

**Welcome**  
to  
**Cumberland Middle  
School**

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**Be Respectful**  
**Be Responsible**  
**Be Purposeful**

## Bell Schedules

### Grade 8

|              |                    |
|--------------|--------------------|
| 7:55-8:50    | Block 1 (Elective) |
| 8:55 – 10:25 | Block 2            |
| 10:30-11:10  | Power Up           |
| 11:10-11:40  | Lunch              |
| 11:45- 1:15  | Block 3            |
| 1:20-2:50    | Block 4            |

### 12:00 Dismissal - Grades 5 - 8 \*

|                                      |
|--------------------------------------|
| Block 1 – 7:55 – 9:05                |
| Block 2 – 9:10 –10:20                |
| Block 3 – 10:25 – 12:00              |
| Grades 5 and 6 to Cafeteria at 10:40 |
| Grades 7 and 8 to Cafeteria at 10:55 |

### Grade 7

|             |                    |
|-------------|--------------------|
| 7:55-8:50   | Power Up           |
| 8:55-9:45   | Block 1 (Elective) |
| 9:50-11:10  | Block 2            |
| 11:10-11:40 | Lunch              |
| 11:45- 1:15 | Block 3            |
| 1:20-2:50   | Block 4            |

***When school begins two hours late, breakfast is not served. Classes begin for students at 9:35.***

### Grade 6

|             |                    |
|-------------|--------------------|
| 7:55-9:15   | Block 1            |
| 9:20-10:40  | Block 2            |
| 10:40-11:10 | Lunch              |
| 11:15-12:00 | Power Up           |
| 12:05-1:00  | Block 3 (Elective) |
| 1:05-2:50   | Block 4            |

### Grade 5

|             |                    |
|-------------|--------------------|
| 7:55-9:15   | Block 1            |
| 9:20-10:40  | Block 2            |
| 10:40-11:10 | Lunch              |
| 11:10-11:25 | Recess             |
| 11:25-1:05  | Block 3            |
| 1:05-2:00   | Block 4 (Elective) |
| 2:00-2:50   | Power Up           |

# CUMBERLAND COUNTY PUBLIC SCHOOLS

## Student Attendance Procedures

Attendance on a daily basis is a mandatory requirement for all students. The Code of Virginia, Section 22.1-254, requires that all children who have reached their fifth birthday on or before September 30 and who have not yet reached their eighteenth birthday must attend school. This requirement does not apply to any child who has obtained a high school diploma, its equivalent, or a certificate of completion or who is exempted pursuant to the provisions of the law.

When a student accumulates a total of eleven (11) unexcused absences in an academic year, the Truancy Officer will enforce the provisions of the Code of the State of Virginia, Section 22.1-258, by either or both of the following:

- 1) filing a complaint with the Juvenile and Domestic Relations Court alleging the pupil is a child in need of supervision; or
- 2) instituting proceedings against the parent for contributing to the delinquency of a minor.

### I. ABSENCES

Students are expected to be in school every day. Parents/guardians are expected to contact their child's school on the day of the child's absence to inform the school of that absence. Parents/guardians are encouraged to notify the school of pre-arranged appointments as soon as the dates of such appointments are known. For any reason, a written note providing the dates of and reasons for the child's absence is required from the parent/guardian within five (5) days of the child's return to school. The purpose of this note is to determine whether or not the student's absence is excused or unexcused. This note will be maintained until the end of the school year for documentation purposes.

#### A. Excused Absences

In support of the mandatory attendance law, Cumberland County Public Schools defines excused absences as the following conditions which represent acceptable reasons for a student's absence from school:

- ***Illness*** – When a student is unable to attend school due to an illness, a note written by the parent or a physician documenting the illness will provide evidence of the illness for the school. Students will be allowed five (5) excused absences per semester with a documented parent note for illnesses. After five (5) excused absences, a physician's note will be required.
- ***Chronic/Extended Illness*** – For students who are absent because of chronic illness, a disability, or because of a need for homebound services, the parent must complete a ***Chronic/Extended Illness Notification Form*** with the Principal at the beginning of the

enrollment of the student in school or upon the onset of the student's condition that affects regular attendance. Documentation from a physician will be required.

- If the parent does not complete the form or does not provide documentation from a physician of a chronic or extended illness, the Principal will review the child's attendance for needed services and/or applicable sanctions of the attendance law (Code of Virginia 22.1-258).
- **Prearranged Appointments** – For appointments with the court, social services or other state agencies and appointments with health care providers, official documentation must be presented to the school.
- **Family Death or Emergency** – For absences because of death in the family or an emergency beyond the family's control, the parent must notify the school and provide documentation for the absence. ("family" is defined as immediate family of mother, father, siblings, and grandparents)
- **Religious Observances** – Absences as a result of observances of religious holidays should be prearranged by the parent with school personnel. If the parent/guardian is unable to prearrange the absence, a request for exemption must be received no later than the second day after the student's return to school from the absence occasioned by the religious observance.
- **Exceptional Circumstances** – The Principal may approve prearranged absences for situations in which an exemption from attendance appears to be in the best interests of the student and his/her family (example: college visitation). Prior to the student's absence, the parent or guardian must complete the **Request for Exceptional Circumstance to Attendance Form**. The parent/guardian will document on this request form the rationale for the absence, dates of absence, and siblings within the school division for whom the exception will also be requested. The Principal must provide the response to the **Requests for Exceptional Circumstance** in writing to the parent/guardian. In documented extenuating circumstances, the Principal may approve an absence after the fact as exempt from the sanctions of the attendance policy.

For those circumstances which cause the student to be absent and prior request for approval is not possible, the parent/guardian must complete the **Request for Exceptional Circumstances** within two (2) days of the student's return to school.

No more than **two (2)** days may be approved by the Principal for exceptional circumstances during a school year. For requests for **more than two (2)** days, the request must be approved by the Principal and reported to the Truancy Officer.

## **B. Unexcused Absences**

In compliance with the Code of Virginia 22.1-258, the school division has established procedures that school division personnel are required to follow when a student fails to report to school and no indication has been received by school personnel that the pupil's parent/guardian is aware of which supports the student's absence.

- **Suspensions** – For absences because of a suspension, the parent will be notified of the suspension and the date when the student will be expected to return to school. The student must return on the indicated date.
- The law mandates that, whenever any student fails to report to school and no indication has been received by school personnel that the student's parent/guardian is aware of and supports the student's absence (unexcused absence), an effort to notify the parent by telephone to obtain an explanation for the student's absences shall be made.

## **II. PROCEDURES for UNEXCUSED ABSENCES:**

- **Whenever a student fails to report to school for a total of three (3) unexcused days**, a letter will be sent to the parent/guardian by the school explaining the consequences when a parent/guardian and student are in violation of *Code of Virginia 22.1-258*.
- **Whenever a student fails to report to school for a total of five (5) unexcused days**, a parent conference will be held at the school with the principal, teacher, school counselor, and student to discuss the accrued absences. The meeting will be held to discuss the attendance of the student and to develop an "Attendance Contract" with the student and parent, outlining goals for improved attendance.
- **Whenever a student accumulates between seven (7)-10 unexcused absences**, the parent/guardian will meet in person with school officials to determine the reason for the continued absences.
- **Whenever a student fails to report to school for a total of (11) unexcused days**, the parent/guardian and child will meet with the division truancy officer and the Juvenile Probation Officer to discuss the continued unexcused absences and the possibility of a "Child In Need of Supervision" (CHINS) petition being filed against the student in Juvenile and Domestic Relation District Courts and/or the filing of a petition against the parent or guardian if the unexcused absences keep occurring.

## **III. PROCEDURES FOR ABSENCES and TARDIES:**

- **Make-Up Work:**  
When students are absent, including absences for suspension or expulsion recommendations, an opportunity to make up work will be provided. Make-up work is encouraged so that students will

profit from future instruction. Work (including tests) missed due to an absence may be made up and credit given for such work. Upon the student's return to school, he/she must make up the work within *five (5) school days*. Additional time may be granted by the Principal due to the extenuating circumstances.

➤ **Perfect Attendance:**

For the purpose of determining perfect attendance, the student must be in attendance for a period of **two hours** to be counted as present for the school day. *Pre-arranged absences for religious observance will not count against perfect attendance.*

➤ **Excessive and Unexcused Tardies to School or to Class:**

Tardiness to school or to class is unacceptable. Students are expected to attend all assigned classes every day. Absence from class includes late arrival, early dismissal, or missing any class. Justifiable reasons for nonattendance should be submitted to the school for each absence, late arrival, or class absence. Unexcused tardies and/or skipping are considered a violation of compulsory attendance.

Students are expected to arrive at school on time and remain in class the entire day. Late arrivals and early dismissals are not acceptable and will be addressed as a discipline issue in the Code of Student Conduct Handbook. Three (3) unexcused tardies to school or three (3) unexcused early dismissals will equal one (1) unexcused absence. These unexcused absences will be part of the truancy policy.

#### **IV. REPORTS OF CHILDREN ENROLLED AND NOT ENROLLED:**

*Code of Virginia, 22.1-260*, requires that within **ten (10)** days after the opening of the school, each public school Principal will report to the division superintendent:

The name, age and grade of each pupil enrolled in the school, and the name and address of the pupil's parent or guardian; and to the best of the Principal's information, the name of each child subject to the provisions of this article who is not enrolled in school, with the name and address of the child's parent or guardian. Within one calendar month of the opening of school, the Principal of each school will send to the parents or guardian of each student enrolled in the school a copy of the compulsory school attendance requirements of the law and the enforcement procedures and the policies established by the School Board. The school division will typically comply with the above requirements by supplying a copy of the student **Code of Conduct Handbook** to students and their parents at the beginning of the school year. Attendance law, policies and procedures will be reflected in that handbook.



**CUMBERLAND COUNTY PUBLIC SCHOOLS**

P. O. BOX 170  
CUMBERLAND, VIRGINIA 23040  
(804) 492-4212  
FAX (804)492-9869

**EXCEPTIONAL CIRCUMSTANCE FORM**

**Student:** \_\_\_\_\_ **DOB:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

**School:** \_\_\_\_\_

Dear Principal,

My child needs to be absent from school for \_\_\_\_\_ days due to the following reason(s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I am requesting you allow my child to be absent from school on the following dates:

\_\_\_\_\_

By signing this form, I agree to have my child make up any and all classwork, assignments, and tests within five (5) days of his/her return to school.

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

\_\_\_\_\_ This request has been **approved** and meets the established guidelines of exceptional circumstances.

\_\_\_\_\_ This request has been **denied** because it does not meet the established guidelines of exceptional circumstances.

**Principal's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



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**CHRONIC ILLNESS VERIFICATION FORM**

**Student:** \_\_\_\_\_ **DOB:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

**Forward to:** \_\_\_\_\_

School

Fax Number

Dear Physician,

Your patient is a student enrolled in Cumberland County Public Schools. For our records, please list the chronic illness diagnosed for the student. Also, please check or list symptoms that would not warrant an office visit, but might require the child to stay home from school. This will allow the parent to verify illnesses, by listing in writing to the school the symptoms designated below, without bringing the child to your office for an examination. This document expires at the end of the academic year it was received.

**Physician Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Chronic Illness/Medical Diagnosis:**

**Symptom(s):**

**Expected frequency of episodes and length of absence per episode** (examples: monthly, 4 times per school year).

**Neurological system**

- \_\_\_ Lethargy
- \_\_\_ dizziness/unsteadiness
- \_\_\_ numbness in extremities
- \_\_\_ petit mal seizures
- \_\_\_ grand mal seizures
- \_\_\_ severe headache
- \_\_\_ blurred vision

**Integumentary system**

- \_\_\_ skin lesions
- \_\_\_ infections
- \_\_\_ edema

**Musculoskeletal system**

- \_\_\_ pain
- \_\_\_ inflammation/swelling

**Respiratory system**

- \_\_\_ weakness/fatigue
- \_\_\_ pallor/cyanosis
- \_\_\_ continual coughing
- \_\_\_ congested airway
- \_\_\_ difficulty breathing
- \_\_\_ pain

**Cardiovascular system**

- \_\_\_ weakness/dizziness
- \_\_\_ pallor/cyanosis
- \_\_\_ rapid pulse
- \_\_\_ arrhythmia
- \_\_\_ pain
- \_\_\_ fever/infections

**Gastrointestinal system**

- \_\_\_ nausea/vomiting
- \_\_\_ diarrhea
- \_\_\_ constipation
- \_\_\_ abdominal pain

**Genitourinary system**

- \_\_\_ bladder/kidney infection
- \_\_\_ fever

**Ear, Nose & Throat**

- \_\_\_ chronic infections
- \_\_\_ severe allergies
- \_\_\_ severe asthma
- \_\_\_ fever
- \_\_\_ pneumonia/bronchitis

**Additional Comments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Physician's Address:**  
**TO:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Parent/Guardian Authorization To Exchange Information:**

I hereby request and authorize the exchange of information on the above diagnosis pertaining to my child between the designated staff of the Cumberland County Public Schools and \_\_\_\_\_.

*Physician's Name*

I request Cumberland County Public Schools to contact the parent/guardian signing this authorization before contacting the authorizing medical professional. \_\_\_\_\_ (initial here to request)

This contract will only be made if the frequency or length of absences exceeds the numbers authorized above.

**I further understand with this verification, I must submit written explanations to verify each absence.**

*Parent/Guardian Signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_

**\*\*Boxed** areas and appropriate symptoms must be filled in for form to be valid.\*\*

## Academic Requirements for First-time 9th Graders 2018-19 and Beyond

### Graduation Requirements

A student at Cumberland High School must successfully complete his/her maximum potential for earning credit over a four year span less four units. Maximum potential is defined as an individual's opportunity to earn all high school credits within an academic year. All students are required to complete the designated number of units of English, Mathematics, Social Studies, Science, Fine Arts/Career and Technical, and Health and Physical Education. All students must successfully complete the Senior Project.

### Requirements for Standard Diploma

To graduate from Cumberland High School a student should meet the minimum requirements for a standard diploma as outlined below for grades 9-12. Students who complete the requirements for a Standard Diploma with an average grade of "A" will receive a Board of Education Seal on the Diploma. For the **Standard Diploma**, a student must earn at least **23 standard units of credit** (plus any required locally), which are based on course work, and **five verified units of credit**, which are earned by passing the course and its related Standards of Learning tests or approved substitute test.

| Discipline Area                     | Standard Units – Revised Standard Diploma<br>(Class of 2022 and beyond) | Verified Credit |
|-------------------------------------|---|-----------------|
| English                             | 4   | 2               |
| Mathematics                         | 3   | 1               |
| Laboratory Science                  | 3   | 1               |
| History and Social Science          | 3   | 1               |
| Health and Physical Education       | 2   |                 |
| Fine Arts or CTE                    |   |                 |
| Foreign Language, Fine Arts, or CTE | 2   |                 |
| Economics and Personal Finance      | 1   |                 |
| Electives                           | 4   |                 |
| Student Selected (Verified Credit)  |   |                 |
| Senior Project                      | 1   |                 |
| <b>Total</b>                        | <b>23</b>   | <b>5</b>        |

## Requirements for Advanced Studies Diploma

An Advanced Studies program is offered which requires units of credit as shown below for grades 9 – 12. Students who complete the requirements for an Advanced Studies Diploma with an average of “B” or better, and successfully complete at least one advanced placement course (AP), or one college level course for credit will receive the Governor’s Seal on the diploma. Students are required to complete Mathematics to the Trigonometry level, Laboratory Science to the Chemistry level, and World History II as part of their history credits.

*\*This is the requirement for students who have completed four years at Cumberland High School. \*\*For students attending four years at Cumberland High School, the maximum number of units they may earn is 28 and the minimum number of units required for graduation is 27 with Senior Projects.*

| Discipline Area                          | Standard Units – Revised Standard Diploma<br>(Class of 2022 and beyond) | Verified Credit |
|--|---|-----------------|
| English                                  | 4   | 2               |
| Mathematics                              | 4   | 1               |
| Laboratory Science                       | 4   | 1               |
| History and Social Science               | 4   | 1               |
| Health and Physical Education            | 2   |                 |
| Fine Arts or CTE                         | 1   |                 |
| Foreign Language, Fine Arts, or CTE<br>* | 3   |                 |
| Economics and Personal Finance           | 1   |                 |
| Electives                                | 3   |                 |
| Student Selected (Verified Credit)       |   |                 |
| Senior Project                           | 1   |                 |
| Total                                    | 27  | 5               |

*\* Foreign Language = 3 years of 1 language or 2 years of 2 languages*

### Verified Credits (passing the class and the SOL/PBA)

|                | Standard                                      | Advanced Studies  |
|----------------|---|---|
| English        | Reading and Writing (2)                       | Reading and Writing (2)                                       |
| Math           | Algebra I, Geometry, and/or<br>Algebra II (1) | Algebra I, Geometry, and/or Algebra II<br>(1)                 |
| Science        | Earth Science and/or Biology<br>(1)           | Earth Science, Biology, and/or Chemistry<br>(1)               |
| Social Studies | World History I (1)                           | World History I, World History II and/or<br>VA/US History (1) |

# General Information

## Announcements

Announcements of interest to students are distributed and read each morning. Please listen as the announcements are read. Students shall be held accountable for information, directions, or rules given in the announcements.

### Pledge of Allegiance

In the spirit of patriotism and respect for the school, community, and nation, students will be given the option of reciting the Pledge of Allegiance at the beginning of each school day. While not everyone may care to participate, it is expected that those who do will be allowed to without interference or disruption.

### Moment of Silence

In order that the right of every pupil to the free exercise of religion be guaranteed within the schools and that the freedom of each individual pupil be subject to the least possible pressure from the Commonwealth either to engage in, or to refrain from, religious observation on school grounds, the school board of each school division shall establish the daily observance of one minute of silence in each classroom of the division. During such one-minute period of silence, the teacher responsible for each classroom shall take care that all pupils remain silent and make no distracting display to the end that each pupil may, in the exercise of his or her individual choice, meditate, pray, or engage in any other silent activity which does not interfere with, distract, or impede other pupils in the like exercise of individual choice. *Code of VA* <sup>m</sup>22.1-203.

## Assemblies

Assemblies are held for the benefit of the student body as part of the educational program. Students are expected to conduct themselves in a manner that reflects good behavior and respect for participants in assembly programs. Students are to remain with their assigned classes and sit in assigned areas as required by teachers or the administration. Students who are unable to behave appropriately while going to or during an assembly may be removed and denied future attendance. This shall be in addition to other disciplinary consequences.

## Athletics Student Handbook

Cumberland High School is a member of the Virginia High School League (VHSL), Group A, 1A East Region, Conference 44, VHSL athletics and activities are set up in three seasons – Fall, Winter, and Spring. The offerings available each season are listed below. All coaches can be reached through the school office at 804-492-4212 or you can email them directly through the school website at [www.cucps.k12.va.us](http://www.cucps.k12.va.us). The Director of Athletics may be reached via email available on the athletics website or by phone at 804-492-4212 ext. 4101.

Cumberland High School offers interscholastic competition in the following VHSL sanctioned athletics/activities:

### Fall

Football (MS), Volleyball, Cross Country, Golf, Sideline Cheer (MS), Theatre

### Winter

Boys' Basketball, Girls' Basketball, Wrestling (MS), Sideline Cheer (MS), Scholastic Bowl

### Spring

Baseball, Softball, Soccer, Track & Field

Eighth graders may try out for Middle School or Junior Varsity teams in the following activities: Football (MS), Volleyball, Golf, Cheer (MS), Boys' Basketball, Girls' Basketball, Wrestling (MS), Scholastic Bowl, Baseball, Softball. ---- Middle school programs are available for 6<sup>th</sup> - 8<sup>th</sup> graders in the following activities: Cross Country, Volleyball, Boys' Basketball, Girls' Basketball, Track & Field, Football, Cheer, Softball, Baseball, Wrestling, and Forensics.

Interscholastic sports are a major part of the extracurricular program in Cumberland County Public Schools. Student-athletes are chosen for teams on the basis of their skill, knowledge and attitude. This approach differs from youth sports programs which encourage participation to promote skill and social development. In youth leagues, all members of the team are required to play a specified amount of time. Conversely, in an interscholastic program, student-athletes are not guaranteed participation in a game situation at any time. Rather, student-athletes earn playing time based on their skill, knowledge, attitude and work ethic. It is possible that some student-athletes will not play or may only play in a very limited capacity. These decisions on playing time are solely the responsibility of the coaching staff, which makes decisions based on opportunities, in their judgment, for maximum team performance. Thus, while winning is not the only thing, it is the strategy of attaining victories which dictates coaching decisions, and could possibly dictate the retention or dismissal of a coach charged with responsibility for an athletic program.

Although a student-athlete may have been selected as a member of a team, playing time is not a right but rather a privilege that results from his/her ability to contribute to the team in general and to winning in particular.

All student-athletes must be and remain a student in good standing with Cumberland County Public Schools. These guidelines apply to all students involved in Virginia High School League programs, including student-managers and scorekeepers. Cumberland County Public Schools established the Athletic Policies to ensure that the student-athletes who represent Cumberland County conduct themselves in an appropriate manner. Violation of the Athletic Policies will result in disciplinary action that may include suspension, dismissal from the team or a student-athlete being placed under an athletic behavior contract. The enforcement of this code shall be the responsibility of the coaching staff, under the supervision of the Director of Athletics and the High School Principal.

In order to protect participants in extracurricular school-sponsored activities and to instill integrity and sportsmanship, each participant shall be held responsible for all of his/her actions. Furthermore, student-athletes are often looked upon as leaders amongst their peers. In order for them to be viewed positively as such, they shall be held to a higher standard. For these reasons, Cumberland County Public Schools has instituted the following Athletic Policies.

1. Student-athletes must have a minimum of a 2.0 GPA at the end of the previous academic semester in order to be eligible to participate in VHSL activities.
2. Student-athletes must attend school at least 4 of 7 periods of the school day in order to be eligible to participate in that day's practices or games. Saturday practices/games are based on Friday's school attendance. Exceptions may be made only by the Director of Athletics or the Principal.
3. Student-athletes who have an unexcused absence\*\* from team practice shall not participate in the teams' next contest.
4. Student-athletes who have an unexcused absence\*\* from a game/contest shall result in a one week (7 calendar days) suspension from the team per occurrence.
5. A student may not participate as a member of a team during a time of suspension (in school and out of school suspension). A student in ISS may not participate or practice the day the ISS is served. A student in OSS is suspended from contests and practice from the time the OSS is assigned until it is completed.
6. Two or more Out of School Suspensions during a single (VHSL calendar) season will result in removal from the team and ineligibility for the remainder of the current season. A signed athletic behavior contract with the Principal and Director of Athletics is required before participation in another season.
7. Any Out of School Suspension as a result of a Category Four offense\* will result in suspension from athletics for the duration of the academic year. *Any student suspended from school for tobacco and/or alcohol is suspended from all VHSL activities for a period of 45 calendar days. A signed athletic behavior contract with the Principal and Director of Athletics is required before participating following the 45-day suspension. A second alcohol or tobacco suspension from school will result in loss of eligibility for the duration of the academic year.*
8. A student-athlete who is dismissed from a team after the first regular season contest shall not practice, compete, or attend conditioning with another team until the season of the team from which they were dismissed has been completed. This includes post-season play.
9. A student-athlete who quits a team for any reason after the first regular season contest (*non-cut sports*) or after final cuts have been made (*cut sports*) shall not practice, compete, or attend conditioning with another team until the end of the following sports season (*ex. Quitting a fall sport = ineligible for a winter sport*). Quitting shall include, but is not limited to, student 'concentrating' on another activity or parent removal from the team.
10. Profanity or any other unsportsmanlike conduct towards coaches, school officials, game officials, teammates, opponents, or spectators are unacceptable behaviors and shall be disciplined by the Head Coach and may result in probation or suspension as determined by the Director of Athletics or Principal. *Any player ejected from a contest for unsportsmanlike conduct will be automatically suspended from the next contest. If the ejection is for fighting, a two game suspension will follow (VHSL Policy).*
11. Student-athletes are responsible for all equipment and/or uniforms issued to them, and shall pay for any damaged or lost equipment and/or uniforms at a cost to be determined by the Director of Athletics. Failure to turn in, or pay for, issued equipment and/or uniforms, shall result in ineligibility to participate in the athletic program in the following year (underclassmen) or participate in Graduation exercises (seniors).

12. Student-athletes, student managers, etc., are not to be in the gymnasiums, locker rooms, weight room, aerobics room, meeting rooms or practice areas without permission from a coach or staff member.

13. Student-athletes who drive to school must leave their cars in assigned student parking locations until after practices or games. The student parking lot and the Field House gravel lot are the only two acceptable parking areas for athletes. Student-athletes who leave campus for any reason before a practice or game without permission from their coach shall not participate in the team's next contest.

14. A student-athlete convicted of any criminal activity carrying a Class 1, 2, 3, 4, 5, or 6 felony shall be suspended from participating in all extra-curricular activities for a minimum of one calendar year. The School Board will review the case for the possible reinstatement of privileges at the completion of one calendar year.

15. Hazing: Initiation rituals or any other type of activity that targets new team members or underclassmen are not permitted. Students who engage in such acts with or without a coach's knowledge are subject to disciplinary action by the school administration. Hazing occurs when an act, physical or emotional, is committed against a student or a student is coerced into committing an act that creates a substantial risk of harm to the student or to any third party in order for the student to be initiated into or affiliated with any school group, club, athletic team, grade level activity, or organization. *Virginia Code Section 18.2-56: "It shall be unlawful to haze, or otherwise mistreat so as to cause bodily injury to any student at any school, college or university. Any person found guilty thereof shall be guilty of a Class 1 misdemeanor, unless the injury would be such as to constitute a felony, and, in that event the punishment shall be inflicted as is otherwise provided by law for the punishment of such felony."*

16. Any misconduct not specified in these guidelines will be subject to discipline by the Head Coach, Director of Athletics and/or Principal.

*\*Refer to the Cumberland High School Student Handbook and Code of Conduct.*

*\*\*Unexcused absences are to be determined case-by-case by the Head Coach.*

Student-athletes, in addition to the Cumberland County Public Schools Athletic Policies, are bound to follow the Individual Eligibility Regulations set forth in the Virginia High School League. To be eligible to represent your school in any VHSL interscholastic athletic contest, you-

- must be a regular bona fide student in good standing of the school you represent.
- must be enrolled in the last four years of high school. (Eighth-grade students may be eligible for junior varsity.)
- must have enrolled not later than the fifteenth day of the current semester.
- for the first semester must be currently enrolled in not fewer than five subjects, or their equivalent, offered for credit and which may be used for graduation and have passed five subjects, or their equivalent, offered for credit and which may be used for graduation the immediately preceding year or the immediately preceding semester for schools that certify credits on a semester basis. (Check with your Principal for equivalent requirements).
- may not repeat courses for eligibility purposes for which credit has been previously awarded.
- for the second semester must be currently enrolled in not fewer than five subjects, or their equivalent, offered for credit and which may be used for graduation and have passed five subjects, or their equivalent, offered for credit and which may be used for graduation the immediately preceding semester. (Check with your Principal for equivalent requirements.)
- must sit out all VHSL competition for 365 consecutive calendar days following a school transfer unless the transfer corresponded with a family move. (Check with your Principal for exceptions.)
- must not have reached your nineteenth birthday on or before the first day of August of the current school year.
- must not, after entering the ninth grade for the first time, have been enrolled in or been eligible for enrollment in high school more than eight consecutive semesters.
- must have submitted to your Principal before any kind of participation, including tryouts or practice as a member of any school athletic or cheerleading team, an Athletic Participation/Parental Consent/Physical Examination Form, completely filled in and properly signed attesting that you have been examined during this school year and found to be physically fit for athletic competition and that your parent consents to your participation.
- must not be in violation of VHSL Amateur, Awards, All Star or College Team Rules.

Eligibility to participate in interscholastic athletics is a privilege you earn by meeting not only the above-listed minimum standards, but also all other standards set by your League, district and school. If you have any question regarding your eligibility or are in doubt about the effect an activity might have on your eligibility, check with your Principal for interpretations and

exceptions provided under League rules. Meeting the intent and spirit of League standards will prevent you, your team, school and community from being penalized.

### **Celebrations**

Permission must be received from the administration prior to any social activities in the classroom.

### **Complaints and Grievances**

The procedure to follow for complaints and grievances is to contact the school administration. This should only be done after the proper chain of command has been followed. Parents should address classroom concerns first with the classroom teacher. If the problem is unresolved, parents may contact the Office of the Principal to schedule a meeting.

### **Dances/Prom**

Dances are closed to individuals who are not Cumberland Middle School students unless prior approval is given by the Principal or Designee. Students and guests who are in any alternative program, expelled from a school system, or have a significant criminal background will not be allowed to attend any dance. Current Cumberland Middle School students must not be serving an out-of-school or in-school suspension term at the time of the activity. Any person found in violation of the above will not be able to attend any dances. In addition, any student who has a truancy issue may be denied permission to attend dances by the administration.

### **Deliveries**

All flowers, balloons, etc. delivered during the school day will remain in the main office until the end of the day. The student will be notified that a delivery has been made. Neither flowers nor balloons can be transported on any public school bus.

### **Dismissal from Class**

Students are reminded that when a class period ends, the teacher dismisses the class, not the bell.

### **Emergency Closing of Schools**

When school is in session and unusual conditions exist, and it is in the judgment of the superintendent that operation of the school under these conditions would endanger the students, he/she will close school operations until the danger no longer threatens the welfare of the students. Public announcements may be made over local radio and television channels to inform the public when it is necessary to cancel a school day or close school early. The school may also send out notification through the early alert system. During emergency closing of school, all extracurricular activities, including evening adult education classes, are automatically cancelled until school is resumed.

### **Field Trips**

The use of field trips to extend the learning opportunities provided in the regular instructional program and to provide opportunities for competition for students in extracurricular programs is a valuable activity. Trips shall be approved by the superintendent or designee. Principals are expected to consider the educational value of the trip, the availability of the learning opportunities and the distance, time and expense involved in the trip. Principals are also responsible for following all procedures for requesting approval of field trips. Only properly insured modes of transportation are to be used for school trips. Principals should insure that no student is denied participation on a field trip because of expense of the trip. All overnight and out-of-state opportunities for competition for students in extracurricular programs will be approved by the superintendent. Students must be in good standing at school to attend field trips. Students who are not in good standing at school must receive permission from the Principal before they will be allowed to attend field trips. Grade levels may impose academic and behavioral requirements (no ISS or OSS) to field trip participation.

### **Fees**

The following fees will be collected from each student as indicated below:

- An activity fee of \$15 per student will be collected at the beginning of the school year. The fee includes school sponsored programs and activities for students.
- Fee waivers may be requested.

### **Fire and Emergency Exit Procedures**

The fire alarm at Cumberland Middle School is a continuous siren. Teachers will instruct students in fire drill evacuation procedures. Students are to follow the evacuation routes posted within each classroom and other facilities on campus unless directed to go elsewhere by their teacher. However, it remains the responsibility of each student to follow these rules.

1. Form a single line.
2. Follow the evacuation route.
3. Move quickly and quietly to the evacuation area.
4. Remain with your class.
5. Behave in an orderly, calm manner.

6. When instructed, return to class quietly.

### **Food service**

Meals are provided at the school for free for all students. Students may opt to bring their lunch from home. Milk can be bought at school. Please call the school cafeteria if you have any questions or concerns (492-4212 EXT 5128).

### **Breakfast**

Students should pick-up breakfast in the cafeteria, then report to homeroom for breakfast. For lunch, students may choose to take one entrée, fruit, vegetables, bread, and milk. Student must buy an entire tray without exception. Each day at least one entree (meats) will be offered. On some days more than two vegetables will be offered. Each child will be able to choose one meat, one or two vegetables (depending on the menu) one fruit, a roll and milk.

#### **Breakfast**

Student: Free

Adult: \$1.50

#### **Lunch:**

Student: Free

Adult: \$3.25

A La Carte Items: \$1.25

### **Hall Passes**

Students are not permitted out of class during class time unless they are accompanied by a teacher or have a pass from an authorized staff member. The pass must state the time the student left class, the destination and contain the signature of the school employee who wrote the pass. Disciplinary action may result if a student is out of class without permission as evidenced by the lack of a valid pass.

### **Insurance**

The VSBA Student Accident Insurance program policy is written through the VSBA Insurance Services program. Coverage is from the first dollar of any loss, up to a maximum \$25,000 per accident. The program insures all students, including athletes, for all school-related injuries. In essence, this blanket accident insurance will cover all school and athletic injuries to the maximum of \$25,000 per accident. However, this insurance program is supplemental coverage. Your insurance company, if any, must be presented with the original bills. Cumberland's insurance will cover whatever is not paid by your insurance. The amounts reimbursed will include deductibles, co-payments, and co-insurance amounts under standard insurance programs, as well as all charges for which there is no insurance. The policy includes a schedule of benefits that may limit payments for some medical procedures and charges. This policy does not cover benefits for treatment of illness/sickness related expenses.

### **Library**

The library will be open from 7:40 a.m. to 3:00 p.m. (unless otherwise noted). Students may enter the library on a pass from a teacher or when accompanied by their teacher. Failure to abide by library rules will result in loss of library privileges.

### **Lost and Found**

All articles that are found should be taken to the nurse's office. A check for lost articles should be made during the school day. Items that are not picked up in a timely manner will be discarded.

### **Textbooks**

Cumberland County Schools will provide textbooks for students. Students are expected to exercise care when using the books. Students are responsible for lost or damaged books, including payment for replacement.

### **Pictures and Videos**

School pictures are taken during the fall and during the spring. Students and parents will be informed in advance of the dates. Parents may choose whether or not to purchase the pictures. Children are encouraged to take pictures as individuals. The school is not responsible for financial obligations of students who choose to take group pictures.

Throughout the school year, your child may be photographed or videotaped in several different instances. These instances may be during regular classroom activities, assemblies, sporting events, or special projects. These photos or videos may be used for classroom activities, yearbook, web page, or the local newspaper. **Please notify the Office of the Principal within fifteen (15) days of enrollment if you do not want your child photographed or videotaped.**

### **Posters and Other Displays**

Posters and signs must only advertise school sponsored events and must be approved by the administration, which will also specify where posters and signs may be displayed.

### **Public Library**

Students are not allowed to use the public library during school hours unless they are accompanied by a staff member. **Students are not allowed to go to the public library after school unless approved by the CMS administration.**

### **Restrooms**

Restrooms should be used in between instructional times. In the cases of emergency, students will be allowed to use the restrooms. Students should use the five minutes between classes to use the restrooms. Students with a medical condition that require a more frequent use of the restrooms need to secure a note from their physician and submit it to the office.

### **School and Community Relations**

In order to maintain good communication between the school and the community, an “open-door-policy” will be implemented. Parents are encouraged to participate in their child’s education by visiting the school and being actively involved in school related activities.

### **School Visitors**

Visitors are welcome at school. Visitors must report to the office to sign into the ID system and obtain a visitor’s pass before visiting any area on campus. A state issued ID must be used initially to sign into the system. Students are not allowed to invite guests to school without prior approval of the administration. Parents or guardians are asked to schedule conferences during non-academic times. Teachers will not be able to meet with parents or guardians for a conference when they are engaged in the supervision and instruction of students. It shall be prohibited for any person, whether or not a student, to enter upon or remain upon any school property after (1) being directed to vacate the property by an individual authorized to give such direction or (2) any posted notice that contains such information is posted at a place where it reasonably may be seen.

### **Selling, Soliciting, and Advertising**

Students may not sell any items at school without the permission of the Principal. Fundraising activities that involve middle school students in door-to-door solicitation are prohibited.

### **Telephones**

Students will not be called from classes to answer the phone unless it is urgent. In order to use the phone during lunch for emergency purposes, a student must obtain a pass from their teacher to the office to get permission to use the phone. All telephone passes must be signed by a member of the office staff before returning to class.

### **Use of School Facilities**

Groups from the community may be permitted to use school facilities and grounds when such use will not impair the efficiency of the school. An application for Use of School Facilities must be completed and approved prior to the scheduling and advertisement of the activity or event. The applicant must agree to comply with the regulations set forth in the Cumberland County Public Schools' guidelines and prepay the Use of Facility Charge and Charges for Required Support Personnel ten (10) days in advance of the scheduled event. Applications may be secured from the Central Office or are available online.

## **Student Health**

### **Allergies**

Students diagnosed with life-threatening allergic conditions should have documentation of known allergies from a licensed provider prior to entry into school or immediately after the diagnosis. A signed statement from a doctor will be required to administer epinephrine or substitute milk for juice. **Please make the school nurse aware of any known allergies.**

### **Student Health Problems**

If you suspect your child is having a health problem, please contact the school. Health problems may have a direct effect on classroom functions and need to be brought to our attention. Health services are available from a certified nurse practitioner on a weekly basis. Services include a variety of screening (vision, hearing, and dental). Please contact the school nurse for more information.

### **Accidents, Injuries and Illness at School**

Any injury or accident which occurs while on a school bus, on school grounds, or at a school sponsored activity held off campus must be reported to the nurse, a teacher, coach, or administrator immediately for completion of an accident report form.

Also, if an accident is serious, school personnel will contact a parent/guardian. If a student becomes ill during the school day and needs to check out, he/she shall obtain a pass from his/her teacher to report to the nurse's station. The school nurse will contact the parent/guardian to make arrangements for the student to leave school. All students who leave school without following procedures will face disciplinary consequences. It is important that the school has the telephone number where a parent can be reached promptly in case of an emergency. If the parents do not have a telephone, arrangements should be made to provide a neighbor's telephone number and address. **If the telephone number changes, please notify the school immediately.**

### **Medication**

An adult must bring medication for students to be taken during school hours to the nurse in the original container, along with the student's name, name of drug, dosage, time to be given, and parent's signature. Medication may not be brought by a student on the school bus. Medications given on a daily basis require a physician's written order.

### **Diabetic Information**

Each enrolled student who is diagnosed with diabetes, with parental consent and written approval from the prescriber, is permitted to carry with him and use supplies, including a reasonable and appropriate short-term supply of carbohydrates, an insulin pump, and equipment for immediate treatment of high and low blood glucose levels, and self-check his own blood glucose levels on school buses, on school property, and at school-sponsored activities.

### **Nonprescription Medications**

Cumberland County Public School designated personnel may give nonprescription medication to students with written permission from the parent or guardian. Such permission shall include the name of the medication, the required dosage of the medication, and the time the medication is to be given. Such medication must be in its original container. The nurse may take verbal permission over the phone in the event that a student needs medication at school.

### **Lactation Support**

An area is designated for any mother who is enrolled as a student in the division to take breaks of reasonable length during the school day to express milk to feed her child until the child reaches the age of one.

### **Infectious Diseases**

State and local health departments have guidelines regarding the treatment and exclusion of students with infectious diseases. Some infectious diseases that are commonly seen in the school setting include impetigo, ringworm, chicken pox, pinkeye, and head lice. Students who come to school with suspected infectious diseases will be managed at the discretion of the school nurse in accordance with state and local guidelines.

### **P.E. Excuse**

The nurse will not write an excuse from physical education participation. A doctor's note is needed on file for extended non-participation due to health problems. Alternative assignments will be given by the PE teacher to replace the physical activity.

## **Bus Transportation**

Free public transportation to and from school is a privilege reserved for students whose conduct reflects an appreciation for the service. All rules and regulations concerning student conduct are in force from the time a student leaves home until he or she returns to his or her home. Failure to comply with school bus rules and regulations will result in suspension from riding the bus, suspension from school, probation, expulsion or legal citations as the offense may merit.

### **Bus Passes**

Students will not be permitted to board a school bus, other than the one he/she rides, without an office "Bus Pass" issued from the school's main office. To get a "Bus Pass", a student must bring a note from a parent/guardian. The note must include the following information:

- Date(s) the student will be riding a different bus
- Bus number student needs to ride
- Where the student will get off the bus
- The bus number the student rides regularly

### **Bus Transportation**

It is our goal to transport all children to and from school safely and free from intimidation or fear of harm. All students who ride a school bus are subject to and expected to abide by the laws, rules, and regulations set by the Commonwealth of Virginia

and the Cumberland County School Board. The driver is in charge of the bus and students who ride the bus. The student must accept the authority of the driver and cooperate with his or her requests. At any time, a parent conference may be required by the Principal or his designee before a student can return to the bus. Riding a school bus is a privilege. Abuse of this privilege will not be tolerated. Fighting, hazing, harassment, intimidations, use of/or possession of tobacco products, forgery of bus note, theft, vandalism, use or possession of lasers, spitballs, fireworks or stink bombs will result in out-of-school suspension and possible loss of bus riding privilege. Objects thrown on or off the bus can result in criminal charges being filed and expulsion from school. Violation of any school bus rules may result in bus suspension and/or ISS/OSS. Not every possible act of misconduct may be listed; however, this does not mean that the behavior is acceptable. The administration reserves the right to take disciplinary and/or legal action as deemed necessary. Please note: school rules also apply at the bus stop.

## **Guidance Services**

### **School Counseling**

The Cumberland County School Board affirms that parents are the student's first teachers and that the public schools should serve to strengthen family and parental support. No student will be required to participate in any counseling program to which the student's parents object. Parents should notify the school in writing of such objections.

The purpose of school counseling is to assist in the academic, career, and social/emotional development of students through direct and indirect student services which include classroom guidance lessons, groups, individual sessions, and collaboration with school staff, administration, families, and community stakeholders

School counseling records are kept confidential and separate and not disclosed to third parties without prior parental consent or as otherwise provided by law. *Counseling techniques, which are beyond the scope of the professional certification or training of the counselor, including hypnosis, or other psychotherapeutic techniques that are normally employed in medical or clinical settings and focus on mental illness or psychopathology, are prohibited.*

### **Philosophy**

Counseling services at the middle school are designed to meet the educational, social and emotional needs of students at each grade level. The school counselor acts as a resource person, a coordinator between teachers, parents and students, and as an advisor to the students. The counselors seek to understand the expectations and concerns of both students and parents and work together closely to make the middle school experience a rich and rewarding one for each student.

### **School Counselor Qualifications**

- Holds at least a master's degree in School Counseling
- Meets VA state licensure requirements for School Counseling
- Fulfills continuing education requirements
- Upholds American School Counselor Association ethical & professional standards

### **How does a student see the counselor?**

- Appointment made by counselor
- Self-referral
- Administrative referral
- Teacher or other staff referral
- Parent referral
- Referral by friend
- Walk in

### **What does a counselor do?**

- Assists students with social/emotional development
- Works with students individually and in groups
- Leads classroom guidance lessons

- Helps to identify the needs of students
- Works with potential dropouts
- Helps students relate to others
- Promotes positive attitudes and values among students
- Aids teachers and parents in helping students
- Helps people make better use of community resources
- Coordinates efforts with other school specialists
- Helps with school, college, job, career and personal plans
- Responds to parent telephone calls
- Writes recommendations for students

**With whom does a school counselor consult?**

- Teachers
- Parents
- Administrators
- Pupil personnel workers
- Community resource personnel including physicians, psychologists and mental health professionals

**General Instructional Information**

The instructional program shall be developmental, flexible, integrated, relevant, student-centered, and resourceful in fulfilling the needs of each student in a global, technological society. It shall be designed to meet the Standards of Learning (SOLs), the Standards of Accreditation (SOA), and the Standards of Quality (SOQ) as established by the Virginia Department of Education. If you are aware of any instructional objective and/or SOL objective that is/are in violation of your religious beliefs, please send written notification to the Office of the Principal within fifteen (15) days of your enrollment.

**Standards of Learning**

The Virginia Standards of Learning provide an outline of basic knowledge and skills that Virginia school children should be taught as they move from kindergarten through twelfth grade, in the four essential academic subjects of English, math, science, and history/social science. State tests are administered in grades five through eight. Students are expected to master the skills taught from grade-level objectives. Students who fail one or more areas on the Standards of Learning Tests administered in the spring will be encouraged to attend summer school.

**Report Cards and Progress Reports**

Report cards are issued every nine weeks. Please address any questions you may have to your child’s teacher. Progress information will be issued every 4 and 1/2 weeks of every term for all students.

**Grading Key**

|              |   |
|--------------|---|
| 90-100       | A |
| 80-89        | B |
| 70-79        | C |
| 60-69        | D |
| 59 and Below | F |

**National Junior Honor Society**

The National Junior Honor Society recognizes students who have excelled in academic performance, leadership, service, citizenship, and character. The successful candidate will possess the following:

- Academic Excellence – maintains minimum grade point average of 3.5.
- Leadership Ability – exhibits the ability to be a positive role model for peers by following all school and classroom rules, practices good decision-making skills, and models appropriate behavior.
- Service – exhibits a willingness to work for the benefit of those in need without monetary compensation.
- Character – demonstrates the six qualities of the Character Counts Coalition (respect, responsibility, trustworthiness, fairness, caring and citizenship). Referrals of any description may prevent a student from becoming a member and may result in a current member being permanently expelled from the organization.

- Citizenship –maintains a cooperative attitude, is helpful to others, recognizes and promotes freedom, justice and respect for the American form of government, and participates responsibly in community and school clubs.

**Consideration for induction into the National Junior Honor Society** – Membership in this chapter is an honor bestowed upon deserving students by the faculty, and shall be based on the criteria of scholarship, service, leadership, citizenship, and character. The year a student is eligible to apply for NJHS membership, the student must maintain a 3.0 GPA and have received no referrals (one referral for tardies is the only exception). Potential members must have three teachers complete and submit recommendations to the Faculty Council by the appointed deadline. The Faculty Council will then meet and consider each qualifying student for membership.

**Dismissal from the National Junior Honor Society**

Any member who falls below the standards of scholarship, leadership, character, citizenship or service may be considered for dismissal from the Cumberland Middle School chapter of the National Junior Honor Society. A member of the National Junior Honor Society is expected to maintain his or her academic and character standing and to take an active role in service and leadership to his or her school and community. Students who fall below the academic standard are given a warning before additional action is taken; however, any referrals that result in action taken against the student may result in removal from the organization. All students considered for dismissal will be notified and each case will be brought before the Faculty Council. A member has the right to due process and may speak at their hearing. Parents may be present but are not entitled to speak at the hearing. They may submit a statement in writing that can be read at the hearing in support of their child.

**Retention**

In general, the following criteria are to be considered when making promotion/retention decisions in grades 5 – 8:

- Retention decisions are made at the school level.
- Retention should be considered in cases where there is evidence it will benefit the student.
- If retention of a student is being considered, there should be advance notification to parents in writing.
- The Principal makes the final decision for retention.
- When a student is retained, additional support should be planned and provided.

**Specific Requirements for Promotion**

Successful completion of summer school may be required for promotion at any grade. The promotion of special education students will be based on criteria established by the Individual Education Plan, meeting standards for grade placement, and the graduation plan.

**SOL Exam Policy**

All students in grades 5-8 will be given a test at the end of each class. The exam will be described in the course outline given out at the beginning of the semester. In non-SOL classes, the teacher may give a comprehensive exam or require a project/demonstration. These tests must be approved by the Principal. Additional projects/work may be given by individual teachers to be calculated with the final average.

**Homework**

Homework is an important part of a student’s academic achievement. Doing one’s homework reflects responsibility, self-discipline, and maturity. Failing to complete homework assignments may lower one’s grades and/or may result in the student being assigned additional support time by their academic teachers. Students are encouraged to record homework in the handbook provided to each student. Students can also increase their level of learning by rewriting notes and reviewing material covered in class that day.

**Required Course Offerings**

Grade Five

Courses for Grade 5: English, Math, Science, and History

Grade Six

Courses for Grade 6: English, Math, Science, and History

Grade Seven

Courses for Grade 7: English, Math, Science, and History

Grade Eight

Required Courses Grade 8: English, Math, Science, and History

Electives: Health and Physical Education, Art, Agriculture, Band, Building Trades, GO-TEC, Library Studies, German I, Introduction to Spanish, and Spanish I

German I, Spanish I, Algebra I, Geometry, and Algebra II are high school classes that may be taken before a student leaves middle school. Placement in language classes will be based on academic performance and test scores. *Students must meet high school requirements to receive high school credit. These courses count as part of the high school grade point average (GPA) and are reflected on transcripts.*

#### **E2020**

E2020 will be used for the following purposes: Remediation/Tutorial; Before or After School; Summer School, and Alternative School. The Aligned Curriculum will be used for remediation/tutorial programs and ISS. The prescribed curriculum will be used for the Alternative School.

#### **School Records**

The middle school maintains accurate and complete individual, permanent and cumulative records for every student enrolled. These records are maintained under the supervision of the building Principal and shall include cumulative and confidential information. The specific data collected for all students include:

- Record data disclosure form
- Name and address of students
- Birth date and social security number
- Name and address of parent
- Level of achievement, including grades
- Attendance
- Test data, including results of normative tests, such as achievement batteries and inventories, and the Virginia State Assessment Program
- Cumulative Health Records including pre-school physical examination report, school entrance examination report, and certificate of immunization
- Specialized information for identified students such as special education information, gifted education information, discipline information, and legal documents.

# STUDENT CODE OF CONDUCT

The following are standards of student conduct established by the board for all students under its jurisdiction. Consequences shall be determined on the basis of the facts presented in each instance of misconduct at the reasonable discretion of the board, its designated committees, and other appropriate school officials.

## **Student Conduct**

Students are expected to follow classroom, school, and division rules at all times. The following plan will be observed at Cumberland County Middle School to maintain an appropriate level of discipline within the school. Teachers are expected to discipline any student who violates general rules of conduct in the classroom, on the school bus, or on the school grounds. Each grade level will have an established set of rules and discipline policy. A list of consequences will also be available in the event that a rule is not observed. Teachers emphasize and model appropriate behavior, and parents will play a vital role assisting teachers. Once referred to the office, the administration will determine consequences on the basis of the facts presented in each instance of misconduct. Due process will be provided to all students who receive a referral to the office. A copy of the referral, including the action taken by the administration, will be sent home with the child. If a child is suspended from school in the middle of the day, that child will not be allowed to return to his or her classroom. If a child is suspended from school, the administration may require a parent conference prior to the child's return to the classroom.

## **Classroom Conduct**

- Be in your seat when the tardy bell rings.
- Bring materials and supplies to class daily.
- No eating or drinking in class.
- Raise your hand and wait to be recognized before talking or getting up out of your seat.
- Follow all classroom procedures.

## **Personal Conduct**

- Be responsible for your personal conduct at all times.
- Cooperate with faculty, staff, and fellow students.
- Be courteous to faculty, staff, and fellow students.
- Accept responsibility.
- Report to a teacher when there is difficulty.
- Be truthful.

## **Cafeteria Conduct**

- Student will be walked to and from the cafeteria for lunch. Students are expected to follow all rules set forth by their teachers.
- Silent lunch may be assigned for minor classroom infractions as determined by the classroom teacher.
- Conversation between students should not exceed a reasonable level.
- Remain seated during the lunch period.
- Clean up the area under and around your table and chair.
- Do not bring glass bottles.

## **Bus Conduct**

- A student must be at the bus stop on time.
- A student must keep himself/herself and his or her books off the road while waiting for the bus.
- A student must use the handrail, if there is one, when getting on or off the bus. He or she must not push against the person in front of him or her.
- He or she must take a seat quickly and quietly.
- He or she must keep the aisle clear of feet and personal belongings. Students must keep all body parts inside the bus.
- Each student who rides a school bus has a personal responsibility to keep the bus clean, sanitary, and orderly. Trash should be kept off the floor of the bus.
- All students are under the authority and direction of the bus driver while passengers on the bus.
- A student must not throw any item inside the bus or from the bus windows while on the bus.
- A student must not mark on, damage, or deface any part of the bus.
- Electronic devices may be used on the bus unless the device becomes a distraction to the bus driver or becomes a safety concern.
- Boisterousness and vulgarity by the student will not be tolerated.
- A student will not be permitted to leave the bus until he/she has reached his/her destination.
- Students must remain seated until the bus comes to a complete stop. If the student must cross to the other side of the highway, he or she must go around the front of the bus.

## **Suspensions and the Appeal Process**

### **A. Suspensions of Ten School Days or Less**

The Principal or Assistant Principal may suspend a student out of school for ten school days or less using the following procedures:

1. **Informal Hearing**

Except in an emergency situation requiring the student's immediate removal, no student shall be suspended from school prior to having an informal hearing before the Principal or Assistant Principal. At such an informal hearing, the student shall be informed as to the charges and given an opportunity to respond. If the student denies the charges, the Principal or Assistant Principal shall give the student an explanation of the evidence supporting the charges and an opportunity to explain his/her version of the facts. If appropriate, the Principal or Assistant Principal may conduct a further investigation into the matter before taking action.

In emergency situations where a student's presence may pose a continuing danger to persons or property, or an ongoing threat of disrupting the academic process, a student may be suspended from school immediately without the informal hearing set forth above. In such cases, the student shall be accorded the informal hearing as soon as practicable, but not later than 3 (three) school days after the immediate suspension.

2. **Notice of Suspension**

Once a decision to suspend is made, the Principal or Assistant Principal shall observe the procedures listed below:

- (a) The Principal or Assistant Principal will attempt to notify the parent/guardian as soon as possible by telephone, and shall notify the parent/guardian and student in writing of the suspension and the reasons therefor. The written notice shall also state any conditions of the suspension, e.g., required parental conference, prohibition on coming onto school property, and the date that the student may return to school. Except in an emergency, a student is not to be dismissed during the school day without prior notice to the parent/guardian.

3. **Appeal Process**

The short-term suspension must first go through the appeal process at the school level. Discipline issued by the Assistant Principal must first be appealed to the Principal within three school days where the discipline was issued. Discipline issued by the Principal may be appealed to the Superintendent/designee upon written request of the parent/guardian within two business days of the Principal's decision to uphold the discipline issued. The Superintendent/designee shall conduct a review of the suspension on the record. The failure to request a review of the suspension in writing within the prescribed time will constitute a waiver of the right to a review of the short-term suspension. The suspension shall remain in place during the appeal process. The decision of the Superintendent/designee upon such review shall be final.

### **B. Long-Term Suspensions**

Procedures Governing Long-Term Suspensions:

If a student is recommended for long-term suspension, the following procedures shall be observed:

- (a) The Principal or Assistant to the Principal shall notify the student's parent/guardian and the student in writing of the recommendation for long-term suspension hearing with the divisions' Discipline Committee and the reasons therefore.
- (b) A copy of the written notice of the recommendation for long-term suspension shall be transmitted to the Discipline Committee Chairman within two (2) school days.
- (c) The Discipline Committee will conduct a hearing within ten (10) school days of the recommendation, unless the student and his/her parent/guardian agree to an extension of time for conducting the hearing.

- (d) The Discipline Committee will issue a decision after careful consideration of all information presented by the referring school, student, and parent. Various forms of disciplinary actions include but are not limited to, placement in alternative education programs, time served for the offense and return to the school of enrollment under the stipulations of a behavior contract, or long term suspension up to 364 calendar days.

C. **Procedures for Long-Term Suspension Hearing:**

1. The parties shall then present their evidence. Because the Principal or his/her representative has the ultimate burden of proof, he/she shall present his/her evidence first. After the Principal concludes his/her evidence, the student shall present his/her evidence. After the student presents his/her evidence the parent and/or guardian may speak.

Witnesses may be questioned by the Discipline Committee members. Once the Discipline Committee has gathered all pertinent information the Discipline Committee Chairperson will ask the student, parent and/or guardian, and the Principal or his/her representative to step out of the room. The committee will review all information presented. Once all information has been reviewed the student, parents/guardian, and the Principal or his/her representative will be called back into the room to be informed of the decision. The Discipline Committee Chairperson will issue the student, the Principal, committee members, and the student's parent/guardian in writing the decision of the Discipline Committee with the terms or conditions of re-admission and of the student's right to an appeal the decision to the Superintendent.

2. **Appeal of Discipline Committee's Decision**  
The appeal **must be made in writing** to the Superintendent within **five (5) business days** from the date of the Discipline Committee's decision or the right to appeal to the Superintendent will be waived. Upon a timely appeal, the Superintendent will decide the appeal on record within **five (5) business days** of the appeal.
3. **Appeal of Superintendent's Decision**  
The appeal **must be made in writing** to the Superintendent within **five (5) business days** from the date of the Superintendent's decision or the right to appeal to the full School Board will be waived.

## **Description of Offenses**

Below are the descriptions of some of the more severe offenses listed in the handbook. All offenses are not listed.

### **Assault And Battery**

A student shall not assault or commit battery upon another person on school property, on school buses or during school activities on or off school property. An assault is a threat of bodily injury. A battery is any bodily hurt, however slight, done to another in an angry, rude or vengeful manner.

### **Bomb threats**

Students shall not engage in any illegal conduct involving firebombs, explosive or incendiary materials or devices or hoax explosive devices or chemical bombs as defined in the Code of Virginia. Moreover, students shall not make any threats or false threats to bomb school personnel or school property.

### **Bullying**

A student, either individually or as a part of a group, shall not harass or bully others either in person or by the use of any communication technology including computer systems, telephones, pagers, or instant messaging systems. Prohibited conduct includes, but is not limited to, physical, verbal, or written intimidation, taunting, name-calling, and insults and any combination of prohibited activities. "Bullying" means any aggressive and unwanted behavior that is intended to harm, intimidate, or humiliate the victim; involves a real or perceived power imbalance between the aggressor or aggressors and victim; and is repeated over time or causes severe emotional trauma. "Bullying" includes cyber bullying. "Bullying" does not include ordinary teasing, horseplay, argument, or peer conflict.

### **Bus-Related Offenses**

Students shall not behave in a disruptive manner or otherwise violate these Standards of Conduct while waiting for a school bus, while on a school bus or after being discharged from a school bus.

### **Cell Phones / Electronic Devices**

Students may possess a beeper, cellular telephone, smart phone, tablet, Personal Digital Assistant (PDA) or other communications device on school property, including school buses, provided that the device must remain off and out of sight during instructional time unless it is being used for instructional purposes at the direction of the student's teacher. At no time may any device be used with an unfiltered connection to the Internet. The division is not liable for devices brought to school or school activities. If a student possesses or uses such a device other than as permitted in this policy, in addition to other disciplinary sanctions which may be imposed, the device may be confiscated from the student and returned only to the student's parent.

### **Cheating**

Students are expected to perform honestly on schoolwork and tests. The following actions are prohibited:

- cheating on a test or assigned work by giving, receiving, offering and/or soliciting information
- plagiarizing by copying the language, structure, idea and/or thoughts of another
- falsifying statements on any assigned schoolwork, tests or other school documents

### **Damage to Property**

Students are expected to exercise reasonable care of school property. If a student deliberately destroys or mars school property, the student and his or her parents will be asked to pay for the damage. In addition, the student who committed the offense may be subject to disciplinary action by the school administration. If a student accidentally damages school property, he or she should report the damage to the teacher or the office.

### **Defiance of the Authority of School Personnel**

Students shall comply with any oral or written instructions made by school personnel within the scope of their authority as provided by Board policies and regulations.

### **Disruptive Conduct**

Students are entitled to a learning environment free of unnecessary disruption. Any physical or verbal disturbance which interrupts or interferes with teaching and orderly conduct of school activities, is prohibited.

### **Distribution or Sale of Illegal Drugs or Possession with the Intent to Sell**

Students shall not give, sell, distribute or possess with intent to give, sell or distribute marijuana or other controlled substance as defined in the Drug Control Act, Chapter 15.1 of Title 54 of the Code of Virginia, "Unauthorized Sale or Distribution."

Students shall not be involved with the act of selling or distribution or attempting to sell or distribute any object or substance which has not been authorized for sale or distribution by the building Principal.

Other restricted substances include alcoholic drinks, marijuana, narcotic drugs, hallucinogens, stimulants, depressants, and anything else covered by the Drug Control Act referenced, as well as any abusable glue, paint and similar materials, non-prescription drugs (if they are not taken according to the prescription or directions on the package) and anything that a student represents to be a restricted substance or which a student believes is a restricted substance is prohibited.

### **Dress Code**

Students are expected to dress appropriately for a K-12 educational environment. Any clothing that interferes with or disrupts the educational environment is unacceptable. Clothing with language or images that are vulgar, discriminatory, or obscene, or clothing that promotes illegal or violent conduct, such as the unlawful use of weapons, drugs, alcohol, tobacco, or drug paraphernalia or clothing that contains threats such as gang symbols is prohibited. Clothing should fit, be neat and clean, and conform to standards of safety, good taste and decency. Clothing that exposes cleavage, private parts, the midriff, or undergarments, or that is otherwise sexually provocative, is prohibited. Examples of prohibited clothing include, but are not limited to: sagging or low-cut pants, low-cut necklines that show cleavage, tube tops, halter tops, fish hooks, backless blouses or blouses with only ties in the back, and clothing constructed of see-through materials. Additionally, disciplinary action will be taken against any student taking part in gang-related activities that are disruptive to the school environment, which include the display of any apparel, jewelry, accessory, tattoo, or manner of grooming that, by virtue of its color, arrangement, trademark, or any other attribute, denotes membership in a gang that advocates illegal or disruptive behavior. Skirts, dresses, and shorts must be no higher than 3 inches from the middle of the knee (even when worn with leggings or tights). However, inappropriate outfits that meet the length requirements may be disallowed. **Articles** of clothing that are excessively tight shall not be worn (leggings, jeggings, yoga pants, et. al.). Shoes are to be worn at all times. Shirts or blouses which expose the back, midriff or navel, and tank **top straps** that are less than 2 inches **wide** (three fingers wide), or see-through shirts are not allowed. Pants with holes 3 inches above the knee will not be allowed. Heavy chains and fish hooks are not allowed. Students not complying with this policy will be asked to cover the noncomplying clothing, change clothes or go home. Combs and picks are not allowed to remain in one's hair after use. Parents of students requiring accommodation for religious beliefs, disabilities, or other good causes should contact the principal.

### **Threats or Intimidation**

Students shall not make any verbal, written, or physical threat of bodily injury or use of force directed toward another person. Students shall not use electronic technology or communication devices, such as the Internet or cell phones, to intimidate or threaten for any reason.

### **Extortion**

No student may obtain or attempt to obtain anything of value from another by using a threat of any kind.

### **Fighting**

Exchanging mutual physical contact between two or more persons by pushing, shoving or hitting with or without injury is prohibited.

### **Stalking**

Students shall not engage in a pattern of behavior that places another person in fear of serious harm.

### **Felony Charges**

Students charged with any offense, wherever committed, that would be a felony if committed by an adult may be disciplined and/or required to participate in prevention/ intervention activities.

### **Food and Beverages**

Students may bring food and beverages to school for lunch with the following restrictions: No glass containers are to be brought on school grounds. No food, soft drinks or gum is permitted in the classrooms (only bottled water). Energy drinks are not allowed in school. Food/snacks or drinks purchased in the cafeteria must be consumed in the cafeteria and are not allowed to be taken out of the cafeteria. If an item is carried out of the cafeteria, it will be confiscated.

### **Gambling**

A student shall not bet money or other things of value, or knowingly play or participate in any game involving such a bet, on school property, on school buses or during any school related activity.

### **Gang Activity**

Gang-related activity is not tolerated. Symbols of gang membership are expressly prohibited (i.e., clothing that symbolizes association, rituals associated with, or activities by an identified group of students). (See Policy JFCE Gang Activity or Association.)

### **Harassment**

A student shall not harass another student or any school employee, volunteer, student teacher or any other person present in school facilities or at school functions.

### **Hazing**

Students shall not engage in hazing. Hazing means to recklessly or intentionally endanger the health or safety of a student or students or to inflict bodily harm on a student or students in connection with or for the purpose of initiation, admission into or affiliation with or as a condition for continued membership in a club, organization, association, fraternity, sorority, or student body regardless of whether the student or students so endangered or injured participated voluntarily in the relevant activity. The principal of any school at which hazing which causes bodily injury occurs shall report the hazing to the local Commonwealth Attorney.

### **Inciting Others to Violence or Disruption**

Students shall not by words, acts, or deed, directly incite others to commit violence or disrupt the atmosphere of order and discipline necessary for effective learning. Students shall not engage in gang activities including any group activity that threatens, that is illegal and/or violent, or that portends the development of gang activity, which may include inappropriate congregating, bullying, and harassment.

### **Lockers, Personal Search and Seizure**

To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search a student and/or student lockers under the circumstances outlined below and may seize any illegal, unauthorized, or contraband materials discovered in the search.

As used in this policy, the term "unauthorized" means any item dangerous to the health or safety of students or school personnel, or disruptive or any lawful function, mission or process of the school, or any item described as unauthorized in school rules available beforehand to the student.

Student desks, computers, and lockers are the property of the school and school officials reserve the right to search desks, computers and lockers. School officials retain locker combinations and a general search of lockers or desks may be conducted to repossess school property or to locate illegal materials. The student's individual right to privacy and freedom from unreasonable search and seizure is balanced by the school's responsibility to protect the health, safety and welfare of all persons within the school community. Should illegal materials be found during a search, law enforcement officials shall be notified.

Student lockers are school property and remain at all times under the control of the school; however, students are expected to assume full responsibility for the security of their lockers. Periodic general inspections of lockers may be conducted by school authorities for any reason at any time without notice, without student consent and without a search warrant.

No personal locks are to be used on school lockers. Other locks will be cut off. Lockers are to be locked at all times. Students are cautioned not to keep money or other valuables in their lockers. The school accepts no responsibility for any personal items left in lockers at any time.

School computers, software and Internet access are school property. Students are only authorized to use school computers and other similar educational technology consistent with the educational mission of the school. School officials may search school computers, software, and Internet access records at any time for any reason and without student consent

### **Personal Searches**

A student's person and/or personal effects (e.g. purse, book bag, etc.) may be searched whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. When a search of a student's person is conducted, it will be conducted in private by a school official of the same sex and with an adult witness present, when feasible. Clarification on the variety of searches allowed can be found in the School Board Policy (Policy JFG May 11, 2009)

If the school official has reasonable suspicion to believe that the student has on his or her person an item imminently dangerous to the student or to others, the school official may use discretion in two actions: a more intrusive search of the student's person may be conducted or the appropriate law enforcement officials may be contacted. In the case of a more extensive search, such a search may only be conducted in private by a school official of the same sex, with an adult witness of the same sex present, and only upon the prior approval of the superintendent or his designee, unless the health or safety of students will be endangered by the delay which might be caused by following these procedures. Random narcotics searches are conducted throughout the year. Local law enforcement is utilized to conduct these searches and they may employ passive dogs to search students.

### **Possession or Use of Weapons or Other Dangerous Articles**

Students shall not have in their possession any type of unauthorized firearm or other article, which may be used as a weapon, regardless of whether it is commonly accepted as such. This regulation incorporates Policy JFCD. Students are not allowed to bring onto the school property any object that can reasonably be considered a weapon. Students violating this law will be immediately suspended and a recommendation will be given to the superintendent for expulsion. Throwing of any object or in any way causing any missiles to travel through the air is forbidden. Actions of this type involve the possibility of bodily harm to other students. This would include the throwing of pencils, erasers, books, snowballs, coins, food, etc. It is also prohibited to bring to school any type of firecrackers, smoke works, laser pointers, etc. Students shall not possess any look-a-like weapons. Any student who violates this ruling may expect immediate suspension and/or expulsion.

### **Laser Pointers**

Students shall not have in their possession laser pointers.

### **Profane, Obscene or Abusive Language or Conduct**

Students shall not use vulgar, profane or obscene language or gestures or engage in conduct that is vulgar, profane, obscene or disrupts the teaching and learning environment.

### **Recording Devices**

Students are prohibited from videotaping or audio recording any teacher or staff member without express consent of the faculty or staff member.

### **Restricted Substances**

Alcoholic drinks, marijuana, narcotic drugs, hallucinogens, stimulants, depressants, and anything else covered by the Drug Control Act referenced below, as well as any abusable glue, paint and similar materials, non-prescription drugs (if they are not taken according to the prescription or directions on the package) and anything that a student represents to be a restricted substance or which a student believes is a restricted substance is prohibited.

### **Seizure of Illegal Materials**

If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to proper legal authorities for ultimate disposition.

### **Sexual Harassment**

A student shall not sexually harass another student or any school employee, volunteer, student teacher or any other person present in school facilities or at school functions. Harassment involves someone directing physical and/or verbal behavior toward another which is not welcome, is personally offensive, debilitates morale, and interferes with the working or learning effectiveness of the individual and, includes, but is not limited to, the following: racial, religious, cultural/national origin, age, disability and sexual harassment. If a student feels he/she has experienced harassment, a teacher, guidance counselor, or administrator needs to be informed so that assistance can be provided in dealing with the situation. Sexual harassment is any unwelcome 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.

What is sexual harassment? Sexual harassment is any unwelcome or unwanted sexual pressure or verbal, visual, or physical contact of a sexual nature. It may happen once or many times. Some examples may include:

- Spreading sexual rumors
- Repeatedly asking out someone who has said no
- Questioning or commenting on someone's sexuality
- Telling sexually offensive jokes
- Displaying sexual pictures or magazines
- Making rude gestures or noises
- Touching or rubbing against a person
- Pressuring someone for a date
- Other things that are sexually offensive to you

Even if the person experiencing the behavior doesn't seem to be bothered, it is still sexual harassment if it makes others feel unsafe or uncomfortable.

*It is the policy of the Cumberland County Public Schools to maintain a working and learning environment for all its employees and students which provides for fair and equitable treatment, including freedom from sexual harassment. Anyone who is found, after investigation, to have engaged in sexual harassment of another employee or student will be subject to appropriate disciplinary action. Sexual harassment complaints are to be brought to the attention of an administrator immediately. The Title 9*

compliance officer is the District's Human Resource Supervisor or the Assistant Superintendent. Both may be contacted at (804) 492-4212.

### **Theft**

A student shall not intentionally take or attempt to take the personal property of another person by force, fear or other means.

### **Trespassing**

Students shall not trespass on school property or use school facilities without proper authority or permission, or during a period of suspension or expulsion.

### **Use and/or Possession of Alcohol, Tobacco, Anabolic Steroids, and Other Drugs**

A student shall not possess, use, and/or distribute the restricted substances listed below on school property, on school buses or during school activities, on or off school property. A student shall not attempt to possess, use, consume, procure, and/or purchase; any of the restricted substances listed below or what is represented by or to the student to be any of the restricted substances listed below or what the student believes is any of the restricted substances listed below. A student shall not be under the influence of any of the restricted substances listed below, regardless of whether the student's condition amounts to legal intoxication. Restricted substances include but are not limited to alcohol, tobacco and inhalant products, and other controlled substances defined in the Drug Control Act, Chapter 15.1 of Title 54 of the Code of Virginia, such as anabolic steroids, stimulants, depressants, hallucinogens, marijuana, imitation and look-alike drugs, drug paraphernalia, and any prescription or non-prescription drug possessed in violation of School Board policy. The School Board may require any student who has been found in possession of, or under the influence of, drugs or alcohol in violation of School Board policy to undergo evaluation for drug or alcohol abuse, or both, and, if recommended by the evaluator and with the consent of the student's parent, to participate in a treatment program. In addition to any other consequences which may result, a student who is a member of a school athletic team will be ineligible for two school years to compete in interscholastic athletic competition if the school principal and the division superintendent determine that the student used anabolic steroids during the training period immediately preceding or during the sport season of the athletic team, unless such steroid was prescribed by a licensed physician for a medical condition.

### **Electronic Cigarettes**

Students shall not possess electronic cigarettes on school premises, on school buses or at school sponsored activities.

### **Vandalism**

Students shall not willfully or maliciously damage or deface any school building or other property owned or under the control of the School Board. In addition, students shall not willfully or maliciously damage or deface property belonging to or under the control of any other person at school, on a school bus or at school-sponsored events.

### **Other Conduct**

In addition to these specific standards, students shall not engage in any conduct which materially and substantially disrupts the ongoing educational process or which is otherwise a violation of federal, state or local law.

### **General Discipline Notes**

The school has tried to anticipate possible offenses. Not every possible act of misconduct may be listed. Failure to specify a behavior as an offense does not mean the behavior is acceptable and free from disciplinary action, some offenses may have additional consequences as stated by the Cumberland County School Board policy handbook. Students suspended from school may not participate in any school activity from the time of suspension until reinstatement in school, nor may they be on school property. Students who receive multiple days of In School Suspension may not participate in any school activities (including after school events) until the last day has been served. Parents will be notified of their son's/daughter's misconduct when warranted. Incomplete disciplinary action may be carried over from one academic year to the next. All discipline offenses will be recorded in the student's scholastic record.

### **Cumulative Nature of Student Infractions**

Certain infractions of school rules or School Board policies by students will carry penalties of a cumulative nature. They are those which deal with drugs and alcohol, weapons, violent disrespect of employees. In these cases, a first offense of a particular type carries a particular penalty. A second or third infraction of a similar type carries more severe penalties. A student's record will accumulate during all of his/her years at a school level. The parent and student will be notified, in writing, of the cumulative nature of the infraction. Once the student enters high school, a new accumulation record will begin.

Other infractions are not cumulative for the duration of a student's enrollment in a school. These hold a one-year accumulation. However, the Principal may, at his/her discretion, declare that any infraction will accumulate beyond a school year (that is, accumulate for the duration of the student's enrollment in the school). In such cases, the parent and student will be notified in writing of the cumulative nature of the infraction.

**Student Input to the Administration**

A student with a problem or a concern is encouraged to speak to an administrator, teacher, guidance counselor, or other faculty member. The administration would rather solve problems than take disciplinary action. Students who have a concern but who do not speak to the administration will be held accountable for their actions.

**Corrective Actions**

The following corrective actions are among those available to the school administration for violation of the Student Code of Conduct. The facts and circumstances of each offense are considered fully in determining reasonable corrective actions.

1. Counseling
2. Admonition
3. Reprimand
4. Loss of privileges, including access to the School Division’s computer system
5. Parental conferences
6. Modification of student classroom assignment or schedule
7. Student behavior contract
8. Referral to student assistance services
9. Removal from class
10. Initiation of child study process
11. Referral to in-school intervention, mediation, or community service programs
12. Tasks or restrictions assigned by the principal or his designee
13. Detention after school or before school
14. Suspension from school-sponsored activities or events prior to, during, or after the regular school day
15. In-school suspension
16. Out-of-school suspension
17. Referral to an alternative education program
18. Notification of legal authority where appropriate
19. Recommendation for expulsion including recommendation for expulsion for possessing a firearm, destructive device, firearm muffler, firearm silencer or pneumatic gun on school property or at a school-sponsored event
20. Recommendation for expulsion for having brought a controlled substance, imitation controlled substance or marijuana, synthetic cannabinoids, on to school property or at to a school sponsored activity
21. Evaluation for alcohol or drug abuse
22. Participation in a drug, alcohol or violence intervention, prevention or treatment program

**Student Code of Conduct Infractions**

|  |   |
|--|---|
| <p><b>Category 1:</b><br/> Tardies<br/> Minor Misconduct<br/> Violation of Class Rules<br/> Improper Display of Affection (hugging, kissing)<br/> Inappropriate Dress<br/> Failure to Work in Class<br/> Eating/Drinking in Class</p>  | <p>Consequences are based on case-by-case circumstances</p> |
| <p><b>Category 2:</b><br/> Lying<br/> Presenting False Information<br/> Skipping Class/School<br/> Leaving Class without Permission<br/> Gambling (playing cards, rolling dice)<br/> Improper Arrival and Departure from School<br/> Inappropriate Use of Internet<br/> Campus/Classroom Disruption<br/> Horseplay</p> | <p>Consequences are based on case-by-case circumstances</p> |

|   |   |
|---|---|
| Defiant Behavior<br>Being in an Unauthorized Area   |   |
| <b>Category 3:</b><br>Disrespect<br>Harassment<br>Intimidation (physical, racial, verbal, sexual)<br>Fighting<br>Physical Aggression<br>Inciting/Provoking Fighting<br>Lewd Behavior / Inappropriate Touching<br>Forgery<br>Destruction of School Property<br>Vandalism<br>Hazing<br>Fireworks/Stink Bombs, etc.<br>Suspension from ISS<br>Stealing<br>Excessive Profanity<br>Gang Activity (clothing with symbols, hand signs, gestures, initiations), including Look-Alike Gang Activity<br>Possession/Distribution/Production of Indecent/Explicit/Illegal Materials   | Consequences are based on case-by-case circumstances  |
| <b>Bus Rules</b>  | Consequences are based on case-by-case circumstances  |
| <b>Fighting</b>   | Consequences are based on case-by-case circumstances  |
| <b>Bullying/Teasing</b>   | Cases of bullying will be handled administratively, depending upon the severity the situation               |
| <b>Tobacco Violations</b>   | Consequences are based on case-by-case circumstances  |
| <b>Violation of a Behavior Contract</b>   | Consequences are based on case-by-case circumstances  |
| <b>Category 4:</b><br>Assault and Battery<br>Stalking<br>Substance Abuse<br>Possession and/or Distribution of Alcohol<br>Prescription/Non-prescription Drugs<br>Burglary<br>Extreme Battery Resulting in Injury (Perpetrator Arrested)<br>Possession/Distribution of Drug Paraphernalia / Look-a-like Drugs<br>Possession/Distribution of Illegal Drugs (Perpetrator Arrested)<br>Extreme Disrespect/Defiant Behavior Toward School Personnel<br>Possession of Dangerous Weapons<br>Knives<br>Look-a-like weapons/explosives/Incendiary Devices<br>Threatening School Personnel (Verbal and Physical)<br>Bomb Threat<br>False Alarm | 10 Days OSS and Notification to Sheriff's Office (Charges may be Filed); Possible Discipline Board Referral |

# FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

## NOTICE FOR DIRECTORY INFORMATION

[Note: Per § 99.37(d), your school may adopt a limited directory information policy. If you do so, the directory information notice to parents and eligible students must specify the parties and/or purposes that may receive directory information.]

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that Cumberland County Public Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Cumberland County Public Schools may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Cumberland County Public Schools to include this type of information from your child's education records in certain school publications. Examples include:

- 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, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed 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 educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. [Note: These laws are Section 9528 of the ESEA (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).]

If you do not want Cumberland County Public Schools to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing within the first two weeks of the start of the school year. Cumberland County Public Schools has designated the following information as directory information: [Note: an LEA may, but does not have to, include all the information listed below.]

|                          |  |
|--------------------------|--|
| -Student's name          | -Participation in officially   |
| -Address                 | recognized activities and sports   |
| -Telephone listing       | -Weight and height of members of   |
| -Electronic mail address | athletic teams   |
| -Photograph              | -Degrees, honors, and awards   |
| -Date and place of birth | received   |
| -Major field of study    | -The most recent educational agency or                                       |
| -Dates of attendance     | institution attended   |
| -Grade level             | -Student ID number, user ID, or other unique personal identifier used to     |
|                          | communicate in electronic systems that cannot be used to access education    |
|                          | records without a PIN, password, etc. (A student's SSN, in whole or in part, |
|                          | cannot be used for this purpose.)  |

## **NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY SCHOOLS**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("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 after the day the school division receives a request for access.

Parents or eligible students should submit to the school Principal [or appropriate school official] a written request that identifies the records 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 or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the Cumberland County Public Schools to amend a record should write the school Principal [or appropriate school official], 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 division will notify the parent or eligible student of the decision and 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 provide written consent before the school discloses personally identifiable information (PII) from 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) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve 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, the school 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 the school division 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

### **Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)**

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

· *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)–

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

· *Receive notice and an opportunity to opt a student out of*–

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

· *Inspect*, upon request and before administration or use –

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

**Cumberland County Public School has developed and adopted** policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. **Cumberland County Public Schools** will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. **Cumberland County Public Schools** will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. **Cumberland County Public Schools** will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be

provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

*Parents who believe their rights have been violated may file a complaint with:*

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

### **Screening Notification Screenings**

**1. Each local school division shall have procedures, including timelines, to document the screening of children enrolled in the division, including transfers from out of state as follows:**

- a. Children shall be screened in the areas of hearing and vision in accordance with the requirements of 8VAC20-250-10. (§ 22.1-273 of the Code of Virginia)
- b. Children shall be screened for scoliosis in accordance with the requirements of 8VAC20-690-20. (§ 22.1-273.1 of the Code of Virginia)
- c. Children shall be screened in the areas of speech, voice, language, and fine and gross motor functions to determine if a referral for an evaluation for special education and related services is indicated.
- d. Children who fail any of the above screenings may be rescreened if the original results are not considered valid.
- e. The local educational agency may recognize screenings reported as part of the child's pre-school physical examination required under the Code of Virginia. (§22.1-270 of the Code of Virginia)
- f. Children shall be referred to the special education administrator or designee if results suggest that a referral for evaluation for special education and related services is indicated. The referral shall include the screening results.

**2. The local school division shall provide all applicable procedural safeguards. These include the following:**

- a. Written notice to parents of the scheduled screening and, if the child fails the screening, the results of the screening;
- b. Confidentiality; and
- c. Maintenance of the student's scholastic record.

**3. Screening for instructional purposes is not an evaluation.**

The screening of a student by a teacher or specialist to determine appropriate instructional strategies for curriculum implementation shall not be considered to be an evaluation for eligibility for special education and related services. (34CFR 300.302)

## **Referrals**

- 1. Each school shall have procedures to process in a timely manner all referral requests for a child suspected of having a disability.**
- 2. Each school shall have a team to review records and other performance evidence of the child being referred in order to make recommendations to meet the child's educational and behavioral needs.**
  - (1) The referring source, as appropriate (except if inclusion of a referring source would breach the confidentiality of the child);
  - (2) The Principal or designee;
  - (3) At least one teacher; and
  - (4) At least one specialist.

b. Other members may be included according to the school division's procedures, or when the school division determines that the special needs of the child identified in the referral request requires additional information that should be provided by individuals with specialized training or specific knowledge.

c. One member of the team must be knowledgeable about alternative interventions and about procedures required to access programs and services that are available to assist with children's educational needs.

### **3. Children may be referred through a screening process, or by school staff, the parent(s), or other individuals.**

a. The referral may be in written, electronic, or oral form to the Principal or designee of the school the child attends, or if initially enrolling in the school division, in the school in the parent's district.

b. If the referral is made to the special education administrator or designee, the administrator shall within three business days:

- (1) Initiate the evaluation eligibility process in accordance with 8VAC20-81-60, 8VAC20-81-70, and 8VAC20-81-80;
- (2) Require that the school-based team review and respond to the request; or
- (3) Deny the request.

If the request is denied, prior written notice in accordance with 8VAC20-81-170 shall be given to the parent(s), including the parent's right to appeal the decision through the due process hearing procedures. (34 CFR 300.507)

### **4. In reviewing the child's performance, the team may use a process based on the child's response to scientific, research-based interventions or other alternative research-based procedures. (34 CFR 300.307)**

a. The team shall ensure that these interventions are documented and do not needlessly delay a child suspected of having a disability from being evaluated for special education and related services.

b. If the child has not made adequate progress after an appropriate period of time during the implementation of the interventions, the team shall refer the child to the special education administrator or designee for an evaluation to determine if the child needs special education and related services. (34 CFR 300.309)

### **5. Timelines for referral process.**

a. The team shall meet within 10 business days following the receipt of the referral.

b. The team shall refer the child to the special education administrator or designee within three (3) business days if the team determines that the child should be referred for an evaluation for special education and related services.

c. If the team decides not to refer for an evaluation for special education and related services, prior written notice in accordance with 8VAC20-81-170 shall be given to the parent(s), including the parent's right to appeal the decision through the due process hearing. (34 CFR 300.507)

## **Acceptable Use Policy**

### **Acceptable Use and Responsibility for Network**

The School Board provides a computer system, including the Internet, to promote educational excellence by facilitating resource sharing, innovation and communication. The term computer system includes hardware, software, data, communication lines and devices, terminals, printers, CD-ROM devices, tape drives, servers, mainframe and personal computers, the Internet and other internal or external networks.

All use of the Division's computer system must be (1) in support of education and/or research, or (2) for legitimate school business. Use of the computer system is a privilege, not a right. Any communication or material used on the computer system, including electronic mail or other files deleted from a user's account, may be monitored or read by school officials. The Division Superintendent shall establish administrative procedures, for the School Board's approval, containing the appropriate uses, ethics and protocol for the computer system.

The procedures shall include:

- (1) a prohibition against use by division employees and students of the division's computer equipment and communications services for sending, receiving, viewing or downloading illegal material via the Internet;
- (2) provisions, including the selection and operation of a technology protection measure for the division's computers having Internet access to filter or block Internet access through such computers, that seek to prevent access to
  - (a) child pornography as set out in Va. Code § 18.2-374.1:1 or as defined in 18 U.S.C. § 2256;
  - (b) obscenity as defined by Va. Code § 18.2-372 or 18 U.S.C. § 1460; and
  - (c) material that the school division deems to be harmful to juveniles as defined in Va. Code § 18.2-390, material that is harmful to minors as defined in 47 U.S.C. § 254(h)(7)(G), and material that is otherwise inappropriate for minors;
- (3) provisions establishing that the technology protection measure is enforced during any use of the Division's computers by minors;
- (4) provisions establishing that the online activities of minors will be monitored;
- (5) provisions designed to educate students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response;
- (6) provisions designed to prevent unauthorized online access by minors, including "hacking" and other unlawful activities by minors online;
- (7) provisions prohibiting the unauthorized disclosure, use, and dissemination of personal information regarding minors; and
- (8) a component of Internet safety for students that is integrated in the division's instructional program.

Use of the School Division's computer system shall be consistent with the educational or instructional mission or administrative function of the Division as well as the varied instructional needs, learning styles, abilities and developmental levels of students. The Division's computer system is not a public forum.

Each teacher, administrator, student and parent/guardian of each student shall sign the Acceptable Computer System Use Agreement, GAB-E1/IIBEA-E2, before using the Division's computer system. The failure of any student, teacher or administrator to follow the terms of the Agreement, this policy or accompanying regulation may result in loss of computer system privileges, disciplinary action, and/or appropriate legal action.

The School Board is not responsible for any information that may be lost, damaged or unavailable when using the computer system or for any information retrieved via the Internet. Furthermore, the School Board will not be responsible for any unauthorized charges or fees resulting from access to the computer system.

The Division Superintendent shall submit to the Virginia Department of Education this policy and accompanying regulation biennially.

Adopted: December 13, 1999

Revised: November 12, 2001

May 9, 2005

August 14, 2006

May 14, 2007

July 13, 2009

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Legal Refs: 18 U.S.C. §§ 1460, 2256.47 U.S.C. § 254.

Code of Virginia, 1950, as amended, §§ 18.2-372, 18.2-374.1:1, 18.2-390, 22.1-70.2, and 22.1-78.

Cross Refs.: GCPD Professional Staff Members: Contract Status and Discipline

GDPD Support Staff Members: Contract Status and Discipline

JFC Student Conduct

JFC-R Standards of Student Conduct

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File: GAB-R/IIBEA-R

#### ACCEPTABLE COMPUTER SYSTEM USE

All use of the Cumberland County School Division's computer system shall be consistent with the School Board's goal of promoting educational excellence by facilitating resource sharing, innovation and communication. The term computer system includes hardware, software, data, communication lines and devices, terminals, printers, CD-ROM devices, tape drives, servers, mainframe and personal computers, the Internet and any other internal or external network.

#### **Computer System Use-Terms and Conditions:**

1. **Acceptable Use.** Access to the Division's computer system shall be (1) for the purposes of education or research and be consistent with the educational objectives of the Division or (2) for legitimate school business.

2. **Privilege.** The use of the Division's computer system is a privilege, not a right.

3. **Unacceptable Use.** Each user is responsible for his or her actions on the computer system. Prohibited conduct includes but is not limited to:

- using the network for any illegal or unauthorized activity, including violation of copyright or other contracts, or transmitting any material in violation of any federal, state, or local law.
- sending, receiving, viewing or downloading illegal material via the computer system.
- unauthorized downloading of software.
- using the computer system for private financial or commercial purposes.
- wastefully using resources, such as file space.
- gaining unauthorized access to resources or entities.
- posting material created by another without his or her consent.
- submitting, posting, publishing, or displaying any obscene, profane, threatening, illegal, or other inappropriate material.
- using the computer system while access privileges are suspended or revoked.
- vandalizing the computer system, including destroying data by creating or spreading viruses or by other means.
- intimidating, harassing, or coercing others.
- threatening illegal or immoral acts.

4. **Network Etiquette.** Each user is expected to abide by generally accepted rules of etiquette, including the following:

- be polite.
- users shall not forge, intercept or interfere with electronic mail messages.
- use appropriate language. The use of obscene, lewd, profane, lascivious, threatening or disrespectful language is prohibited.
- users shall not post personal information other than directory information as defined in Policy JO Student Records about themselves or others.

- users shall respect the computer system's resource limits.
- users shall not post chain letters or download large files.
- users shall not use the computer system to disrupt others.
- users shall not modify or delete data owned by others.

5. **Liability.** The School Board makes no warranties for the computer system it provides. The School Board shall not be responsible for any damages to the user from use of the computer system, including loss of data, non-delivery or missed delivery of information, or service interruptions. The School Division denies any responsibility for the accuracy or quality of information obtained through the computer system. The user agrees to indemnify the School Board for any losses, costs, or damages incurred by the School Board relating to or arising out of any violation of these procedures.

6. **Security.** Computer system security is a high priority for the school division. If any user identifies a security problem, the user shall notify the building Principal or system administrator immediately. All users shall keep their passwords confidential and shall follow computer virus protection procedures.

7. **Vandalism.** Intentional destruction of or interference with any part of the computer system through creating or downloading computer viruses or by any other means is prohibited.

8. **Charges.** The School Division assumes no responsibility for any unauthorized charges or fees as a result of using the computer system, including telephone or long-distance charges.

9. **Electronic Mail.** The School Division's electronic mail system is owned and controlled by the School Division. The School Division may provide electronic mail to aid students and staff in fulfilling their duties and as an education tool. Electronic mail is not private. Students' electronic mail will be monitored. The electronic mail of staff may be monitored and accessed by the School Division. Unauthorized access to an electronic mail account by any student or employee is prohibited. Users 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.

10. **Enforcement.** Software will be installed on the division's computers having Internet access to filter or block Internet access through such computers to child pornography and obscenity. The online activities of users may also be monitored manually. **Any violation of these regulations shall result in loss of computer system privileges and may also result in appropriate disciplinary action, as determined by School Board policy, or legal action.**

Adopted: December 13, 1999

Revised: November 12, 2001

May 9, 2005

May 14, 2007

July 13, 2009

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Legal Refs: 18 U.S.C. §§ 1460, 2256.

47 U.S.C. § 254.

Code of Virginia, 1950, as amended, §§ 18.2-372, 18.2-374.1:1, 18.2-390, 22.1-70.2 and 22.1-78.

Guidelines and Resources for Internet Safety in Schools, Virginia Department of Education (Second Edition October 2007)

Cross Refs: GCPD Professional Staff Members: Contract Status and Discipline

GDPD Support Staff Members: Contract Status and Discipline

JFC Student Conduct

JFC-R Standards of Student Conduct

## CMS Expectations Matrix

**Purpose Statement:** The purpose of CMS is to develop respectful and responsible students to be purposeful in the real world.

| LOCATION  | Bus  | Hallway  | Restroom  | Cafeteria   | Classroom   |
|---|--|--|---|---|---|
| <b>EXPECTATIONS</b>   |  |  |   |   |   |
| <b>Be Respectful</b><br><i>“I am kind”</i><br><i>“I am polite”</i>      | <ul style="list-style-type: none"> <li>Noise level 2</li> <li>Follow school dress code</li> <li>Use Kind words</li> <li>Maintain personal space (avoid PDA)</li> </ul> | <ul style="list-style-type: none"> <li>Maintain personal space</li> <li>Noise level 2</li> </ul>   | <ul style="list-style-type: none"> <li>Keep trash off floor</li> <li>Keep graffiti free</li> <li>Noise level 2</li> </ul>   | <ul style="list-style-type: none"> <li>Maintain personal space</li> <li>Lunch line: Noise level 1</li> <li>Table: Noise level 3</li> </ul>                                    | <ul style="list-style-type: none"> <li>Be an active listener</li> <li>Follow classroom expectations</li> </ul>  |
|   | <b>Be Responsible</b><br><i>“I am present”</i><br><i>“I am prepared”</i>   | <ul style="list-style-type: none"> <li>Bring earbuds for device usage</li> <li>Stay in your seat</li> <li>Keep personal property to yourself</li> <li>Make driver aware of safety issues/concerns</li> </ul> | <ul style="list-style-type: none"> <li>Walk on the right</li> <li>Keep hallway and locker clean</li> <li>Cell phones: Noise level 0</li> </ul>  | <ul style="list-style-type: none"> <li>Wash hands</li> <li>Flush the toilet after every use</li> <li>Throw away trash</li> </ul>  | <ul style="list-style-type: none"> <li>Clean up after yourself</li> <li>Get all necessary supplies before sitting down</li> <li>Cell phones: Noise level 0</li> </ul>             |
| <b>Be Purposeful</b><br><i>“I am engaged”</i><br><i>“I am prepared”</i> |  | <ul style="list-style-type: none"> <li>Be at the bus on time</li> <li>Take care of all needs before loading/unloading</li> <li>Keep all items in your book bag</li> </ul>                                    | <ul style="list-style-type: none"> <li>Travel efficiently</li> <li>Arrive on time</li> </ul>  | <ul style="list-style-type: none"> <li>Use the bathroom</li> <li>Wash and dry hands</li> <li>EXIT</li> </ul>  | <ul style="list-style-type: none"> <li>Only get up for a purpose</li> <li>Decide what you want for lunch- then get and stay in line!</li> </ul>                                   |
|   | <b>Teacher Expectations</b><br><i>“What I will do to support our students’ success.”</i>   | N/A  | <p>I will be present in the hallway during all transitions.</p> <p>I will monitor students and acknowledge positive behaviors.</p> <p>I will acknowledge students, by name if possible.</p> | <p>I will monitor bathrooms during transitions.</p> <p>I will ensure students are purposeful while in the bathroom.</p> <p>I will monitor bathroom activity during lunch.</p> | <p>I will monitor behaviors and noise level during lunch.</p> <p>I will remind students to clean-up after themselves when dismissing.</p> <p>I will monitor my assigned area.</p> |

# Cumberland Middle School

A Foundation for SUCCESS



16 School Road • P.O. Box 184 • Cumberland, Virginia 23040 • (804) 492-4212 • FAX (804) 492-9868

I have read and understand the following information from the *Student Handbook*:

- School Wide Behavior Expectations
- Student Code of Conduct
- Dress Code
- Student Attendance Procedures
- Acceptable Use Policy

By signing this form you are signifying you have read and understand the above information, and will do your utmost to abide by or support your child in abiding by the expectations and requirements of the school.

**Student Printed Name:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent/Guardian Printed Name:** \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_