



LURAY MIDDLE SCHOOL

14 LURAY AVENUE LURAY, VIRGINIA 228355

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2022-2023 FAMILY/ STUDENT HANDBOOK

Updated June 2022

Principal: Heather Foltz
Assistant Principal: Tony Lechota

This Parent/Student Handbook serves as a guide and is updated periodically, with the most recent version posted on the school website. A printed copy of this handbook is available upon request. Parents and students should also read and refer to the Page County Student Code of Conduct and the Page County School Board Policy Manual.

Luray Middle School seeks to...

- *Engage students with relevant & challenging learning.**
- * Encourage students with strong support.**
- * Empower students to be future ready.**



Disclaimer

This handbook is a summary of the school's rules and expectations, and is not a comprehensive statement of school procedures. The handbook is provided to the students and their families to acquaint them with the rules, regulations, procedures and other relevant information necessary for the orderly functioning of the school. It has been structured to help promote student progress as well as modeling appropriate school government. In addition, this handbook provides for the psychological and physical safety of the students through appropriate rules and regulations.

When a breach of school disciplinary rules and regulations occurs, it is the responsibility of involved teachers and administrators to work with the student, parents, and other support personnel to help the student correct behavior. All disciplinary actions shall be directed toward protecting the welfare of the school community. Disciplinary responses may include, but are not limited to, the actions described in this handbook.

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GENERAL INFORMATION

ADDRESSES & PHONE NUMBER

- The main office **MUST** be informed of any changes to your address or telephone number. If a student moves from one parent or legal guardian to another, the main office needs immediate notification. Accurate telephone numbers and addresses are important for proper school-parent communication and are required by law.

ARRIVAL & DEPARTURE

- **Official building supervision begins at 7:45 a.m.** Please do not drop off students and expect them to be in the building before this time unless the student has arranged to be supervised by a specified teacher. Students arriving before 8:00 a.m. will be held in holding groups by grade level and released to class. Classes will begin promptly at 8:15am, with students reporting directly to Homeroom. Students arriving after 8:15am will be considered tardy.
- Students delivered by **car** or **student walkers** should enter the building through door #1 at the main office.
- Students delivered by **bus** will be dropped in the east parking lot near LES and enter the building through door #10.
- **At the end of the day, school will be dismissed at 3:15pm.** Walkers will exit the building through door #14 near the rear patio. Car riders should be picked up at Door #1 near the main office. **Bus riders** will be dismissed by round and exit using Door #10.
- Once they have arrived at school, students are not to leave school grounds without proper sign-out by a parent or parent approved adult listed on their emergency contact list.
- Students walking to school are reminded that they are under school jurisdiction en route to and from school. Students trespassing on private property or harassing other students will be subject to school disciplinary actions and possible law enforcement intervention.

ATHLETICS, ACTIVITIES, & CLUBS

SPORTS WILL BE PLAYED IN CONJUNCTION WITH THE VIRGINIA HIGH SCHOOL LEAGUE (VHSL) GUIDANCE & SCHEDULE.

- Luray Middle School offers an extensive athletic program. Students with an [up-to-date VHSL Physical](#) may participate in the following:
 - FALL: 8th graders may participate in the High School JV Football, Golf, JV Girls Volleyball and Middle School (6-8 grades) Cross Country.
 - WINTER: 6th, 7th & 8th graders may participate in Middle School Boys and Girls Basketball, Middle School Cheerleading. 8th graders may participate in High School JV Basketball and Cheerleading
 - SPRING: 6th, 7th & 8th graders may participate in Middle School Track and 8th graders may participate in High School JV Soccer, Baseball and Softball.
- A Luray Middle School student/athlete is considered to first be a student, and secondly, an athlete. Students that fail to meet academic and behavioral expectations will not be allowed to represent LMS in practices, meets and/or games. A reminder that an LMS athlete represents the school and the community and becomes a representative that influences the perception of school spirit, sportsmanship, discipline and behaviors.
 - To be eligible to participate, a student/athlete must meet the requirements of the Virginia High School League, which governs high school athletes in the state. It is the responsibility of the student athlete and parent to be aware and in compliance with these requirements. In addition, each athlete will have to pay a one time \$25 athletic fee for the year. Check or cash is to be brought to the COACH. A receipt will be issued once payment is received. Note: This fee is for participation on a team, not for playing time.
 - ***LMS Student Athletes must adhere to the policies outlined in the Luray High School Athletic Handbook, regardless of sport or season.***
 - Please contact Mr. Tony Lechota - School Athletic Director if there are any questions regarding a student's eligibility to participate.

ATTENDANCE

[PCPS Code of Conduct & Attendance-Section 2.0-3.15](#)

- It is an LMS expectation that students attend school on a daily basis. Parents should call the school (540-843-2660) or email the [Attendance Coordinator](#) to report student absences. This should be done no later than 9:30am.
- **Students must be in attendance ALL DAY in order to participate in any after school extra-curricular activity. Students must also be in attendance for the ENTIRE school day on the Friday prior to any weekend activities.** Exceptions may be approved by the school administration PRIOR to a specific absence in accordance with student and athletic handbooks.
- Parents should be in communication with teachers and checking schoology accounts to assist students with completion of daily assignments.
- Examples of excused absences include; medical/dental reasons, a death in the family, legal appointments, religious holidays, and prearranged situations arranged with the school principal or other emergencies discussed with and approved by the principal. **In this regard, the principal will consider the nature of the specific request of the parent, number of prior excused and unexcused absences, past and current grades as well as the student's discipline record when making decisions about whether to excuse these "prearranged situations."**
- Examples of unexcused absences include; personal business, not having a note, oversleeping, haircuts, shopping, failure to catch the school bus, failure of private transportation, etc. **An unexcused absence is an act of truancy and is a violation of school rules which may require school disciplinary action. An absence "without parental awareness and support" will be considered an "unexcused" absence. Court action may be taken if unexcused absences become excessive.**
- **Required Documentation** - Failure to provide a note **within 3 days** of an absence will result in the absence being coded as "unexcused." Notes can be faxed to the school at 540-743-1709 or emailed to the [Attendance Coordinator](#).
- **Attendance Meeting** - After a student has 5 unexcused absences or a total of 15 absences of any type (excused, unexcused or a combination of both) for an entire day or from a specific block or class, school administration shall require that the parent/guardian of the student meet with the school principal or assistant principal and other school level staff for an Attendance Improvement Plan Meeting.
- **Excessive Unexcused absences** - The attendance coordinator, with the knowledge and approval of the Superintendent, shall institute proceedings against any parent who fails to comply with the requirements of the compulsory attendance laws.

CONFERENCES

- Effective communication between parents and teachers always benefits the student. Teachers will utilize Schoology, Email, and other informational tools to maintain communication with families. Teachers may also be available during their planning periods as follows:

6th grade team	12:33 pm - 1:53 pm
7th grade team	8:20 pm - 9:40 pm
8th grade team	9:45 am- 11:05 am
Related Arts	1:55 pm- 3:15 pm

- County-wide scheduled Parent-Teacher Conference Days have been set for the school year and are found on the [PCPS website](#).

DANCES/SOCK HOPS

- Only Luray Middle School students are permitted to attend school dances. The following rules apply to all dances held at Luray Middle School:
- All students will be expected to act appropriately. Inappropriate behavior subjects any student to be dismissed from a dance and banned from future attendance.
 - The staff members in charge of the dance can refuse admittance or expel anyone present that exhibits inappropriate behaviors. Anyone loitering at or around the school building or grounds during a dance will be asked to leave.
 - School dances are typically held from 6 p.m. to 8 p.m. Students attending a dance will sign in on the sheet provided. Anyone leaving before the designated time will sign out, noting the time of departure and will not be allowed to return to the dance or school premises.

DRESS CODE

per PCPS Student Code of Conduct & Attendance: Policy JFC-R

The Code of Virginia § 22.1-276.01 now includes a definition for dress and grooming: "Dress or grooming code" means any practice, policy, or portion of a code of student conduct adopted by a school board that governs or restricts the attire, appearance, or grooming, including hairstyle, of any enrolled student.

Page County Public Schools respects students' rights to express themselves in the way they dress. All students who attend Page County Public Schools are also expected to respect the school community by dressing appropriately for the learning environment. Student attire should facilitate participation in learning as well as demonstrate respect, pride, cohesiveness, and a positive regard for discipline and authority. This policy is intended to provide guidance for students, staff, and parents.

Requirements:

- I. Clothing must be opaque (*not able to be seen through; not transparent*) and cover from top of shoulder to mid thigh.
- II. Shoes must be worn at all times.
- III. Specialized courses or programs may require specific attire, such as sports uniforms or safety gear, no open toe shoes.
- IV. Clothing may not depict, imply, advertise, or advocate illegal, violent, or lewd conduct, weapons, or the use of alcohol, tobacco, marijuana or other controlled substances.
- V. Clothing may not depict or imply pornography, nudity, or sexual acts.
- VI. Clothing may not display or imply vulgar, discriminatory, or obscene language or images.
- VII. Clothing may not state, imply, or depict hate speech/imagery targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected classification.
- VIII. Clothing and accessories that endanger student or staff safety may not be worn.
- IX. Apparel, jewelry, accessories, tattoos, 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 is prohibited.



FOOD SERVICE

- The Luray Middle School Cafeteria program includes the regular Breakfast and Lunch program. As well as “Second chance” breakfast where students have access to breakfast after first block if they did not get it before school.
- Cafeteria/Food Consumption Expectations:
 - Students will be provided the opportunity for breakfast between 8:00 am. and 8:15 a.m. each school day as they enter the building and again at 9:40 a.m. after first block **if they did not get it before school**. Students may not get two servings of breakfast.
 - Students will eat lunch in the cafeteria & other assigned indoor areas (bad weather days) or outside (good weather days).
 - Students bringing their own lunch to school may still get a free school lunch if they wish.
 - Students are expected to pick up and dispose of their own trash.

- LMS Cafeteria Prices, as well as Free/Reduced price qualifications, are posted on the [PCPS Website](#).
- Per the PCPS wellness policy, caffeinated drinks and fast food are not permitted during school hours.

GRADES, GRADING SCALE and REPORT CARDS

- Student grades are sent home every nine weeks. The grades recorded for each nine week period are averaged to determine the student's semester grade. Semester grades are averaged together to create the students final grade and only final grades are recorded on the Student's Permanent Record.
- Teachers also send out an Interim Grade report to parents to assist in monitoring student progress. Parents are asked to check the scheduled dates for report cards and interim reports and to review these with their son/daughter.
- Page County Public Schools has initiated a parent portal to access your child's grades electronically. This information can be found on the [PCPS website](#). Usernames and passwords will be given out at orientation. Office staff can assist with login and/or password issues.
- PCPS Grading Scale:

A	100% -90%
B	89% -80%
C	79% -70%
D	69% -60%
F	59% - 0%

LIBRARY

- The Luray Middle School Library is open Monday - Friday from 8:00 a.m. to 3:30 p.m.
- All materials in the regular library collection may be checked out for a period of two (2) weeks and may be renewed for an additional two (2) week period on or before the due date.
- A fee equivalent to the current replacement cost will be charged for all lost library materials.
- Any student abusing library privileges will have their privileges suspended.

LOCKERS & LOCKS

- Use of hallway lockers will be determined on a case by case basis. Locks will not be issued and staff are not responsible for items left in lockers. Gym lockers will be used during the 2022-2023 school year.

PARENT-TEACHER ORGANIZATION (PTO)

- The Parent-Teacher Organization (PTO) works collaboratively with school administration and staff to promote a positive school culture. PTO activities include, but are not limited to, fundraising, concession sales at athletic events, and sock hop/dances.
- Please check the [LMS calendar](#) to stay up to date with the latest PTO news and information.
- Please contact the Main Office should you be interested in helping our school!

PHYSICAL EDUCATION/ GYM REGULATIONS

- Students should wear comfortable clothing appropriate for movement activities.
- Tennis shoes should be worn for all PE activities. Street shoes are NOT to be worn on the gym floor. Failure to wear the appropriate attire will result in a lack of participation, an unsatisfactory grade marking, and/or disciplinary action.
- If there is an on-going medical condition that limits the participation in physical activities, the student must bring a medical note to the nurse. The nurse will inform the PE teacher.
- Food or drinks are NOT to be in the gym area.
- No student is to be in the gym, gym lobby, or locker room areas without teacher supervision and knowledge.

SCHOOL SAFETY/ SECURITY

- State law requires that school safety drills be conducted throughout the school year.
- Teachers and staff are thoroughly trained on safety & security procedures.
- All visitors to the school must report to the school office through the secure vestibule entrance.
- Visitors, volunteers, etc. must sign in and out using the computerized visitor's log and wear a visitor's

tag to assist building personnel in maintaining security.

- Students should report to their teacher any suspicious person(s) that are on school grounds.
- Parents who pick up their children must sign them out in the office.
- All entrances, except the vestibule door entrance to the school, are kept locked during school hours.

STUDENT PHONE USAGE

- Cell Phone use is not permitted during the day without specific permission from staff. This includes calls home regarding illness. **All such calls should be made under the supervision of the school nurse.**
- Office staff are available to assist students as needed in making phone calls home.

TEXTBOOKS & CHROMEBOOKS

- Page County Schools issue textbooks & chromebooks to students without a rental fee. Students are, however, expected to properly care for these items. Lost, stolen, or damaged items are the responsibility of the student to whom it was issued. The student/parent will be held financially responsible for lost or damaged items. Students may borrow a Chromebook if needed; however, lunch and recess/study hall detention will be issued.

STUDENT SERVICES

HEALTH & WELLBEING OF STUDENTS

- There are student restrooms on each floor of the main building. There is also a restroom in each locker room. Restrooms are only available during the school day. Restrooms in the gym/locker room areas are available for students having classes in those areas and for team members during and after practice time. Students are expected to maintain proper etiquette when using the restroom. (throwing trash away, flushing, washing hands, etc.)

- Students that are too sick to report to class must report to the clinic immediately.
- Students should report any injuries/illnesses to their teacher when possible. The school nurse will properly assist the student and contact parents as necessary. ***Students are not to use cell phones to call home when ill. The school nurse will call for the student.***
- Students must have a completed and signed Emergency Release Form (distributed on the first day of school) on file to receive medical treatment by a doctor when parents are not available. Schools do not carry health insurance for individual students.
- All prescription and/or over the counter drugs needed by a student for medical reasons must be taken to the clinic accompanied by a note from their physician. The student must also have written permission from a parent stating the name of the medication, the proper dosage, instructions for administration, and specifications as to the duration of the treatment.
 - Medications can be administered only by the school nurse or other appointed clinic personnel.
 - The medication must be in the original prescription container labeled with the student's name and the name of the prescribing physician. If medication is not properly marked, it will not be administered at school.
 - Unauthorized possession or use by students of non-prescription drugs or other medication is prohibited.
- Parents/guardians of students who need an EpiPen® should provide the school with student specific medical orders, an individualized healthcare plan, and their own supply of epinephrine promptly at the start of the school year or upon transfer to the school.
- Parent(s)/guardian(s) must notify school administrators or the nurse if the student is limited or restricted to specific physical activity to ensure that the proper notifications and plans are implemented for the student. A doctor's note is to be provided at the time of notification. The doctor's note must specifically state a need for student use of the elevator.

SCHOOL COUNSELING

- Middle School Counselors are vital members of the education team and maximize student success. [Mrs. Bell](#) and [Mrs. Robertson](#) and Mrs. help students apply academic achievement strategies, manage emotions and apply interpersonal skills, and plan for postsecondary options including higher education, military, workforce, and beyond.
- Our School Counselors also provide:
 - individual student academic planning and goal setting
 - school counseling classroom lessons based on student success standards

- short-term counseling to students
 - referrals for long-term support
 - collaboration with families/teachers/administrators/community for student success
 - advocacy for students at IEP and other student-focused meetings
 - data analysis to identify student issues, needs and challenges
- Conferences may be arranged at any time upon request. Conferences are encouraged and may be initiated by the student, teacher, parent, administration or support services personnel. In addition, the school counselor will provide conflict resolution for school related problems.

SOCIAL EMOTIONAL LEARNING

- At LMS, we want your child to be successful in school, and that means going beyond the basics. Excelling in academic classes is important, but students also need to know how to learn, make good decisions, handle strong emotions, and get along with others. Our SEL block will focus on skills and concepts that are designed to help students both in and out of school. These include:
- **Mindsets and Goals:** Students learn about ways to grow their brains and get smarter, along with research-based strategies for achieving goals and handling difficult situations.
 - **Values and Friendships:** Students learn to identify their personal values and use those values to make good decisions and build strong, positive relationships.
 - **Thoughts, Emotions, and Decisions:** Students learn the positive role emotions play in their lives, how to handle unhelpful thoughts and strong emotions, and specific strategies for calming down.
 - **Serious Peer Conflicts:** Students learn how to identify and avoid serious conflicts, resolve conflicts that can't be avoided, think about other people's perspectives, and help stop bullying and harassment at school.
- During SEL, students meet in small groups with their advisor for structured activities that address these needs. The advisor is a special contact person whom your child can go to with a problem. The advisor can help with the problem or refer the student to the school counselor if the problem is more serious or personal.

RESPONSE TO INTERVENTION (RTI)

- Academic Interventions is a time that allows students to receive additional instructional support and remedial instruction without pulling them out of core or elective academic classes. Those interventions occur during our intervention block. The grade level team and administration will review current academic classwork and progress monitoring data on specific content skills to determine if the student is making gains toward grade level proficiency.

NATIONAL JUNIOR HONOR SOCIETY

- Luray Middle School offers students who excel academically an opportunity to apply as a member of the National Junior Honor Society. The NJHS is a nationally recognized organization established to honor and nurture students who seek to achieve the highest levels of “scholarship, leadership, service, citizenship, and character.” Additional information regarding NJHS can be found on the [Luray Middle School website](#).

SCHEDULE CHANGES

- Course changes to schedule will only be available the first week of school unless there are extenuating circumstances.
- Once the school year starts, schedule changes **may not** be initiated by the student. If a teacher determines that a student is inappropriately placed in a course and the student has met all the expectations (i.e., seeking extra help, completing all assignments and makeup work), the teacher will contact the school counselor. If the proposed schedule change is determined to be warranted, a change of schedule form will be completed by the teacher, counselor, and parents, and submitted to administration for approval.

SCHOOL CLIMATE

ELECTRONIC DEVICES

PCPS Code of Conduct & Attendance -Section 8.7

- All cell phones, smart watches, and/or portable electronic devices must be turned off when entering the building and kept out of sight during the school day. If a cell phone/smart watch is used in any manner or rings during school hours (unless being utilized for educational purposes as directed by a teacher), a warning will be issued. Subsequent incidents will be handled as follows:

- **1st Offense:** Teacher will confiscate and turn in to the office where the student will be allowed to pick it up at the end of the school day.
 - **2nd Offense:** Teacher will confiscate and turn in to the office. The phone will only be released to a parent(s)/guardian(s).
 - **3rd Offense:** Teacher will confiscate and turn in to the office. Parents will be notified to pick up the cell phone. The parent will also be notified that the student is to either not bring the device to school or will turn it in every morning to the office prior to the start of the day.
- Students who refuse to allow the phone to be confiscated are subject to immediate disciplinary consequences, including suspension from school.

POOR SCHOOL STANDING

- Students who are out of compliance with the Code of Student Conduct and the Student Handbook may be placed on Poor School Standing.
- A student who is on Poor School Standing may not participate in any school activities outside of the normal academic classes; It is possible that they may not be allowed to attend any assemblies, clubs, dances, or sporting events regardless of the location.
 - Students that are suspended, whether In School, Out of School or placed at the Alternative Suspension Center, **are automatically on POOR SCHOOL STANDING during the time they are suspended.**

INCENTIVE PROGRAMS (ATTENDANCE & BEHAVIOR)

- Fun Friday incentive programs will occur intermittently throughout the year as a celebration of hard work, good attendance, and positive behavior. Activities may include stations, dances, movies, games and other activities.
- Students who demonstrate misbehavior, chronic absenteeism, and/or low academic performance may forfeit participation in Fun Friday.

DISCIPLINE

- Luray Middle School believes that an effective school discipline program is designed to help teach students to develop self-discipline. At the Middle School level we strive to help students in developing self-control, orderliness, efficiency, and good character. Disciplinary rules and expectations, as well as the consequences, are designed to encourage all students to exhibit proper and appropriate conduct,

concern and awareness of others, self-respect, and positive attitudes. The school rules and regulations are also designed to ensure that all students can feel safe at school. Rules are also necessary to keep the building neat and in good repair.

- The LMS discipline program will incorporate consequences for inappropriate behavior with instruction for corrective actions when possible. Classroom management practices may differ across the building. Respect to fellow students, teachers, school employees, and visitors is an expectation. It is imperative that the staff and administration are informed of any improper behavior or inappropriate conduct as soon as possible; by doing so we work together to ensure Luray Middle School is a safe place to learn and grow.
- Students will be treated with kindness and dignity. LMS believes consequences are intended to help students grow in maturity.
- Every situation will be treated on an individual basis and therefore consequences may change at the discretion of LMS Administration.

RESTRICTED CLASSROOM (RC)

- At times, Luray Middle School utilizes a Restricted Classroom (RC) setting to encourage positive classroom attitudes and actions. Students can be referred to “The RC” by classroom teachers for less-serious offenses that interfere with the learning opportunities of classmates. Students will reflect on their actions and complete class work while in the restricted setting. With the assistance of the School Counselor, students may also participate in a restorative justice activity. All students sent to the RC room must have an RC referral form filled out by the teacher. Administration will meet with the student and send home a copy of the RC referral to be signed by a parent or guardian.

IN SCHOOL SUSPENSION (ISS)

- Students should be sent to the office with an office referral for disruptive behavior. Disruptive behavior is defined as a violation of school board regulations governing student conduct that interrupts or obstructs the learning environment.
- Criteria for Removal
 - Prior to the removal of a student from class under this policy, the following criteria must be met:
 - Removal of the student from the class is necessary to restore a learning environment free from interruptions and obstructions caused by the student’s behavior.
 - Teacher and/or administrative interventions have been attempted and failed to end the student’s disruptive behavior.

OUT OF SCHOOL SUSPENSION (OSS)

- According to School Board policy, a student may be suspended from school for sufficient cause. Students may also be suspended or expelled for actions begun or planned on school property but which are completed off school property. For suspensions of ten days or less, school administration shall inform the student of the specific charges and offer a time and place for a conference. The Page County School Board authorizes the Superintendent to extend a student's suspension beyond 10 days if the student is being referred to the School Board for long-term suspension or expulsion.