graders to participate in the following junior varsity sports, with the approval of the SMS principal:

Football	Basketball	Track	Baseball	Tennis	Volleyball
Softball					

45. Eligibility for Participation on 8th Grade and JV Teams:

- A student who turns 15 on or before August 1st of the current school year will not be eligible for an 8th grade sport.
- A student who turns 16 on or before August 1st of the current school year will not be eligible to play 8th and 9th grade football.
- 8th grade students are allowed to participate for one year only as an 8th grader on a JV team.
- 7th grade students may participate for one year only in 8th grade sports as a member of the 7th grade class. 7th graders may not participate in JV sports.

46. Academic Eligibility for Sports: To be eligible to represent Shawsville Middle School in any VHSL sponsored interscholastic contest, a student shall meet the following requirements:

- Be currently enrolled in not fewer than six classes.
- Have passed 4 core subjects during the immediate preceding semester.
(Winter sports participants must be eligible during two preceding semesters).

47. Sports Events: Students and their families are encouraged to show their school spirit and support of student athletes by attending SMS sports events. Admission cost for all sports events is

\$3.00 for SMS students and \$4.00 for adults and guests. 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.

SCHOOL RULES

48. Overview: Please review the MCPS Code of Conduct. (By order of the MCPS School Board, all students are expected to follow the rules set forth while on school property or at a school-sponsored activity including field trips and sporting events. The policy also covers students going to and from school and waiting at bus stops.)

The following expectations also apply at Shawsville Middle School. We want students to be able to come to school safely, without fear or concern for themselves or others. When students feel safe it is easier for them to learn. If a student knows of a problem and is concerned, they should report it to their teacher, the guidance counselor, their parents or the principal. If they ever need to report students who may be endangering themselves or others and are concerned about confidentiality, they should feel free to call 4-Safe-VA. This toll-free school safety hotline has been established to assist students in reporting safety concerns at school. To confidentially report a dangerous situation at school, please call 1-877-4-SAFE-VA (1-877-472-3382).

49. Bullying: SMS students and staff have set out to eliminate bullying from our school. Bullying can be defined in many ways, so SMS uses a 3-part definition to decide whether or not bullying is occurring. An incident is identified as bullying when a student:

- a. is exposed repeatedly and over time,
- b. to Negative Actions on the part of one or more students, and
- c. there is a perceived imbalance of power.

All SMS students are asked to take the anti-bullying pledge:

- ✓ I will not bully others
- ✓ I will try to help others who are being bullied
- ✓ I will make a point to include students who may feel left out.



50. Gossip as a Form of Bullying: It includes talking about other people, writing notes about others, or online talk about others. It is one of the most disruptive behaviors in school because it often leads to hurt feelings and anger, which sometime results in fights.

51. Dress Code: SMS has adopted a dress code that expects students to come to school in clothing that is appropriate in a work setting. Students who are in violation of these rules or whose dress is considered inappropriate will be asked to change and/or parents will be contacted. Over time, the teachers, administrators, and parents in this community have found that the following dressing regulations work best at SMS:

- a. **Do not wear** clothing, jewelry, or other apparel that advocate violence, alcohol, and other drug use 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 are considered to be distracting or inappropriate attire, or beliefs. (MCPS Code of Conduct)
- b. Do not wear clothing or other apparel and do not bring personal belongings with the Confederate flag / Rebel flag symbols on school field trips or to Shawsville Middle School. Those symbols have been used to create disruptions at this school.
- c. Do not wear hats, visors, scarves, bandanas or other headgear inside the buildings.
- d. Do not wear pajamas, lounge wear, or house shoes.
- e. Clothing should be comfortable. It should cover the student's body from mid-thigh to shoulders. Cleavage should not be visible.
- f. Undergarments should not be visible at any time.
- g. Shoes should be comfortable and safe for walking indoors and outdoors.



- h. Personal writing on clothing and/or bodies is not allowed.
- i. Students are not to **bring or use at school** hair paint or temporary hair color or gel.
- j. Appropriate gym suits are required for physical education. You may purchase one from the school or provide your own as long as it meets requirements.
- k. Sunglasses may not be worn in the building.
- l. Do not trade clothes with other students.

Some students and staff members are highly allergic to perfumes and colognes. To protect the well being of all people who attend SMS, no one should wear heavy scents. You should never bring perfume or cologne to school. Bring deodorant for after gym. Teachers may ask students to change clothes if he or she believes what the student is wearing is inappropriate. If a student does not have something else with them, they should report to the office. To disobey or to argue with a member of the staff is disrespectful, may be disruptive to learning, and may result in a discipline referral.

52. Accidents and Safety:

Students are expected to conduct themselves in a safe and orderly manner at all times whether they are in a classroom, in the hallway, on the playing field, in gym or on the bus. Every effort is made to create and maintain the safest environment possible for our students and staff. Video cameras have been placed in the main hallways to improve supervision. While safety is a priority, accidents will occur. Students who are injured should report the injury to any staff member or the school nurse immediately. The school nurse is on campus and can treat some minor injuries. 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.

Students whose behavior causes an accident or damages property are subject to disciplinary action when reckless or careless actions led to the injury or property damage.

53. Electronic devices such as MP3 players, iPods, cellular phones, radios, CD players, Hand-held video games, etc., are **non-school items and can be disruptive to the learning environment. They should not be used at school and will be confiscated by school personnel and returned only to parents.** If a student brings a cell phone or MP3 player to school they should be turned off and kept in their locker. Other non-school items may include toys, playing cards, collectible cards, etc. These items are not to be used at school.

Safety concerns, peace of mind, and emergency situations are all legitimate reasons for parents wanting their children to have cell phones. However, in school, cell phones have the potential for being more of a nuisance than a means of legitimate communication with parents. Common problems experienced with student cell phone use during school hours include the following:

- The most frequent use of cell phones in class has been students calling or texting each other for a variety of frivolous reasons, distracting them from learning.
- Receiving calls in class is distracting to students who are supposed to be focused on learning, and are disruptive to the learning environment for everyone else in a class.
- The potential for cheating has increased with text messaging and picture-taking capabilities of cell phones.
- Camera phones can be used to photograph minors without their permission and invade people's privacy.
- Premature contact with parents and other people outside of school during a **perceived** crisis can create undue anxiety by spreading misinformation. Such contact also can work against thoughtful information control during a **potential** crisis, creating or exacerbating a crisis situation.
- Students may receive information on their cell phone that causes them to become emotionally upset or volatile. Without the support of an adult when receiving certain types of news, students may break down emotionally in class, disrupt instruction for the entire class, and possibly make unwise decisions.
- Cell phones allow students to talk with people who their parents may not wish for them to contact. Office phones remain accessible to students when they need to make a call, and the office staff is able to ensure that only approved contacts are called.
- Decision-making and problem solving are important skills for young people to learn. Students with instant access to their parents are inclined to seek parental assistance before trying to solve a minor problem on their own or with the help of other adults available to them.
- Allowing students to use cell phones at any time during the school day has potentially negative social ramifications. If students are texting or talking with people elsewhere instead of interacting with the peers around them, students may not develop necessary interpersonal skills, and there is a loss of community among students.
- *When changes in after-school plans or check-out arrangements are made directly with a student without going through the main office, school officials can be left searching for*

what they believe to be a missing student. School buses have even been delayed from leaving while a student's whereabouts are confirmed.

Learning to respect boundaries is an important lesson for young people. Students need to learn how to use cell phones responsibly and respectfully in school and in everyday life. Individuals are expected to turn off cell phones in job interviews, business meetings, court, hospitals, movie theaters, places of worship and during formal ceremonies.

MCPS Policy (7-3.1) states that students are not permitted to use or display cell phones, beepers, & other portable 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, being used to take, display, or send photos/videos, etc. However, students may have such items in their possession for use after school hours, during bus rides to and from school, and during athletic events.

If cell phones are in use, or ring during school hours, they will be confiscated. The most common way that a cell phone is discovered is when it rings in class or a student is text-messaging in class. Once confiscated, the cell phone must be picked up in the office by the parent.

Students are not allowed to come to the office and make phone calls at any time during the school day. Parents may call the school to leave messages for their children. If an emergency arises that requires a parent to talk with their child right away, an administrator will have the student pulled from class to take the call. If students keep their cell phones off during school hours, parents can call them and leave a voicemail or text message on their cell phone for them to check at the end of the school day. If a student absolutely needs to use his/her cell phone during the school day for any legitimate purpose, it can be done in the office with permission.

SUGGESTIONS FOR PARENTS:

- Instruct your child to turn off his/her cell phone at 7:15 and turn it back on at 2:45 each day.
- Reassure your child that if you need to contact him/her you will call the school.
- Explain what constitutes a true emergency and under what circumstances you expect to be contacted.
- Encourage your child to use resources at school to problem solve. Office phones remain accessible to students when they need to contact a parent. Office staff is able to ensure that only approved contacts are called.
- Periodically check your child's cell phone activity (*i.e.* call logs and record of text messages sent/received, photos, contact list, etc.).

Additional information about safe and appropriate cell phone use by children:

<http://www.safekids.com/cellphone.htm>

http://www.commonsemmedia.org/parent_tips/commonsense_view/index.php?id=253

http://pediatrics.about.com/od/otherparentingissues/i/kids_cellphones.htm

54. Cheating, which is giving or receiving unauthorized aid on school assignments, may result in loss of credit for the assignment.

55. Computer Usage: Shawsville Middle School provides both computer and Internet access to students for general research and instructional purposes. Students and parents must read and sign an Internet usage form and computer usage form to take advantage of these opportunities.

Any violation of the usage agreement will result in loss of computer privileges for an amount of time to be determined.

56. Debts: Students who owe debts to the school may lose the opportunity to participate in extra-curricular activities, use computers, and/or check out library books. Please be responsible for your school books and other school issued items.

57. Disruption includes any behavior that disrupts the learning environment. Shawsville Middle School is a place to learn for all students. No student should behave in a way that interferes with the learning of others. The following are examples, **not** an all-inclusive list: continual talking after being asked to cease, throwing objects not part of a supervised school activity, use of electronics or portable communication devices, gambling, display of pornographic materials, etc. Students who repeatedly interrupt learning may be considered for referral to the School Board for long-term suspension or expulsion.

58. Defiance or Noncompliance: When an adult employed by Montgomery County Schools, gives reasonable directions to a student and the student refuses to follow those directions, the student is being defiant or noncompliant. Defiance is a serious offense all of the time. An example (which is not all-inclusive) that often occurs involves something as simple as a teacher telling a student to move to another seat. The student might reply, "Why do I have to move?" Another frequent response is "What about Jane? Why don't you tell her to move?" These are two examples of defiance that interrupts learning. When students argue with a teacher about following directions, they are taking time away from learning.

59. Drugs and alcohol: State law prohibits use and/or possession of alcohol or drugs by students during regular school hours or at school-sponsored events. This policy also covers misuse of prescription and look-alike drugs. Students who violate this policy will be recommended for long term suspension/expulsion, and/or OSS (Out-of-School Suspension) and may be referred to local authorities for prosecution and to the guidance office for counseling. Further details on the Shawsville Middle School drug & alcohol policy will be found in the Montgomery County Public Schools Student Code of Conduct.

60. False Alarms: Setting off false alarms or making bomb threats is unacceptable. We will contact law enforcement authorities for these or similar activities.

61. Group or gang activity: Any group activity that threatens, that is illegal and/or violent, or that indicates the possible development of gang activity is inappropriate. Gang activity may include groups wearing similar clothing or colors, groups hanging out in unsupervised areas of the building, groups of students who are bullying or harassing another person.

62. 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. 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.

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

64. Lockers: The lockers assigned to you are the property of the school and are assigned to students for the purpose of storing school materials so that they can be better prepared to learn. Students may also store their book bag, coat and hat in their locker. Purses, money, and other valuables should not be kept in the lockers. Having a locker is a convenience that students can lose if going to their locker interferes with learning. Students are responsible for:

- a. Knowing their combination and keeping it private. Sharing their combination leaves them vulnerable to theft or mischief by other students.
- b. Keeping their lockers clean. Students should not leave food in their locker overnight as it attracts mice and roaches. Lockers should be kept neat and organized so that students can get to what they need quickly. The custodians request that students not use mounting tape in lockers. It is very difficult to remove.
- c. Visiting lockers only between classes when their team allows it and when they are dismissed to the bus.

The school administration has the right to search lockers, desks, and other school storage facilities for items that violate school policies, the law, and/or may be harmful to others. School authorities may seize any illegal, unauthorized, or contraband materials discovered in a search.

65. Medications: Students may not have any type of medication (including cough drops, vitamins, etc.) in their possession while on school grounds. “Self-administration of any medication, prescription or non-prescription, is prohibited for students in grades kindergarten through eight” (Division policy, 7-5.2). All doctor-prescribed medications, as well as non-prescription (“over-the-counter”) medications, must be taken under the supervision of school personnel. If a student must take medication during school hours, parents are requested to deliver the medication to an administrator, school nurse, or the administrative assistant in the main office. A medication form should be completed according to the guidelines that follow (forms may be obtained from the main office). All medications should be in their original container and clearly labeled with the student’s name. Written permission to administer any medication must include the name of the medication, the required dosage of the medication, and the time(s) the medication is to be given. School personnel will follow procedural guidelines for the administration of medications (7-5.2). An area has been established in the clinic for the storage and administration of medication.

Parents should pick up any unused medications at the end of the school year. Medications not picked up within one week of the last day of school will be disposed of.

Prescription Medications - School personnel may give oral prescription medication to students only with a physician/dentist/licensed nurse practitioner’s written order **and** written permission from the student’s parent or guardian.

Non-prescription Medications - School personnel may give oral non-prescription medication to students only with written permission from the student’s parent or guardian. Oral non-prescription medications will be administered for no longer than three (3) consecutive days after which time a written order from a physician/dentist/licensed nurse practitioner must be presented.

Exceptions for Certain Medications - Medications needed in a medical emergency such as inhalers, epi-pens, or glucose tablets may be kept in the possession of a student and may be self-administered only with a physician/licensed nurse practitioner’s written order **and** written parental permission that are on file at the school.

Students who have any medication in their possession while at school in violation of the medications policy may face serious disciplinary action. Sharing, borrowing, distributing, or selling any medication (prescription or non-prescription) is prohibited.

Any student engaged in this activity will be subject to disciplinary action in accordance with the Code of Conduct and the Alcohol and Other Drugs Policy. Additionally, permission to self-administer prescription or non-prescription medications may be revoked if the student violates this policy. Sharing and distributing prescription medication may result in a recommendation for expulsion (Division policy, 7-5.2).

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

- a. 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.
- b. Initiating or participating in the production of written instruments that promote or encourage derogatory “ratings” of, or defamatory statements about, other students (i.e. “Slam Books”) 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.

67. Skipping school is being absent from school without a parent or guardian’s permission.

Skipping class is being absent from class without the teacher’s permission.

68. Telephone: Students are not allowed to use the telephone. In the case of an emergency, a staff member will contact parents/guardians. Students will not be pulled out of class to receive calls. The receptionist will take and deliver any important messages.

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

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

Additionally, students are not permitted to be outside of the building at any time during the school day, unless as part of a supervised class activity or a scheduled class change that requires traveling through the breezeway.

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

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

Unacceptable Behaviors

71. Physical assault: Any physical confrontation that may result in no injury, minor injury, or serious injury, including but not limited to, kicking, shoving, pushing, hitting, and fighting is considered assault. Self-defense or action undertaken on the reasonable belief that it was necessary to protect your person or some other person will be taken into consideration. However, if a student feels threatened by someone, they should immediately report the incident to a teacher, the principal, or their parents.

72. Public Displays of Affection (PDA): PDA includes any and all forms of physical contact, including but not limited to kissing, hugging, holding hands, etc. Public displays of affection 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.

73. Sexual Harassment: Any implied or stated sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature that creates an intimidating, hostile or offensive environment is prohibited. See MCPS Student Code of Conduct.

74. Student Language: All students have the right to come to school and not hear inappropriate language. Students heard by adults using inappropriate language will be referred to the administration for immediate consequences. Any use of profanity, obscene gestures, bullying, or other vulgar or abusive language that interferes with teaching and learning or that intentionally offends or threatens another is prohibited. Abusive language includes, but is not limited to, language that puts down another's race, religion, gender, national origin, disability, intellectual ability, or other personal characteristics.

75. Substance Abuse: The possession, use and/or distribution of alcohol, tobacco and/or tobacco products and other drugs on school grounds, on school buses, or during school activities, on or off school property is prohibited. See MCPS Student Code of Conduct.

76. Threats: Communicating intent to cause harm to another person (threatening someone) verbally, in writing, electronically, or through a third party is a form of harassment.

77. Vandalism is causing or attempting to cause damage to school or personal property. Please take care of this school, which has served this community for over 70 years.

78. Weapon Possession and/or use: Possession and use of weapons is a violation of the law as well as the Student Code of Conduct. See the Weapons Policy in the Montgomery County Public Schools Code of Conduct for further definitions and consequences.

79. Late/Tardy: If students are late, or tardy, to class, **consequences** will be given.

* 1st time = Warning

* 2nd time = Silent Lunch for one day and parent notification

* 3rd time = Silent Lunch for two days and referral to the Principal.

80. Corrective Actions: The following actions may be taken in an attempt to change behaviors that are in violation of the Montgomery County Student Code of Conduct or the SMS School Rules. (See MCPS Code of Conduct for further explanation) Teachers may use the following corrective measures:

- a. **Silent lunch** is usually assigned by a teacher. Each team determines how it will carry out silent lunch. Students are to follow their teacher's directions for completing their assignment to silent lunch. The purpose of silent lunch is to give students some time-out to think about their actions and decide how they can fix the

- problem. Students will not be given silent lunch for more than one week at a time. Their parents should be notified if silent lunch does not remedy the problem.
- b. **Time-out** is also usually assigned by a teacher, but each team determines how it will implement this corrective action. Students should follow their teacher's directions. No student should be given time-out for more than one day at a time. Parents should be notified if this consequence is ineffective or is assigned with any frequency. No student will be left alone.
 - c. **After School Detention** is assigned and supervised by teachers. Parents and teachers will arrange this action.
 - d. **Loss of Privileges:** School privileges that can be lost include use of the computers, lockers, library materials, sports/activities participation or attendance at events.
 - e. **Community Service:** Students may be required to complete projects around the school to make up for inappropriate actions. In the past these tasks have included helping the custodial staff, washing tables at lunch, cleaning desks and picking up trash. Parents will be notified if their student's community service requires them to stay after school.
 - f. **Parental Conferences** are most effective when the school staff and the parents work together to reinforce positive behavior and correct inappropriate behavior. Teachers will contact parents to schedule conferences when a student's conduct does not improve using classroom/team consequences and rewards.

****The Principal or his Designee may use the following corrective measures:**

- g. **Reprimand/Warning**
- h. **Counseling** with the school counselor and/or referral to an outside agency may be required to assist a student with changing inappropriate behavior.
- i. **Referral** to other health or human services agencies.
- j. **In School Suspension (ISS)** requires students to sit in the ISS room for a period of time. Students will complete the assigned work, which will be returned to classroom teachers for a grade. They will be counted present and the work will count toward their grade. Parents will be notified of an ISS assignment that covers more than part of the school day by mail. If students refuse to do the work assigned in ISS, they will be suspended from school.
- k. **Notification of law enforcement** will occur when a student violates the law. Law enforcement will be contacted in the event of, but not limited to, the following violations: weapons violations, assault and battery, sex offenses, bomb threats, possession, use, and /or distribution of illegal substances, property crimes, robbery, or threats against school personnel.
- l. **Out-Of-School Suspension** – Administrators may temporarily remove students from the school campus for a period of 1 to 10 days. Students who are suspended are not allowed on any Montgomery County School property for the duration of the suspension. Parents will be notified by phone and by mail.
- m. Assignment of tasks deemed appropriate by the principal.
- n. **Restrictions of student privileges and/or behaviors.** These may include, but are not limited to, changes in classes, schedules, lunch assignments, bus seating, bus riding etc.

- o. **Probation:** An administrator sometimes places students who disobey school rules on probation for a period of time. If a student is referred for a disciplinary action while on probation, a more severe consequence will be given at the discretion of an administrator.
- p. **Parental Conference**
- q. Recommendation for **placement in a specialized program at another site.**
- r. Recommendation for **long-term suspension** will be coordinated with School Board Office personnel.
- s. Recommendation for **expulsion for an indefinite period of time**, in some instances a minimum of 365 days.
- t. **Restitution**

81. Appeals Process: If a parent disagrees with the corrective action that a teacher assigns a student, the parent may appeal that consequence to the principal. Before making an appeal to the principal, the parent should discuss the matter with the teacher. Corrective action will not be delayed pending an appeal. If a parent disagrees with the corrective action taken by a principal, the parent may appeal that action to Superintendent or her designee. Before making an appeal, parents and students should meet with the principal to discuss their concerns. Appeals must be filed in accordance with School Board policies. Different processes may apply to different types of discipline. Corrective action will not be delayed while an appeal is pending. (See Appendix 2)

Please read the MCPS Code of Conduct for further details regarding School Board Policy.

Appendix 1

Notice of Compliance

The School Board has designated the following employee to be responsible for ensuring compliance with the requirements relating to Title IX of the Educational Amendments of 1972:

Dr. John Staten Assistant Superintendent – Operations
Montgomery County Public Schools
750 Imperial Street, S.E.
Christiansburg, VA 24073
(540) 382-5100 Ext. 1011

Please direct any concerns to Dr. Staten.

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:

Dr. John Staten Assistant Superintendent - Operations
Montgomery County Public Schools
750 Imperial Street, S.E.
Christiansburg, VA 24073
(540) 382-5100 Ext. 1011

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.

Appendix 2

35 Things You Can Do to Help Your Children Succeed in School

For Students of All Ages

At Home

1. Ask about their homework—what it is, when it's due--and check to make sure they do it.
2. Provide a quiet place, with a good light and away from distractions, for them to do homework.
3. Make sure they get a good night's sleep each night and eat a healthy, substantial breakfast each morning.
4. Talk to them about school for at least a few minutes each day to let them know you're interested and that you think school is important.
5. Teach them respect for others and responsibility for their own behavior.
6. Make sure they get regular health and dental check-ups.
7. Limit children's exposure to television and video games.
8. Be positive about school. If parents say "I wasn't good at school" or "I really didn't like school." This can turn children away from learning.
9. Check your children's school websites regularly to keep informed.

At School

1. Attend back-to-school nights and parent-teacher nights to meet your children's teachers.
2. If you are concerned about something, meet with your children's teachers promptly, before a minor issue becomes a major problem.
3. If possible, volunteer—regularly or even just occasionally—at your children's schools. You will get to know the school better and show your children that you consider education very important.

For Elementary School Students

At Home

1. Read to your children or look at a book with them for at least 5-15 minutes each day.
2. Have books and magazines appropriate for your children's reading level available for them.
3. Use routine household events to teach about numbers and colors—shopping for food, using a recipe, sorting laundry, etc.
4. Give children small rewards for behavioral or academic success at school.
5. Praise your children when they get good grades or do their homework completely and without complaint.
6. Take your children to the special programs for youngsters at your local public library.
7. Make sure your child has all necessary childhood immunizations.

At School

1. Join a parent-teacher organization (PTA or other parent group) and attend meetings.
2. Talk to the teachers to find out what your children will be learning each year.
3. Ask the teachers for suggestions about how you can help your children at home.
4. Make arrangements to visit your children's classrooms at least once during school hours, just to observe. Talk to the teacher later about anything you didn't understand or were concerned about.
5. Ask about after-school programs or extra-help sessions if you think your children could benefit from these.

For Middle Level and High School Students

At Home

1. Continue to encourage your children to read. Don't let television, video games, or friends absorb all of their free time.
2. Talk to your children about their specific interests related to school—subjects or teachers they like, clubs or extracurricular activities, books they are reading, projects they are working on, etc.
3. Discuss their choice of courses with them so they are well prepared for different options after high school.
4. Begin discussing with them what they might like to do after they graduate from high school.
5. Know your children's friends, where they live, and, if possible, their parents.
6. If your children work part-time, make sure this doesn't interfere with schoolwork or getting a good night's sleep during the week.
7. Continue to celebrate school successes with appropriate rewards. Even though they may seem embarrassed, your children will appreciate your enthusiasm for their good work.

At School

1. Get a copy of your children's schedules each semester.
2. Find out what guidance is available to your children in choosing a college and applying for—and finding—scholarships and loans.
3. Volunteer for school activities—chaperone a school dance or field trip, help with sports events, etc.
4. Serve on school committees that involve parents. For more ideas and resources for parents, visit the National PTA website at www.pta.org.

Appendix 3

SOL Information and Student Impact

Elementary School

Virginia Department of Education regulations require students to take Standards of Learning (SOL) assessments in grades 3, 4, and 5. Students in grades 3, 4, and 5 take SOL assessments in English, Reading and Mathematics. Students in grades 3 and 5 also take assessments in History and Science, while grade 5 students also take English Writing. 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 assessment may be considered for remediation programs and/or summer school. Failing an SOL assessment may also be used as one of many criteria for retention.

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 and/or summer school. Failing an SOL assessment may also be used as one of many criteria for retention. Students who fail the English Reading and/or Mathematics SOL assessments in grade 8 will have an opportunity to retake the test the following year.

Additionally, students who enroll in a high school credit-bearing course with an accompanying SOL assessment, such as Algebra I and geometry, must take the SOL assessment upon conclusion of the course. Students who do not pass one of the SOL assessments at the high school level will be considered for remediation programs and will be given the opportunity to retake the SOL assessment at each available opportunity.

*Subject to change by the Virginia State Board of Education

High School

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

English: Reading/Literature/Research	World History/Geography to 1500 AD
English: Writing	World History/Geography from 15000 AD
Algebra I	Earth Science
Geometry	Biology
Algebra II	Chemistry
US & Virginia History	

To earn a Standard Diploma, students must earn six verified credits. These verified credits are as follows:

2 in English: Reading Writing	1 in History/Social Science
1 in Mathematics	1 in science 1 other of the student's choosing

To earn an Advanced Studies Diploma, students must earn nine verified credits. These verified credits are as follows:

2 in English: Reading Writing	2 in History/Social Science
2 in Mathematics	2 in science 1 other of the student's choosing

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

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

Appendix 4

Grievance Procedures

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 procedures and contacts have been established for students, their parents, and employees who feel discrimination has been shown by the school division.

Title IX (gender equity)

Section 504 (disability)

Equal Opportunity
Employment and/or
Sexual Harassment

Dr. Patricia Gaudreau
Supervisor of Science, Health,
and Physical Education
Montgomery County Public Schools
Christiansburg, Va. 24073
(540) 381-5100 X1053

Ms. Judy Diggs
Coordinator for Section 504 and
Board Discipline
Montgomery County Public Schools
Christiansburg, Va. 24073
(540) 38-5100 X1029

Mr. Joseph Makolandra
Dir. Of Human Resources
Montgomery County Public
Schools
Christiansburg, Va. 24073
(540)382-5100 X1066

Appendix 5

FERPA

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

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

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

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

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

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

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

DIRECTORY INFORMATION

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

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

The School Board has designated the following categories of information as "directory information" subject to disclosure without parental consent: the student's name, address and telephone number; date and place of birth; participation in officially recognized sports and activities; weight and height of members of athletic teams; degrees, honors and awards received; school and dates of attendance; grade in school and program of study. School officials may release this information without the consent of the parents or student. The Montgomery County Public Schools release student information related to awards and participation in activities for recognition purposes, consistent with FERPA's requirements. The school district also releases names and addresses of students to permit students to receive educational and occupational information. Any parents or eligible students who object to the release of any or all of this information without their consent must notify, in writing, the principal of the school where the records are kept. The objection must state what information the parent or eligible student does not want released. If no objection is received, directory information may be released until the beginning of the next school year.

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

For additional information regarding the student records policy, contact either the principal of the school your child attends or the Superintendent at 382-5104.