

STAUNTON RIVER MIDDLE SCHOOL

Home of the Golden Eagles

2023-2024 Student Handbook



**1293 Golden Eagle Drive
Moneta, VA 24121**

Main Office

(540) 297-4152

Fax

(540) 297-4076

Website

<http://bedfordsrms.sharpschool.net/>

Principal

Mrs. Jessica Geyer
jessica.geyer@bedford.k12.va.us

Assistant Principal (A-I)

Mrs. Dawn Verhoeff
dverhoeff@bedford.k12.va.us

Assistant Principal (J-Z)

Mrs. Kathy Brisentine
kbrisentine@bedford.k12.va.us

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Please be advised that the Board of Education may revise / create policies over the course of a school year. Changes to state laws, State Board of Education bylaws, or Bedford County School Board Policies and Regulations shall supersede those statements and references contained in this publication.

School Introduction and History

Principal's Welcome

Welcome to the 2023-2024 school year! I am excited for the passionate hard work and great accomplishments that will define our school year. Through dedication to our mission and vision, as well as collaborative hard work between staff, students, and families, we will continue thriving as a successful middle school where all learners have the opportunity to succeed. This handbook provides important information regarding curriculum, school regulations, procedures, policies, and programs. Each student and his or her family should carefully review the outlined expectations, policies, and procedures and should abide by these expectations throughout the school year. I wish all of you a successful and fulfilling school year. Go Eagles! - *Mrs. Geyer*

Mission Statement

To educate diverse learners, nurture their potential, and empower them to be competitive, successful, and productive citizens.

Vision Statement

To inspire our students to be life-long learners who can compete successfully on the global stage, while contributing to their community as productive citizens.

School History

Staunton River Middle School is located in a rural setting in Bedford County, Virginia. The areas served by Staunton River Middle School include Body Camp, Chamblissburg, Goodview, Huddleston, Lynch Station, Moneta, Stewartsville, and portions of the Smith Mountain Lake area. Bedford County is one of the largest counties in the state, consisting of 764 square miles. Staunton River Middle School is located in the southern part of the county and draws from a diverse community ranging from family farms to lakefront homes.

Staunton River Middle School opened in 1980 as the Staunton River Annex when a decision was made to move 7th graders from local elementary schools into the same facility as the 8th graders from Staunton River High School. Mr. Eldred Mauldin, principal of Staunton River High School, also served as the Annex Principal during the first three years after its opening. In 1983, Mr. Paul Sherman became the second principal of the Annex, and the first principal to actually be housed in the building. He served for the next eight years. It was during this time that 6th graders from local feeder schools were added to the student body and the Annex was officially renamed Staunton River Middle School in 1989. In the Summer of 1990, Mr. Jim Phares became the third principal of SRMS, and went on to lead the staff for the next four years. Mr. Terry Hoggatt served as principal for one year during the 1994-1995 school year. He was followed by Mr. John Larocca who served for the next two years. Mr. Lin Roberts took the helm at SRMS during the summer of 1998 and served for the next 10 years. He is currently the longest serving principal at the school. Mrs. Patty Johnson arrived during the summer of 2008 as the first female principal of SRMS and went on to serve for three years. In 2011, Mr. Tim Overstreet was named Principal and served for one year. Dr. Karen Woodford was named Principal of SRMS in 2012 and served until 2018. Mr. Justin Tucker became Principal in 2018 and served for three years. Currently, Mrs. Jessica Geyer serves as the Principal.

Since its beginning, the Staunton River Middle School community has insisted that its students strive for academic excellence and be competitive in the area of athletics. Therefore, Staunton River Middle students of the 2021-2022 school year, be proud that you are a part of Staunton River's fine tradition, yet be humble as you "stand on the shoulders" of the many Golden Eagles who have passed through these halls before you with honor and integrity. Your challenge is to continue this tradition of excellence. Most importantly, gain from the opportunities that this school offers in your efforts, hopes, and dreams of a fulfilling life and future.

School Calendar


Note that all dates are subject to change.

Dates	Description	Instructional	Professional
Aug. 3-4	New Teacher Orientation		2 (New Teachers)
Aug. 7-11	Teacher Workdays (Open House Aug. 10)		5
Aug. 14	First Day of School		
Sept. 4	Labor Day Holiday (Offices Closed)		
Sept. 25	Professional Development Day (School Closed for Students)		1
Oct. 12	End of 1st 9 weeks	42	
Oct. 19	Report Cards Go Home		
Nov. 6	Conference Day (Conferences 12-7) (School Closed for Students)		1
Nov. 7	Election Day (School Closed for Students) Teacher Virtual Workday		1
Nov. 22-24	Thanksgiving Holiday (Offices Closed)		
Dec. 15	End of 2 nd 9 Weeks	41	
Dec. 18 -Jan.1	Winter Holiday (Offices Closed)		
	FIRST SEMESTER TOTALS	83	8
Jan. 2	First Day of Second Semester		
Jan. 10	Report Cards Go Home		
Jan. 15	Martin Luther King Holiday (Offices Closed)		
Feb. 5*	Professional Development Day (School Closed for Students)		1
March 8	End of 3 rd 9 Weeks	47	
March 15	Report Cards Go Home		
April 1-5	Spring Break (Offices Closed April 1-3)		
May 24	Last Day of School	50	
May 25	Graduation		
May 27	Memorial Day (Offices Closed)		
May 28-29	Workdays		2
	SECOND SEMESTER TOTALS	97	3
	TOTAL FOR BOTH SEMESTERS	180	11

2023-2024 School Calendar

The Bedford County Public School Calendar is initially developed around 180 instructional days. Extra instructional time beyond the 990 hour state minimum, however, can be used for early dismissals, late openings, and make-ups. Due to time scheduled beyond state requirements, the first 5 missed days will not be made up. Dates marked by an asterisk (*) above will be used to make up days or hours missed due to inclement weather beyond the first 5. Only in extreme circumstances will days during Thanksgiving, Winter, or Spring Breaks be used for make-up. Every effort will be made to communicate any calendar change to the school community as early as possible as decisions are made. Teachers may be required to report on snow days.

2023-2024 SRMS BELL SCHEDULE

 Staunton River Middle School Bell Schedule 2023-2024				
Period	Regular Schedule	Clubs/LC/Events Schedule	Two Hour Delay Schedule	Two Hour Early Dismissal Schedule
Arrival	8:25 - 8:45	8:25 - 8:45	10:25 - 10:45	8:25 - 8:45
1st Period	8:45 - 9:40	8:45 - 9:20	10:45 - 11:20	8:45 - 9:20
2nd Period	9:43 - 10:35	9:23 - 9:55	11:23 - 11:55	9:23 - 9:55
3rd Period	10:38 - 11:30	9:58 - 10:30	11:57 - 12:30	9:58 - 10:30
4th Period	11:33 - 1:02	10:33 - 12:02	12:33 - 2:02	10:33 - 12:02
1st Lunch	11:35 - 12:00	10:35 - 11:00	12:35 - 1:00	10:35 - 11:00
2nd lunch	12:05 - 12:30	11:05 - 11:30	1:05 - 1:30	11:05 - 11:30
3rd Lunch	12:35 - 1:00	11:35 - 12:00	1:35 - 2:00	11:35 - 12:00
5th Period	1:05 - 1:55	12:05 - 12:35	2:05 - 2:35	12:05 - 12:35
6th Period	1:58 - 2:50	12:38 - 1:10	2:38 - 3:10	12:38 - 1:10
7th Period	2:53 - 3:45	1:13 - 1:45	3:13 - 3:45	1:13 - 1:45
Clubs/LC/Events		1:48 - 3:40		

Faculty and Staff

All contact information is accessible through the SRMS website: <http://bedfordsrms.sharpschool.net/>. Navigate to the top of the website and click the tab titled “Staff.” Once here, a listing of all staff is provided with each name serving as an email hyperlink.

Administration

Principal	Mrs Jessica H. Geyer
Assistant Principal	Ms. Dawn Verhoeff
Assistant Principal	Mrs. Kathy Brisentine

Office Staff

Bookkeeper & Principal’s Secretary	Mrs. Margaret McGarahan
Secretary	Mrs. Ronda Crouch
Secretary	Mrs. Jamie Ellis
School Nurse	Ms. Heidi Draper
School Resource Officer (SRO)	Deputy David Bishop

Student Services Team

Library Media Specialist	Mrs. Kathryn Cox
Instructional Technology Coach (ITC)	Mr. Chad Smith
Instructional Technician	Mr. Sedrick Brown
Lead Instructional Technician - Staunton River Zone	Mr. Johnnie Everett

Learner Support Team

School Counselor	Ms. Amanda Heffelfinger
School Counselor	Mrs. Kristin Plunkett
School Psychologist	Mrs. Betsy Smith

Family Services Coordinator
Child Study / School Consultation Team (SCT) Coordinator
504 Coordinator

Mrs. Kristina Marshall
Ms. Julie Kricheldorf
Mrs. Kristin Plunkett

Faculty and Staff

Job Title	Name
Custodian	Austin, Gary
Health/PE	Ball, James
In-School Suspension Coordinator	Barbour, Lorie
Science Teacher	Bishop, Alyson
School Resource Officer	Bishop, David
Teacher of Hearing Impaired	Black, Ashlyn
Teacher - English (Chair)	Blake, Sharon
Paraprofessional	Bonds, Brenda
Head Custodian	Brewer, Nathan
Custodian	Bridges, Alice
Teacher- Math	Brien, Adam
Assistant Principal (J-Z)	Brisentine, Kathy
Information Technology	Brown, Sedrick
Teacher - Special Education	Calvert, Gerald
Paraprofessional	Campbell, Michelle
Teacher - Science	Chase, Christopher
Teacher - Math	Christian, Dustin
Teacher - Spanish	Cox, Alice
Teacher - Library Media Specialist	Cox, Kathryn
Teacher - English	Croke, Elizabeth
Secretary	Crouch, Ronda
Teacher - Math	Dillman, Courtney
Teacher - Health & PE (Athletic Director)	Divers, Brian
Teacher - Social Studies	Doss, Matthew
School Nurse	Draper, Heidi
Teacher - Choir	Elder, Hattie
Teacher - Band	Elder, Jacob
Administrative Assistant	Ellis, Jamie
Teacher - Health & PE	Fike, Scott
Paraprofessional- Special Education	Fisher, Seth

Job Title	Name
Nutrition - Assistant Cafeteria Manager	Garner, Cynthia
Remediation Coordinator	Garrison, Lori
Principal	Geyer, Jessica
Teacher - Special Education	Guertin, Kimberly
Teacher - Social Studies	Harris, Greg
Director of School Counseling (Last Names J-Z) / 504 Coordinator	Heffelfinger, Amanda
Teacher - Science	Hiss, Kim
Intervention Design Specialist	Hoer, Barbara
Teacher- Health & PE	Jones, Kim
Lead Teacher	Kennedy, Linda
Teacher - English	Kreppeneck, Marie
Teacher - Social Studies	Kricheldorf, Julie
Teacher - Agriculture	Lawyer, Brittany
Teacher - Art	Levine, Marie
Paraprofessional- Adaptive	Lynch-Williams, Tiffany
Math	Maples, Suzanne
Teacher - Math	McGlothlin, Jennifer
Teacher - Science	Morris, Laura
Paraprofessional - Special Education	Myers, Taylor
Teacher - Special Education	Nickols, Ed
Teacher - Special Education	Overstreet, Ashley
Teacher - Math	Popp, Jamie
Teacher - English	Powell, Kat
Paraprofessional - Special Education	Roach, Prestie
Teacher - Social Studies	Rose, John
Teacher - Math	Russ, Allison
Teacher - Science	Scott, Tori
Teacher - English	Schmitt, Corey
Teacher - Science	Short, Allyn
Teacher - English	Sordelett, Amberlyn
Teacher - Social Studies	Steffey, Andrew
Teacher - Special Education	Swezey, Joelle
Teacher - Health & PE	Thomas, Andrea
Intervention Design Specialist	Walthall, Amanda

Job Title**Name**

Teacher - Computers

Watts, David

Teacher - English

Wertz, Kelsey

Custodians

Head Custodian

Mr. Nathan Brewer

Custodian

Mr. Gary Austin

Custodian

Ms. Alice Bridges

Custodian

Mr. Darrin Hale

Custodian

Mr. Barry Schubert

Nutrition Staff

Nutrition Manager

Mrs. Regina Wilson

Assistant Nutrition Manager

Mrs. Cynthia Garner

Policies & Procedures

Accidents

Any person involved in an accident on school grounds must report the accident to the school nurse or main office at the time of the injury. First aid will be provided and the injured person must have an accident report form completed.

Activity Bus

An activity bus will run for SRMS students who remain at school under the supervision of a SRMS staff member or coach for an organized after school event. Riding the activity bus is a privilege and students are expected to conduct themselves according to school policy. For activity bus schedules, please contact Mr. Brian Divers, Athletic Director at SRMS, at 540-297-4152.

Address or Phone Number Changes

Any change of address and/or telephone number should be reported to the school office immediately. Change of address requires a specific form of verification as proof of residency. Examples include: mortgage statement, tax statement, or lease / rental agreement with the appropriate name and address. Parents are required to contact the school secretary in person, in writing or through email. Parents are reminded of the importance of accurate contact information in the event of an emergency.

Admission Into School

A person of school age (i.e., a person who will have reached his or her fifth birthday on or before September 30 of the school year and who has not reached 20 years of age on or before August 1st of the school year) is eligible for admission on a non-tuition basis if residing in the Bedford County School Division. All students attending Bedford County Public Schools must live with a parent or legal guardian residing in Bedford County or must reside with a parent or legal guardian who owns property in Bedford County. A parent or guardian can be charged with a Class 4 misdemeanor for knowingly making a false statement concerning the residency of a child.)

Effective 2019, prior to entering the 7th grade, a booster dose of pertussis-containing vaccine (Tdap) is required, unless the student has had a tetanus-containing vaccine within the last five years or has a medical or religious exemption. Documentation must be provided to the school in order for the student to attend school.

A transfer student seeking first time admission to Staunton River Middle School is required to present the following documentation in order to be enrolled:

- a birth certificate (or another acceptable document);
- an immunization record showing proof of completed DTP, OPV, measles, rubella, and mumps immunizations [the measles vaccine immunization record must indicate TWO doses];
- proof of residency in the appropriate attendance zone or a letter of permission from the superintendent to attend the school. To meet this requirement, parents or guardians are required to present (not give a copy of) proof of residency. Examples include: mortgage statement, tax statement, or lease / rental agreement with the appropriate name and address.
- documentation from a court must be provided if custody is a concern

The parent or guardian of transfer students will complete a form requesting release of records from the last school the student attended, and the student **will be conditionally** enrolled in Staunton River Middle School pending receipt of his/her records.

State law requires that prior to student admission, the parent or guardian provide a sworn statement or affirmation indicating whether the student has been expelled from school attendance for an offense in violation of school board policies related to weapons, alcohol, drugs, or for the willful infliction of injury to another person.

After School Activities

Students remaining after school for athletics, remediation, tutoring, club activities, and other necessary reasons must report to their coach, teacher, or sponsor **after the second bell rings**. Any student staying after school should take all necessary books and belongings to the activity area since they will not have access to their lockers after 3:50 PM. Students must remain with their coach, teacher, or sponsor until their ride comes or the activity bus arrives. ***Students may not remain on campus after the instructional day unless prior arrangements for supervision have been made with SRMS personnel.***

Arrival at School

Students **may not** arrive at school prior to the start of the school day which begins at 8:30. Upon arrival at school, students are required to enter the building immediately through the front doors of the school. Students should then go to their lockers and then report to their homeroom. Failure to do so will result in disciplinary action.

Athletics

SRMS / SRHS offers a wide variety of interscholastic programs that complement the development of the total individual. Students are highly encouraged to participate in one or more of these programs. The purpose of athletics is to promote positive life-long habits of fitness, participation, and sportsmanship. Students participating are expected to exhibit a positive image to the community by maintaining eligibility, good attitudes, and good sportsmanship. Besides representing their own character, student athletes' behavior affects the reputation of SRMS and BCPS. Therefore, SRMS is committed to the highest expectations for fair play and good sportsmanship. SRMS will not tolerate poor or disrespectful behavior. Such behavior will be cause for dismissal from athletic or activity teams.

SRMS/SRHS offer a wide variety of interscholastic programs that complement the development of the total individual. The Golden Eagles participate locally in the Blue Ridge District and are classified "AAA" by the Virginia High School League (VHSL).

Sportsmanship

Good sportsmanship is an integral part of the curriculum of SRMS. Students are expected to exhibit a good attitude in all endeavors. Students, faculty, and the administration of SRMS strive to exemplify good sportsmanship. The following guidelines are given to students participating in interscholastic competition or attending athletic events:

- Always remember to act as a positive representative of SRMS and the community when participating in or attending school events.
- Welcome opposing teams and make them feel at home by offering assistance.
- Show respect to visiting teams and spectators.
- Never use profanity.
- Stand and remove your hat for the playing of the National Anthem.
- Regardless of the outcome of the event, thank the opponents, sponsors, coaches, and referees for their attendance and good sportsmanship.
- In good Golden Eagle spirit, always be polite and kind to each other as well as to visitors.

- Any time you have questions or concerns regarding a coach's decision, you are to discuss your concerns with the coach in a respectful way after practice or by appointment during the school day.

Consequences of Violations for Athletics

Participation in athletics is a privilege, not a right. If students abuse this privilege by being in non-compliance with expected academic, training and/or conduct expectations, disciplinary action will be taken. Team rules, which are provided by each coach, will be followed.

Student athletes are encouraged ***not*** to use a public forum to express displeasure toward their team, teammates, teachers, or their school. Using a public forum in this manner is also a violation of the sportsmanship rules. Student athletes should be aware that civil liability could result from words written in a public forum that are derogatory of others. Team rules relating to sportsmanship will be enforced.

Examples of potential consequences include, but are not limited to:

- Absences, late arrivals, or early dismissals may prohibit the student from participation in practice or a contest on that day unless prearranged by the principal or designee.
- Students who receive a full day of ISS will not be allowed to practice or participate in any extracurricular activities that day.
- Students who are suspended from school will not be allowed to practice or participate in extracurricular activities during the suspension period.
- Students who are assigned to the Alternative Education Center will not be allowed to practice or participate in extracurricular activities while assigned to the Alternative Education Center.
- Any student found to have possession of illegal drugs or alcohol while on school grounds or at any school function, home or away, will be suspended to the discipline hearing officer (as required by the Code of Student Conduct) with a recommendation for expulsion, and will be dismissed from the team.
- Students may be suspended from or removed from an extracurricular activity for violation of school rules that may result in criminal charges, including but not limited to tobacco possession and/or use, fighting, truancy, and disorderly conduct. Suspension from an extracurricular activity or removal from an activity is at the discretion of the principal.
- Any student athlete charged with the possession or use of drugs or alcohol in the community, while in-season, will be dismissed from their current team.

Discipline Procedure for Athletics

The coach/sponsor may immediately suspend a student from a contest or a practice. Any suspension period of more than one week (seven days) shall be determined by a meeting of the student, coach/sponsor, and the appropriate administrator. The following will be required:

1. A written statement of violation by the coach/sponsor.
2. Consultation with the student.
3. Consultation with parent or guardian.

Discipline Appeals for Athletics

Student participants are expected to abide by all School Board policies, including the *Code of Student Conduct*, and school rules. In addition, each coach/sponsor may implement Team/Activity Rules applicable to participants.

Disciplinary action taken by the coach/sponsor for violation of School Board policy, school rules, or Team/Activity rules may range from a conference with the student for the violation to removal from the team/activity, depending on the nature and severity of the violation.

A coach/sponsor's decision to suspend or remove a student participant from the team/activity may be appealed to the Athletic/Activities Director within 5 school days of the decision. The decision of the Athletic/Activities Director, which shall be rendered within 5 school days of the appeal, shall be final.

Attendance

The compulsory attendance law adopted by the State of Virginia requires that all children who have reached their fifth birthday on or before September 30, and who have not passed their eighteenth birthday, must attend school. It is the legal responsibility of parents/guardians to ensure that students are in regular daily attendance for the entire school day. Parents/guardians must seek homebound instruction for their children when they are absent for extended periods due to illness. The homebound request form can be obtained from the main office, guidance office, or from the school social worker.

According to an amendment to Section 22.1-258 of the *Code of Virginia* whenever any pupil fails to report to school on a regularly scheduled school day and no notification regarding the student's absence has been received by school personnel, a reasonable effort to notify the parent or guardian by telephone shall be made by the school through the automated callout system. To assist school personnel in implementing this policy, parents or guardians are encouraged to contact the school if their child is going to be absent from school.

When it is necessary for a student to be absent, parents should notify the school by phone at 540-297-4152. Upon their return, the student should present a written excuse by 8:50 AM to the staff member stationed in the main lobby. **Excuses must include the student's full name, the date(s) of the absence(s), the reason for the absence(s), and the parent's signature.**

Excused Absences

Absences due to the following conditions will be considered excused if documented within five (5) days of the student's returning to school:

- Illness or death in the immediate family
- Dental, counseling, or doctor appointments (as documented by the doctor)
- Subpoenaed court appearance
- Medical condition (as documented by the physician)
- Circumstances beyond the control of the student or the parent/guardian
- A learning opportunity pre-approved by the principal
- Absences pre-arranged and approved by the principal

Medical documentation is required to verify doctor's appointments and may be required to verify illnesses. An administrator will determine the validity of any excuse. **It is the student's responsibility to ensure that the school receives the written excuse. Absences will be counted as unexcused when notes are not submitted, even if the school is notified of absence by phone; written documentation must be provided.**

Dismissal Procedures

Students shall be released only upon request and authorization of the parent or guardian. The burden of proof is on the authority of the person to receive the student.

Dismissals, Check Outs, and Notes

A student who leaves early for any reason must have a note on file in the attendance office at the time of his/her checkout for the absence to be counted as excused. A student who leaves school early must be

checked out by a parent/guardian. **Students who leave school grounds without permission will be subject to disciplinary action. Forged notes will also result in disciplinary action.**

Late Arrivals, Check Ins, and Notes

A student who arrives late (is tardy to school) for any reason must be checked in by a parent/guardian. This may be done by a parent sending a note with the student. A student who arrives late for any reason must have a note on file in the attendance office within five (5) days for the tardy/absence(s) to be counted as excused. Students who establish a pattern of being tardy to school without an excuse will be subject to disciplinary action.

Absences without Documentation

In instances where students are absent from school and the parent is unaware or cannot provide adequate documentation to support the student's absences and a reasonable effort to notify the parent has failed, school personnel shall take the actions described in the Code of Student Conduct.

Absences with Documentation

Students who are absent from school more than nine days in a nine weeks or ten days in a semester with documentation may also be referred to an administrator or to the school social worker. Action will be taken by the school if the absences are:

- Not documented by a licensed physician or other authorized professional;
- Suspected to be invalid or display a pattern; or
- Impeding the academic progress of the student.

At any time, an administrator or school social worker may seek immediate compliance with the compulsory school attendance laws.

Make Up Work for Students with Excused Absences

Students with excused absences may make up work as follows:

- Students absent 1 – 2 days will have three (3) school days in which to make up work.
- Students absent 3 – 5 days will have six (6) school days in which to make up work.
- Students absent 6 or more days will need to talk with their teachers to establish a date for the work to be completed, per administrator approval.

Make Up Work for Students with Unexcused Absences

Students with unexcused absences will not be allowed to make up their missed assignments. The teacher may give the student the missing assignment but will not grade the work until the absence is registered as excused. If work is not made up in accordance with the Make Up Work Policy, the individual assignment grade will become a zero.

Beverages and Food

Nutrition Guidelines

- Celebrations with food are limited to three times per year per class.
- Food items are to be selected from BCPS Healthy Snack list OR through your school cafeteria.
- Students may NOT share food/drinks with each other.

Curriculum and Instruction

- Teachers must notify parents of events involving foods.
- Attention to student allergies and Health Care Plans is required.

Energy Drinks

- Energy drinks, energy gum, energy candy are not allowed during the school day or to be sold during school-sponsored activities.

Students may have water in a transparent water bottle container in the classroom. This practice can be removed or reinstated by the school administrator as well as limited to certain areas within the school. Students are encouraged to use the school water fountains. Canned drinks may be brought to school for lunch only, but must be thrown away before leaving the cafeteria. Glass containers and bottles are not allowed.

Energy drinks of any type are not allowed on campus in any form. Students are not to have any type of food outside the cafeteria area during lunch unless they are given special permission. (*ISS students may eat in the ISS room or in an assigned location.)

Book Bags

During the 2023-2024 school year, lockers will be optional. Backpacks and cinch sacks are permitted. Students and families are reminded that school is not an appropriate place for valuable possessions. Students who chose to bring possessions to school that are not required for school purposes are responsible for those possessions.

Bullying

The Bedford County School Board believes that all students have a right to a safe and healthy school environment free from bullying and harassment and is committed to promoting mutual respect, tolerance and acceptance. The Bedford County School Board recognizes that a positive and productive educational environment is essential for students to achieve high academic standards. Bullying is defined as “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 cyberbullying. “Bullying” does not include ordinary teasing, horseplay, argument, or peer conflict.” (Virginia Code Section 22.1-276.01).

The Bedford County School Board prohibits bullying, and such conduct will result in disciplinary action. This prohibition includes the bullying of any person on school property, while participating in educational services, at school functions, and / or bullying through the use of electronic technology. Bedford County School Board further prohibits reprisal, retaliation or false accusation against a target, witness, or one with information about an act of bullying. School staff will investigate reports of bullying and communicate with all appropriate parties after the investigation. This includes the principal notifying the parent of any student involved in an alleged incident of bullying of the status of any investigation within five (5) school days of the allegation of bullying. The Attorney General’s website that addresses bullying can be accessed at <https://www.oag.state.va.us/index.php/programs-initiatives/bullying>.

Students should contact a school administrator or school counselor to report instances of bullying.

Cafeteria Procedures

Staunton River Middle School will be participating in the National School Lunch and School Breakfast Programs called the Community Eligibility Provision (CEP) for the 2023-2024 school year. All enrolled students of SRMS are eligible to receive a healthy breakfast and lunch at school at no charge to your household each school day of the 2023-2024 school year. No further action is required of you. Our students will be able to participate in these meal programs without having to pay a fee or submit a meal application. The nutrition staff works hard to plan menus that are nutritious and good to eat. Breakfast and lunch are offered at SRMS. To purchase additional items, the breakfast and lunch prices are as follows:

*Prices subject to change.

Breakfast Prices:

Student	Full Price	\$1.35
Student	Reduced	\$0.00
Adult		\$2.75

Lunch Prices:

Student	Full Price	\$2.75
Student	Reduced	\$0.00
Adult		\$4.00

Additional Prices (subject to change):

Milk		\$0.60
Ice Cream		\$0.75

*Note that during the 2023-2024 school, breakfast and lunch will be free to all students..

Visit the [Titan Parent Portal](#) to view breakfast and lunch menus. Menus are available in multiple languages and include nutritional information. They may be viewed without creating an account.

- Menus may be filtered by: School, Allergens, Dietary Restrictions
- Menus are preplanned, however, unforeseen circumstances sometimes occur that may affect the ability to serve certain food items. When this occurs Nutrition Managers update their school's menu specifically, as time allows. Please understand in limited cases, the menu may not be updated until the day a meal is served. In addition, changes will be advertised through school morning announcements.

Additional Cafeteria Guidelines:

- Families may deposit funds to student meal accounts with a credit or debit card online at [LINQ Connect https://linqconnect.com](https://linqconnect.com). This is a secure, third-party vendor. Any funds that were remaining on student's MySchoolBucks accounts from prior have been rolled over and are active on the students account through LINQ. There is no charge to maintain your LINQ Connect account, which allows families to view student meal transactions and set spending limits or restrictions.
- Beginning August 1, 2023, online payments have a processing fee of 3.95% of the transaction amount with a minimum fee of \$2.85 per transaction.
- Payments may be made at no charge in all school cafeterias by cash or check.
- Due to limited space within the cafeteria, as well as concerns for overall safety and security, parents will not be permitted to come and eat lunch with their children in the cafeteria during the school day. If parents come to eat with their children, the main office staff and the principal will work to select an area away from the cafeteria.

Care of School Property

The equipment and buildings of SRMS were designed to give students the maximum educational benefits. The appearance of our school reflects the character of those who use it. Anyone caught willfully damaging property shall be required to pay for damages incurred and shall face disciplinary action.

Cell Phones

Cellular phones and other electronic devices should be turned off and put away during the school day (8:30-3:45). In the event that a student needs to contact a parent / guardian during the school day, the student must ask permission to call from the main office. Students will only be permitted to make phone calls for legitimate reasons. If a student is sick he/she should go to the clinic and the nurse will assess his/her condition

and call home if needed. Additionally, when parents / guardians need to contact a student please call the main office (540-297-4152) and leave a message with the office staff. They will be happy to relay the message to your child. Students will not be permitted to take electronic devices to the restroom. Students will leave electronic devices on the teacher's desk before leaving the room. School personnel may confiscate any cell phone or electronic device used in violation of this policy during the school day. School personnel may secure the device in the main office until a parent /guardian makes arrangements to pick up the device from the school. ***The school is not responsible for lost or stolen cell phones. Students who wish to make emergency calls during the school day to their parents are to use the phone in the office. Parents are asked to contact their child through the main office phone and not through their child's cell phone.***

*Texting during the school day is a violation of our cell phone / electronic device policy and may result in a consequence for students, even if the communication is with a parent or guardian. If cell phones are visible the following steps will be taken.

- **1st offense:** Students will receive a warning and will be asked to put the phone away and out of sight.
- **2nd offense:** The cell phone will be confiscated for the day, parents will be notified, and the student can pick the phone up from the main office at dismissal.
- **3rd offense:** The cell phone will be confiscated for the day and parents will be contacted to pick up their child and cell phone after school. The administration will meet with the parents and students to develop a plan to ensure the student is able to follow cell phone expectations.

Checks

When a check is provided as payment, please include the following on your check: full name, street address, phone number, and driver's license number. The Bedford County School Board has contracted with the Envision Payment Solutions for electronic collection of checks returned for insufficient funds. The school will gladly accept checks; however, in the event a check is returned, the respective account will be debited electronically for the face amount of the check as well as for any fees allowed by the state of Virginia.

Clinic

Students who become ill at school should ask their teachers for permission to go to the clinic. Students are required to have a clinic pass in order to visit the nurse for anything other than an emergency. Special medical needs should be reported to the nurse promptly.

Emergency Card

Parents are to complete emergency information before school begins through InfoSnap (PowerSchool Registration). In addition, the school clinic asks that parents submit an emergency card for their files. Parents are required to keep the information on file in the office up to date. Parents of children with chronic health problems are asked to complete a health form provided by the school nurse.

Prescription Medications

Bedford County Public School personnel may give prescription medication to students only with a physician's written order and written permission from the student's parent or guardian. Such medicine must be in the original container and delivered to the principal, school nurse, or school division designee by the parent/guardian of the student. Parents are asked to monitor students for 24 hours after the administration of a new prescribed medication before the student returns to school to ensure there are no side effects.

Non-Prescription Medications

Bedford County Public School personnel may give nonprescription medication to students only with the written permission of the parent or guardian. Such permission shall include the name of the medication, the required dosage of the medication, and the time the medicine is to be given. Such medicine must be in the original container and delivered to the principal, school nurse or school designee by the parent/guardian of the student. Any doses higher than those recommended on the label require a physician's signature.

There is a form that parents can sign giving written permission for the clinic to administer Tylenol and/or Benadryl if needed. **Verbal permission cannot be given** to school personnel for the administration of non-prescription medications.

Self-Administration of Specific Emergency Medicines

Students with a diagnosis of asthma are permitted to possess and self-administer emergency medications in accordance with this policy during the school day, at school-sponsored activities, or while on a school bus or other school property. In order for a student to possess and self-administer emergency medications, the following conditions must be met:

- Written parental consent that the student may self-administer inhaled asthma medications must be on file with the school.
- Written notice from the student's primary care provider must be on file with the school, indicating the identity of the student, stating the diagnosis of emergency conditions and approving self-administration of emergency medications that have been prescribed for the student; specifying the name and dosage of the medication, the frequency in which it is to be administered and the circumstances which may warrant its use; and attesting to the student's demonstrated ability to safely and effectively self-administer the medication.
- An individual health care plan must be prepared, including emergency procedures for any life threatening conditions.
- Information regarding the health condition of the student must be disclosed to school board employees complying with state and federal law governing the disclosure of information contained in student scholastic records.

Permission granted to a student to possess and self-administer emergency medications will be effective for a period of one school year, and must be renewed annually. However, a student's right to possess and self-administer emergency medications may be limited or revoked after appropriate school personnel consult with the student's parents.

Medication and related paraphernalia shall be kept and administered under the supervision of the principal or designee. The unauthorized possession and use by students of nonprescription drugs or medication during the school day may result in disciplinary actions against the students.

Computer & Technology Use

The purpose of the Acceptable Computer Use Policy is to establish clear guidelines for all students and adult stakeholders who may have or are granted access to the Bedford County Public Schools' computer system. All students and faculty are expected to abide by the guidelines established in the policy. Please refer to the Code of Student Conduct to review the Acceptable Computer Use Policy. Individual users of BCPS' computers and computer networks are responsible for their behavior and are expected to abide by the highest of professional standards. Users should not expect privacy when using school-owned equipment and facilities. School personnel may review files and equipment to maintain system integrity and ensure that users are using the same responsibly and for school business. Anything produced on school computers can, and shall be, the

property of BCPS. Each student user and the parent/guardian of each student shall sign the Acceptable Computer Use System Agreement before using the division's computer system. The failure to comply with this agreement may result in loss of computer system privileges, disciplinary action, and /or appropriate legal actions.

Computer Hacking: Attempts to disrupt and damage the network are prohibited. Attempts to enter the restricted areas of the network are also prohibited. Restricted areas of the network include areas designated for teacher and administrative use only. Any attempts of this nature will result in disciplinary action and/or legal action.

Computer Internet Use: Internet computer services are provided to support students and other users in their communications, research, and instructional endeavors. Any misuse of the Internet for illegal, inappropriate or obscene purposes or any purpose not expressly designated as a class activity is prohibited and will result in discipline measures and/or legal actions. Students are not to use any SRMS computer or school time to post entries on live journaling websites.

Counseling Program

Counselors welcome the opportunity to talk to students and their parents. Parents may request a conference by calling the school at (540) 297-4152. Students may request a conference by arranging a time with their counselor through the Student Website. Students are assigned to one of the two counselors based on last name, however in an emergency a student may see any counselor who is available.

- Mrs. Leslie Jordan - last names A through I
- Ms. Amanda Heffelfinger - last names J through Z.

"Opt-out" Procedures for Counseling Activities: No student is required to participate in any guidance program to which the student's parent objects. Parents are urged to contact the counseling department to review any materials used in the counseling program. Counseling "opt-out" forms are available from the counseling department and in the back of this handbook. Parents who wish to add to, modify or withdraw an "opt-out" form are to notify the school in writing of their desire to withdraw the "opt-out" request. Questions about the BCPS' Counseling Services may be addressed to counseling staff or the school administration.

Crisis Management Plan:

Bedford County Public Schools' identifies safety of students and staff as a top priority. SRMS has developed an Emergency Operations Plan that is updated annually and submitted to the School Board Office for review. Students will be informed of safety procedures as a part of participating in regular drills. A school safety audit is also performed each year by SRMS administration and visiting division administrators before being submitted to the School Board Office for review.

Custody

Unless there is a court order, a non-custodial parent has the right to participate in his/her child's education, which includes notice of programs, parent-teacher conferences, meetings and extracurricular activities. Non-custodial parents cannot be denied the opportunity to participate in school related activities. The noncustodial parent of a student enrolled in a public school must be included, upon the request of non-custodial parent, as an emergency contact for events occurring during the school day. The school will notify the parents of a student's absence from school for three consecutive days or five days in one calendar month and that both parents will be notified when there is joint physical custody, when the school has received notice of the joint custody order. It is the responsibility of the custodial parent to provide the school with a copy of the court order to the contrary.

Dances

When dances are held, students are expected to exhibit appropriate behavior. During any dance, students who do not behave appropriately will not be allowed to come to future dances during the year. Disciplinary action may be taken. Only SRMS students are allowed to attend dances.

Designated Parent Visitation

Parents should consult the BCPS calendar for specific parent / teacher conference dates each year. Should parents/guardians want to schedule additional conferences with teachers, they are to call the school at (540) 297-4152 and leave a message requesting that the specified teacher return their telephone call. **All parents/guardians must check in at the main office when visiting the school and obtain a visitor's badge before going anywhere on campus.**

Discipline

As in other settings of life - home, church, workplace, or community gatherings - students are expected to practice appropriate self-discipline and abide by all school policies and expectations. Behavior that detracts from one student's ability to profit from instruction or infringes on the rights of others may warrant the assigning of a disciplinary consequence to the student exhibiting inappropriate behavior. The intent of the disciplinary consequence is to bring about a positive change in the student's behavior. Just as academic instruction is individualized, disciplinary consequences are to function with guidelines that are broad enough to allow for student differences, extenuating circumstances, and educational resources.

School administrators are to exercise informed judgment as to whether a student's action is in violation of the Code of Student Conduct in school buildings, on school grounds and parking lots, in school vehicles, at school-related activities (e.g., field trips, sporting events, competitions, dances, etc.), or going to and returning from school. Five levels of consequences for violations of the Code of Student Conduct have been developed to guide school administrators to help change student behaviors and develop traits of good citizenship. The Staunton River Middle School Positive Behavioral Interventions and Support Team has also developed a progressive consequence matrix that is aligned with the five levels in the Code of Student Conduct.

While school administrators are provided with a guide for assigning progressive consequences, there are circumstances that require school administrators to assign a consequence at a level out of the progression order or to assign a consequence that is not listed. For some suspendable offenses, the Alternative to Suspension (ATS) program may be assigned in lieu of Out of School Suspension (OSS).

To guide and inform our students of their conduct expectations while at SRMS, on buses, at school events, etc., rules and regulations governing student conduct are recorded in the district's policy manual, the BCPS *Code of Student Conduct*, and the rules specific to SRMS.

Due Process

All disciplinary procedures shall be handled in accordance with the student's right to due process of law, which assures the student that he or she will be given:

- Oral or written notice of the charges brought against him/her.
- An opportunity to hear the evidence the authorities have and an opportunity to present his/her side of the story.
- Written notice of the action to be taken in cases of suspension or expulsion.
- An opportunity to appeal the disciplinary disposition if any of the first three components of due process have been violated.

Excel After School (EAS)

1. For violation of certain rules, students will be assigned to after-school excel after-school.
2. Students assigned to after-school detention will report to the main office following second-load dismissal where they will wait for the supervising teacher.
3. Any student who causes problems in “excel after-school” may be assigned additional disciplinary consequences.
4. Any student who does not serve when assigned may be suspended and reassigned for additional EAS.
5. Students must bring homework or a book to read. Any student showing up to EAS without something to work on will be assigned an additional day for being unprepared.
6. Students will not be allowed to talk or leave their seats without permission.
7. Students are to take care of their restroom needs before reporting to detention.

In-School Suspension Program (ISS)

In cases of misconduct that may require alternatives to out-of-school suspension, students may be assigned to an isolated controlled environment within the school under the supervision of qualified personnel. Opportunities shall be provided for the development of a more positive self-concept. Students assigned to ISS will abide by the following rules:

1. Students must report to ISS with all learning materials when directed to do so.
2. Students in ISS are required to surrender electronic devices upon entering the room. Devices will be returned at the end of the day or period.
3. Students are not to talk unless granted permission by the ISS coordinator.
4. Students may not leave their assigned seats unless permission is given.
5. Other than lunch, students are not to eat or drink in the ISS room. Lunch is eaten in the ISS room or lunch detention room. Students may bring lunch or have it purchased in the cafeteria at lunchtime.
6. Students may not leave the ISS room without permission.
7. Students will receive credit for their work completed in ISS. Daily work assignments must be completed.
8. Students must attend the full ISS assignment time to meet requirements. If a student is absent, dismissed early, or arrives late, he / she will be required to make up any time missed from ISS.
9. Students who do not attend the full day or are suspended from school as a result of ISS related behavior problems must fulfill their ISS assignment upon return to school.
10. Restroom privileges are scheduled periodically throughout the day.
11. Students in ISS are counted as present.
12. Students assigned to ISS for the entire day will not be allowed to take part in any school activity as a participant during the time of their assignment.
13. Students assigned to ISS for the entire day will not be eligible to participate in after school or extracurricular activities.
14. Infractions of ISS rules may result in an additional day in ISS or out-of-school suspension.
15. Students making no effort to work or complete assignments while in ISS will be assigned an additional day of ISS.

Forbes Academy- Soar to Success Alternate Learning Environment (ALE)

For some suspendable offenses, students may be assigned to the Forbes Academy (FASTS) program in lieu of Out of School Suspension (OSS), based at SRMS. Students who are assigned to FASTS will arrive at SRMS and be escorted by a staff member where they will serve in the FASTS room. Students are not allowed to attend any before or after school activities on any Bedford County Public School property during the assigned period in the FASTS program. Electronic devices will be collected when entering the FASTS room and be returned to the student at the end of the school day.

Out-of-School Suspension (OSS)

A student who has been suspended out of school will not be allowed to attend school for the designated number of days. While assigned to OSS, a student may not participate in any extracurricular activities or attend any activities sponsored by the school. A student who is suspended is considered trespassing if he or she comes onto any school property without permission during the OSS period and may have petitions filed with court services for trespassing. If school is closed due to inclement weather during the OSS period, OSS will be in effect for the next scheduled school day.

Display of Affection

Public displays of affection at school are not appropriate. Students are expected to exercise self-control and respect. Specifically, extended embraces, kissing, holding hands, and other inappropriate displays of affection are not permitted. Students failing to follow this policy will receive one warning and then will be disciplined for each additional infraction.

Dress Code for Students

BCPS has created standards for student dress in order to empower learners for future success and foster a safe and dynamic learning environment. BCPS operates in a manner that respects differences based on sex, race, color, national origin, gender, ethnicity, religion, disability, ancestry, marital or parental status, and other factors. For these reasons, the School Board and school staff rely on students and parents to exercise good judgment in selecting appropriate clothing that does not disrupt learning or cause a safety concern. Students must wear a shirt and pants, shorts or a skirt or the equivalent (dress, jumper, etc.) and shoes. Clothing must cover the torso below the armpits as well as the buttocks.

The following types of attire (including clothing, jewelry, or other displayed personal belongings) are prohibited:

- Attire that has language or images that are offensive, profane, vulgar, discriminatory, or racially/culturally divisive. This would include confederate flags, swastikas, KKK references, or any other images that might reasonably be considered hurtful or intimidating to others.
- Attire that has language or images that promote illegal conduct, violence, or the use of drugs or alcohol.
- Attire that causes or is reasonably likely to cause a substantial disruption to the learning environment.
- Attire that causes or is reasonably likely to cause a safety concern.

Additional Guidelines for Staunton River Middle School

A dress code is important to...

- prepare students for expectations of appropriate dress in the workplace.
- create an atmosphere of respect: self-respect, respect for those around you, and basic modesty.

Therefore, examples of items that should not be worn to school include, but are not limited to:

Clothing

- Sheer or transparent garments
- Gang insignia or apparel
- Bedroom slippers
- Tube Tops
- Pajamas

Accessories

- Blankets, banners, or flags

- Sunglasses

Dispositions for Dress Code Violations

One or more of the following may apply:

- Option to alter the inappropriate dress to meet the dress code
- Student conference
- Parent contact
- Referral to school counselor
- Referral to a school administrator
- Detention
- In-School Suspension (ISS)
- Dress Code Discipline Packet

Administrators will enforce and interpret the dress code to ensure the safety and proper conduct of students. Administration at each school reserves the right to make decisions regarding appropriate attire and may address additional personal accessories if there is a safety concern or a disruption to learning.

Student Dress Code at Special Activities

Some classroom activities and curriculum may require specific dress guidelines (e.g., physical education). Any such changes will be explained by the teacher and addressed in the course syllabus/parent letter.

Administrators, coaches, and sponsors may suspend portions of the dress code and allow students to wear other appropriate attire at special activities. Such activities may be related to: field days, theme days, field trips, physical education, cheerleading, and band.

Administrators will enforce the dress code, and the administration at each school reserves the right to make decisions regarding appropriate appearance.

Drug and Alcohol Policy

Student use, possession, distribution, sale or being under the influence of alcohol, illegal drugs, controlled substances, look-alike drugs, steroids, or drug paraphernalia on school premises or at any school function (home or away) is strictly prohibited. Penalties for this violation require suspension to the superintendent and court intervention through the school resource officer.

Electronic Devices

See Cell Phone Policy and Acceptable Use Policy.

Emergency Operations Procedures & Drills

Fire Drills: State regulations require that fire drills be held periodically during the school year. The following regulations apply to fire drills:

- **To turn on a false alarm is a criminal offense and will result in criminal charges and suspension to the superintendent that could lead to expulsion from all Bedford County Public Schools.**
- Every fire drill is to be regarded as if there were a real fire.
- The signal for a fire drill or actual fire is continuous short blasts of a fire horn/alarm. In case of a power failure, the administration will use bull horns/whistles as the alarm signal.
- Fire drills will take place at any time, whether the students are in the gymnasium, in assemblies, passing in the corridors, in classrooms, or in the cafeteria.

- Students are to become familiar with the emergency exit routes of all the campus buildings. A copy of the emergency exit routes has been placed on the wall near the classroom exit doors in all the buildings.
- All students must vacate the buildings immediately during a fire drill. They must not go to their lockers, and they must leave the buildings in an orderly manner.
- All doors must be closed and lights turned out (except for rooms with no natural lighting). Responsible students may be appointed to complete these tasks.
- Students are to move rapidly, maintain silence and good order in the corridors, and are not to run.
- Students must follow their teachers to the designated areas outside the buildings, answer to roll, and remain in the designated areas until given other instructions by school officials.
- An announcement will be made from the administration as a signal to return to the building. Students are to move quickly, and roll is to be taken again after students are in the classroom.

Bomb Threat Drills: The following regulations apply to bomb drills:

- **To make a bomb threat is a criminal offense and will result in criminal charges and suspension to the superintendent that could lead to expulsion from all Bedford County Public Schools.**
- The signal for a bomb threat will be an announcement on the intercom.
- Students are to move rapidly, maintain silence and good order in the corridors, and are not to run.
- If a window is open, it is not to be closed. If lights are on, they are not to be turned off. If doors are open, they are not to be shut.
- Students are to bring all items in their possession with them (e.g. book bags).
- No one is to use a cell phone or any electronic device.
- Students must follow their teachers to the designated areas outside the buildings, answer to roll, and remain in the designated areas until given other instructions by school officials.
- An announcement will be made from the administration as a signal to return to the building. Students are to move quickly, and roll is to be taken again after students are in the classroom.

Lock Down Drills: Lock Down Drills will be announced through the Public Address system or voice/megaphones. Once the announcement is made, students are to then go to the nearest classroom and teachers are to lock their doors. No student is to be released without administrative approval until an announcement is made by an administrator that we are now resuming a normal schedule.

Tornado Drills: Tornado drills will be held periodically during the school year as directed by state regulations. The signal for a tornado drill or warning will be a WORBLE sound (a unique siren that sounds like a European Police Siren) or an announcement on the school's PA system or in the hallways by an administrator.

Family Life Education

The BCPS Family Life Education program adheres to the Standards of Learning Objectives and regulations approved by the State Board of Education of Virginia Public Schools. Parents are encouraged to review the content of the Family Life Education curriculum and supplemental materials being used to teach the Standards of Learning Objectives. Copies of the curriculum may be reviewed upon request. To review the material, please contact a health/PE teacher or the school administration.

Family Life Activities "Opt-out" Procedures: Parents may exercise the "opt-out" procedure for any or all of the Family Life Standards of Learning Objectives by completing a form that will be distributed by Health/PE teachers prior to Family Life instruction. Questions about the BCPS' Family Life Education Program may be addressed to the school administration.

Field Trips

A Parent/Guardian Field Trip Permission Form must be on file for each student attending a field trip. Students must meet eligibility requirements for attending individual field trips and must obey instructions from sponsors and chaperones while on a field trip. Students with documented health needs must have a health plan on file with the school nurse and appropriate medications to take on the field trip (inhalers, epi-pens, insulin, etc.). The *Bedford County Code of Student Conduct* is in effect during all field trips. Students must pick up all their trash as they leave the bus upon returning from a field trip. Students must complete work assigned by the sponsor as part of the field trip activity. Such work will be included in the teacher's evaluation of students' progress. Alternative assignments will be given to students who do not attend the field trip. Students are responsible to tell all their teachers when they plan to be out of class for a field trip. Students are responsible to make up any work missed in their classes due to being on a field trip.

Fighting

For safety reasons, students who engage in physical fighting will be suspended. The student who tries to avoid the confrontation and tries to walk away may not be suspended if this action can be verified (at the discretion of the administrator). Any student instigating a fight will be subject to the same discipline as the students involved in actual fighting. **All incidents of fighting will also be turned over to the School Resource Officer (SRO) for the evaluation of possible charges.**

Financial Obligations

It is the policy of the School Board to charge student fees and to recover funds for the loss of or damage to School Board property in accordance with the *Code of Virginia*. The School Board shall provide free of charge such textbooks and workbooks as are required for courses of instruction for each child attending public schools. The school board may take action against a pupil or the pupil's parent for any actual loss, breakage, or destruction of or failure to return property owned by or under the control of the School Board, caused or committed by such pupil in pursuit of his studies. Such action may include seeking reimbursement from a pupil or pupil's parent.

Fundraising

All fundraising projects must be approved in advance by the principal. A Fundraiser Request Form must be obtained from the athletic director and completed by the faculty sponsor. Only one fundraising activity may be conducted at a time. A new fundraiser cannot start until the previous fundraiser has been closed out with the bookkeeper. Students who accept the responsibility of participating in a fundraiser will be accountable for funds collected and must turn in all money collected to the sponsor or the bookkeeper immediately. Students may not engage in fundraising for activities outside the school (e.g. recreational teams, scouts, community groups, etc.) on school grounds or on school buses, without the express permission of the principal.

Grading

Grades provide for the evaluation of student achievement of classroom objectives. Student progress will be reported to the student and to the parents in a useful and understandable fashion.

Assignments and Test Grades:

1. Each teacher will provide at least one graded assignment per week, but is encouraged to provide two or more.
2. Marks may be given for informal tests, quizzes, classroom participation, teacher observation, homework, special assignments, papers, etc.
3. Based on BCPS policy, teachers will use their judgment to determine the guidelines for scoring tests/assignments.

4. Teachers may use letters or other symbols (i.e. check mark, plus sign) on daily assignments and in teacher grade books for assignments for which a numerical value is not appropriate.
5. Assignments, quizzes, and tests will be evaluated and/or graded, returned promptly, and reviewed with students before the next related test is administered. Students shall be allowed to keep all graded tests and quizzes to use as study aids for future assessments.
6. Work not completed within a given time period may be assigned a penalty after the teacher seeks to determine the cause of a student's failure to complete the assigned work. If the student's failure to turn in work is justified, the student's work may be turned in late with an appropriate grade assigned. Work not accepted will be assigned a grade of zero.
7. A teacher must accept late work if the student has an excused absence and has made arrangements to make up the work. **Work assigned prior to an absence is due the day the student returns to school unless special arrangements have been made in advance.** Extenuating circumstances should be considered.
8. Partially completed work will be graded according to the amount and quality of work completed.
9. Teachers may ask students to exchange papers to check homework and class work but not tests or exams. Grades are never to be called out loud in front of other students.

Letter Grade	Numerical Equivalent	Performance Assessment
A	89.5 – 100	Highly Proficient
B	79.5-89.4	Above Proficient
C	69.5 –79.4	Average
D	59.5 – 69.4	Below Proficient
F	Below 59.4	Insufficient Evidence of Proficiency
I		Incomplete work

10. A semester grade will be determined by averaging the two nine-week grades (and the exam grade which may not count for more than 10%, where applicable). When determining a semester or final average, any nine-week average below 40 will be converted to a 40 for averaging purposes. The final grade will be determined by averaging the two semester grades together.
11. Bedford County schools counts formative assignments as 40% of a student's final quarter grade and summative assignments as 60%. Homework cannot count for more than 10% of a formative assignment.

Incomplete Grades: Students with excused absences who receive a grade of Incomplete may make up work according to BCPS Policy IKB, Homework. If work is not made up in accordance with BCPS Policy IKB, the individual assignment grade will become a zero.

Report Cards: Report cards are issued four times each year, at nine-week intervals. Report cards will be given to students on the fifth school day following the end of each nine weeks.

Cumulative Grade Point Average (GPA): For the purpose of determining a student's cumulative grade point average (GPA), each final course grade will be assigned the corresponding point value or the weighted grade point value, if appropriate, and averaged.

Grade	Grade Point Value
A	4.0

Grade	Grade Point Value
B	3.0
C	2.0
D	1.0
F	0.0

Grading for Students with Disabilities

Assignments and Test Grades: The teacher shall provide modified assignments, tests, quizzes, exams, and other performance measures as necessary to accommodate the student's disability based on requirements identified in the student's IEP. The classroom teacher shall report regularly to the special education teacher on the student's grades and progress.

Nine-Week, Semester, and Final Grades: The teacher responsible for course instruction shall assign grades in consultation with other instructional and special education staff.

Failing Grades: A student shall not receive a failing nine-weeks, semester, or final grade based upon poor performance due to a disability, which accommodations have not fully supported. A student may receive a failing grade based on non-disability-related factors and/or failure to participate in class activities with accommodations prescribed by the student's IEP. When it is determined that a student with a disability is earning a failing grade, the classroom teacher will immediately notify the special education teacher and parent. A failing grade can be assigned only after documentation and specific reasons and examples are reported to an administrator. If a failing grade is related to a student's disability, it may be appropriate to convene an IEP meeting to discuss needed changes in accommodation.

Homework Guidelines

Homework can provide an essential communication link between the school and the home. It is an important tool in developing independent thought, self-direction, and self-discipline. Homework assists the student in developing good work habits and time management skills. Parents are encouraged to remain in constant contact with teachers regarding homework. Parents and students should consult teacher websites, and parents should utilize email and ParentPortal to seek clarification regarding homework. Even when students state that they were not assigned homework, parents are encouraged to support student success by helping them finish incomplete work, catch up on missing work, or prepare for upcoming assessments.

1. Homework will be assigned after introduction and thorough explanation of the skills necessary to complete the assignment successfully.
2. A student's access to resource materials will be considered when making assignments.
3. Students will be given prompt and appropriate feedback for homework completed.
4. Teachers will seek to determine the cause if a student regularly fails to complete assigned work.
5. Teachers will take into account the various ability levels of the students when assigning homework.
6. To avoid excessive homework, each subject assignment will not require more than 20-30 minutes per night for an average student; it is understood that a variance in completion time may result from students' levels of ability.
7. Homework will not be used for disciplinary purposes.
8. Teachers and administrators will take appropriate steps to communicate with parents regarding the division's homework policy and to solicit their support.
9. Students with excused absences may make up work accordingly:

- Absent 1-2 days will have 3 school days to make up work.
- Absent 3-5 days will have 6 school days to make up work.
- Absent 6+ days will talk with the teacher to establish a date for the work to be completed.

10. Homework will not count for more than 10% of the nine-weeks grade.

Honor Roll

Academic recognition will be given to students each nine weeks through a published honor roll. To make the Honor Roll, students must have no grade below a “B” average and must have satisfactory citizenship / behavior in all classes.

Identification of Self

For school safety reasons, students are to provide their first and last names to any SRMS staff member who asks. Failure to do so will result in disciplinary action.

Immunization Documentation

Before entering a public school, every pupil shall furnish a certificate certifying that the pupil has been immunized against communicable diseases as required by the *Code of Virginia*, begun receiving the first series of all such vaccinations, or is exempt as provided elsewhere in BCPS Policy JHCB.

Conditional Enrollment: A student may be enrolled for a period of 90 school days contingent upon the student's having received at least one dose of each of the required vaccines and the student's possessing a plan, from a physician or local health department, for completing his or her immunization requirements within the ensuing 90 school days; except that a student who has not yet received a second dose of measles (rubella) vaccine must receive such second dose pursuant to the State Board of Health minimum immunizations required for school attendance.

Exemptions:

1. When the parent or guardian has an objection on the grounds that the administration of immunizing agents conflicts with his or her religious tenets or practices and provides the principal with a written statement of such objection, unless an emergency or a disease epidemic has been declared by the State Board of Health.
2. When the parent or guardian presents a statement from a physician that states that the physical condition of the child is such that the administration of one or more of the required immunizing agents would be detrimental to the health of the child.

Evidence of Immunization: Evidence acceptable for proof of required immunizations must include the month, day, and year each dosage was administered on forms developed by or approved by the State Department of Health. All students for whom dates cannot be provided (month, day, and year) will be referred to the local health department or their private physicians to update their records before entering school.

Inclement Weather and Emergency Closing

Decisions to close schools, delay school openings, or dismiss early are made by the superintendent. Radio and TV stations are notified as soon as a decision is made. The parents and students should make emergency plans for inclement weather. The superintendent will schedule makeup days.

Library/Media Center Regulations

The mission of the library is to provide the resources, services, and information technology necessary to anticipate and meet the evolving educational, informational, and recreational needs of the students at Staunton River Middle School.

The library staff at SRMS will strive to offer optimum use of resources, with easy and equal access to a current, well-kept core collection that supports the middle school curriculum. Service will be provided in a relaxed, courteous and orderly atmosphere that promotes a love of reading and an understanding of how information is organized and retrieved.

All students are encouraged to make the library an important part of their learning experience at SRMS. In addition to many new books that have been added to the collection, the library also provides newspapers, magazines, and numerous information databases. The library staff is available throughout the day to assist students in using any of the library's resources. When visiting the library, the following information should be helpful:

- The loan period for books is two weeks with renewal possible. Students may have up to two items checked out at a time. If a student has an overdue or lost book, no further books may be checked out until that item is either paid for or returned. Each student is responsible for the library materials he/she borrows. If an item is loaned to another student, the person who checked it out is responsible for the replacement cost.
- Several computers are provided for student and staff use. Students must have completed the BCPS Acceptable Use Policy and have a copy on file in order to use any school computer. Students who choose to abuse computers may lose computer privileges for an extended period of time.
- Food and drinks are not permitted in the library.

Lockers

Lockers will be optional this school year.

Loitering

Students are not permitted to be on campus after the instructional day unless they are involved in a faculty supervised after school activity.

Lost and Found

Lost and found items are stored inside the blue lockers at the end of the front hallway outside room 121. Articles may be claimed with proper identification. Articles that are not claimed within a reasonable time will be turned over to the administration for disposal or donation. Students should turn in any articles found to the main office. The school is not responsible for any loss which a student may incur, but a reasonable effort will be made to find missing articles.

The staff strongly recommends that all clothing, especially outer garments such as coats and jackets, be marked with the student's name. Gym clothing and tennis shoes should have proper identification markings.

Moment of Silence

The Bedford County School Board recognizes that a moment of silence before each school day prepares students and staff for their respective work or school days. Therefore, each teacher shall observe a moment of silence at the beginning of the first class of each school day. The teacher responsible for each class shall make sure that each student: (1) remains seated and silent and (2) does not disrupt or distract other students during the moment of silence. The moment may be used for any lawful silent activity, including personal reflection,

prayer, and meditation. However, the teacher responsible for each class shall not influence, in any way, students to pray or meditate or not to pray or meditate during the moment of silence. Students and employees are prohibited from praying aloud during the moment of silence.

Non-Custodial Parent Rights

The General Assembly added section 22.1-279.4 to the *Code of Virginia* that specifically allows non-custodial parents to participate in school related activities. The law states that unless there is a court order to the contrary, non-custodial parents cannot be denied the opportunity to participate in school activities such as parent-teacher conferences and extracurricular activities. The law states that non-custodial parents should be allowed to participate in any activity that is supported or encouraged by school policy. If there is a court order denying access, it is the responsibility of the custodial parent to provide a copy of that order to the school.

Non-Discrimination Equal Education Policy

The Bedford County Public School Board affirms its commitment to a policy of providing educational opportunities for all pupils commensurate with their needs, abilities, and diverse cultural backgrounds. The Board believes that essential to this policy is a climate in which good human relations can flourish. Such a climate can be fostered only by communication among all the groups in the district: students, parents, certified and non-certified staff, administrators, and community members.

The Board endorses the principle of equal educational and employment opportunities for all people regardless of race, color, sex, religion, ancestry, national origin, or age; and directs the Superintendent of Schools to develop systematic programs in operation and the initiation through affirmative action plans, of new programs or procedures, where appropriate, to ensure equality for all employees and students in the school district.

SRMS does not discriminate on the basis of race, color, national origin, political affiliation, sex, religion, age, or disability in the admission to, participation in, or employment of programs, services, or activities. The school division's Director of Human Resources has been designated as the Americans with Disabilities Act (ADA) Compliance Coordinator. For information concerning the ADA, call the ADA Coordinator at (540) 586-1045, Ext. 10273 or write to Bedford County Public Schools, P.O. Box 748, 310 S. Bridge Street, Bedford, VA 24523.

Non-Resident Tuition

The non-resident student tuition fee for the 2019-2020 school year is \$3,900.00 (* tuition subject to change). The first payment must be received two weeks prior to the beginning of school. The second payment must be received a week before the beginning of second semester. Tuition may be charged at a prorated amount for partial year attendance by a non-resident student. Checks should be made payable to Bedford County Public Schools. Parents and/or guardians must provide transportation to and from school.

Notice of Directory Information

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Bedford County Public Schools (BCPS), with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, BCPS 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 BCPS to include this type of information from your child's education records in certain school publications. Examples include:

- School yearbooks;
- Graduation, theater, athletic, and music programs;

- Video of performances, school activities, and athletic events;
- Articles about school activities and events;
- Lists of those receiving honors, awards, and scholarships;
- Team rosters and class lists.

BCPS produces and participates in television, video, and audio recordings, websites, and still photograph productions that may use your child's name, likeness, or voice. Your child may be photographed or video recorded by BCPS staff members or by vendors working for BCPS for use within BCPS for BCPS education-related activities, for example, student identification pictures or video recordings of classroom activity used for teacher training or student evaluation purposes. In addition to these internal uses, BCPS may disclose photographs of your child to the public as directory information for such uses as school yearbooks. BCPS also may disclose your child's image, name, or voice in BCPS photographic productions or other BCPS sponsored publicity. 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 receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings.

Directory information will be released to institutions of higher education that request this information. The high schools will provide a form to parents/students 18 years and older to opt out of disclosure to military and higher institutions if requested.

If you do not want Bedford 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 by September 24, 2021. Bedford County Public Schools has designated the following information as directory information:

- Student's name, including nickname
- Name of parent or guardian with whom student lives
- Address
- Telephone listing
- Grade level
- E-mail address
- Photographs and other images that feature the student
- Date and place of birth
- Major field of study
- Dates of attendance
- Participation in officially recognized activities and sports
- Height and weight of members of athletic teams
- Degrees, honors, and awards received
- Most recent educational agency of institution attended
- 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:

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (eligible students) certain rights with respect to the student's scholastic records. They are:

1. The right to inspect and review the student's scholastic records within 45 days of the day the school division receives a request for access. Parents or eligible students should submit to the school principal or his/her designee a written request that identifies the record(s) they wish to inspect. The school official will arrange 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 scholastic records that the parent or eligible student believes are inaccurate or misleading or otherwise in violation of the student's privacy under FERPA.
 - Parents or eligible students may ask Bedford County Public Schools to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to provide written consent before the school discloses personally identifiable information (PII) contained in the student's education record, except to the extent that FERPA authorizes disclosure without consent.
 - FERPA permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school division as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement personnel); a person serving on a School Board; a person or company the school division has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review the scholastic records in order to fulfill his or her professional responsibility.
 - Upon request, the school will disclose scholastic records without consent of the parent/guardian or other person having control or charge of the student, to officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. Whenever a student transfers from Bedford County Public Schools, a copy of the scholastic record, including disciplinary records will be transferred to the school division the students transfers to upon request from the receiving school division. Disciplinary records include school records related to disciplinary action taken against a student for violating School Board rules or policies on school property or at school-sponsored events.
 - Reference Bedford County Public Schools Policy JO – Student Records for additional exceptions that FERPA authorizes disclosure of personally identifiable information without consent.
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 is:

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

Parent Access to Grades

Student grades are updated each Monday morning. Parents can access this information online through PowerSchool *ParentPortal*. To obtain your login information and password, please bring a photo ID to the main office where staff can provide you with the required information. We are unable to provide login information over the phone or email.

Physical Education

Students are expected to abide by the following guidelines in Health & PE:

- To build lifelong habits of good hygiene and personal care, students are expected to participate in Health & PE. Changing out is optional, learners will not be penalized for not changing out. Acceptable attire is a T-shirt with sleeves and athletic shorts or pants. Acceptable footwear includes shoes with rubber soles.
- Students report to the gym and sit in assigned squad lines before the tardy bell rings.
- Gym lockers will be assigned to all students. Do not leave items in your gym locker if it is not secured with a lock. The school is not responsible for lost or damaged items as the result of a student's failure to lock his or her locker. Sharing lockers and lock combinations should not happen. NO valuable items should be brought to the gym.
- The locker room is off limits at all times other than the first and last five minutes of the student's gym period.
- Medical excuses will be accepted to allow a student not to participate in gym activities. Parent notes will only be accepted on a limited basis and MUST include the student's first and last name, the date, parent/ guardian signature and a number where they can be reached. Physical fitness testing is a state requirement, and students MUST be tested unless a medical excuse is on file.
- Gym equipment should not be handled by students except under the supervision of a teacher.
- NO horseplay will be allowed in the gym or locker rooms at any time.

Pledge of Allegiance

The School Board shall require the daily recitation of the Pledge of Allegiance in each classroom of the school division and shall ensure that the flag of the United States is in place in each such classroom. The Pledge of Allegiance shall be said in the morning. During the recitation of the Pledge, students shall stand and recite the Pledge while facing the flag with their right hands over their hearts or in an appropriate salute if in uniform.

No student shall be compelled to recite the Pledge if he/she, his/her parent or legal guardian objects on religious, philosophical, or other grounds to his participating in this exercise. Students who are exempt from reciting the pledge shall quietly stand or sit at their desks while others recite the Pledge and shall make no display that disrupts or distracts from those who are reciting the Pledge.

Appropriate accommodations shall be made for students who are unable to comply with the procedures described herein due to disability. The code of conduct shall apply to disruptive behavior during the recitation of the Pledge in the same manner as provided for other circumstances of such behavior.

Reports to Parents

Reports normally sent to parents include report cards, progress reports (interims), bus behavior referrals, and discipline referrals. The student is responsible for delivery of these reports. Such reports are the property of the parent/guardian. A student's failure to deliver such reports to the parent in a timely manner is cause for disciplinary action.

Report cards are issued four times each year at nine-week intervals. Report cards will be given to students following the end of each nine weeks. Progress reports will be issued at the end of the fourth week of the grading period. Students who are performing below a C will receive a second progress report at the end of the

seventh week. Failing progress reports must be signed by the parent/guardian and returned to the teacher within three days.

Restrooms

Students are permitted to use the restroom throughout the school day with permission from a staff member. Students with special needs that may require more frequent or specialized restroom access must have documentation from a medical professional that is provided to the school. Expectations for student restroom use include:

- Students must have an approved EHall pass from a staff member.
- Students must use the restroom, wash their hands, and immediately return to class.
- Students must respect property, themselves, and others while in the restroom.
- Students should not loiter in the restrooms.
- Students should not vandalize or damage the restroom fixtures in any way. Any student who vandalizes or damages the restroom will be subject to disciplinary action (see *Code of Conduct*) and may be required to pay restitution.
- Only one student at a time is allowed in a bathroom stall.

Schedule Changes

The master schedule has been designed to accommodate student course requests and needs. Teachers have been assigned course loads and duties based on the course requests and needs. Administration will only approve schedule changes after the school year starts to correct mistakes made by the school, for unusual circumstances, and if class seating is available.

School Resource Officer

Bedford County has implemented a School Resource Officer Program in all middle and high schools. The School Resource Officer (SRO) will help reduce incidents of nonattendance, disorder, vandalism, and violence in the schools and provide for the safety and security of students and school personnel.

Searches

When there is “reasonable suspicion,” school authorities have the right to search book bags, lockers, cars, pocketbooks, etc., without a search warrant. Dogs may be used to detect any contraband on school property. Contraband items may be seized by school authorities and may be turned over to the sheriff’s department.

Sexual Harassment

Sexual harassment in any form will not be tolerated at SRMS. Any incidents should be immediately reported to an administrator and / or the School Resource Officer. All reports of such behavior will be taken seriously. Reports will be investigated and handled in a timely manner.

Signs and Posters

Students must obtain permission from the principal before any materials, posters, or signs may be posted in the school. Individuals and/or groups are responsible for removing all materials and cleaning up the area used. Items are not to be taped to glass or where the paint could be damaged. Duct tape or like products are not permitted to be used for the hanging of any materials whatsoever.

Skateboarding

Students are not allowed to bring skateboards to school. Skateboards found on campus may be confiscated. Skateboarding on school property is not allowed.

Skipping Class

Students who are unaccounted for during class, will be considered as skipping class and will be referred to an administrator for disciplinary action. The absence will be unexcused. A student who leaves without following this procedure will be considered skipping school.

SOL Testing

Standards of Learning (SOL) tests will be administered at SRMS as follows:

- 6th grade – math and reading
- 7th grade – math, reading, science 8, and Civics and Economics
- 8th grade – math, reading, writing, Earth Science, and World History I
- Additionally, any student enrolled in Algebra I, and/or Pre-AP Geometry will also take an End-of-Course (EOC) SOL test.

Student Records

Bedford County School Board has adopted Management of Student's Scholastic Records (Revised, March 2019) as the formal procedure and regulations regarding the management of all student records. Any questions regarding the management, access, or release of student information should be directed to the principal or the Bedford County School Board Office at 540-586-1045.

Every student will have a cumulative folder that is housed in the base school. Many students will have confidential folders housed in the Central Office with copies as part of their permanent records.

Student records shall be available to help plan the education of the child, and authorized school personnel shall have access to these records. The student's teacher shall use these records carefully for the benefit of the student. Under no circumstances shall third parties view the student's records without written consent of the student's parent or legal guardian and the building principal's knowledge and consent.

Talented and Gifted Program

Selection of students for this program is based on screening of school records, testing, and classroom performance. Referrals may be made by either parents or teachers to the School Gifted Coordinator, Mrs. Allison Russ. Students identified as gifted are provided with services designed to meet their specialized educational needs with consideration given to individual learning styles, interests, and aspirations.

Tardiness to Class

Being late **to class** distracts other students from their assigned tasks and focuses attention on the tardy student upon entry into the classroom. Learning how to be on time is an important habit that students must learn in order for them to be successful at SRMS and beyond.

When a student is late **to school**, he or she is to report to the office to sign in and receive an admit slip. Medical appointments are excused if the student presents an excuse from the medical office. Some examples of excuses that are not acceptable include oversleeping, missing the bus, and going to medical appointments without an excuse from the medical office. Students with unexcused tardies **to school** will be subject to corrective measures (See *Code of Student Code of Conduct*).

Telephone Use

Students will not be called out of class to receive a telephone message unless there is an emergency. In an emergency situation, the student may use an office phone with a pass from the classroom teacher noting an emergency situation. Cell phone use by students is not permitted throughout the school day, even if

communicating with a parent / guardian. **Parents are asked to contact their children through the main office phone and not through their child's cell phone.** (See Cell Phone Policy for additional information).

Threats

Threats of harm to other students and/or school staff will be treated severely with possible suspension to the superintendent and referral to court services (See *Code of Student Conduct*).

Tobacco

The use, possession, or distribution of tobacco or tobacco related products (e.g. lighters) is strictly prohibited on any school property by students or adults. Disciplinary consequences will be enforced, and reports to law enforcement will be made for those in violation under the age of 21.

Transportation and Buses

A student is to ride the bus to which he or she is assigned. For emergency reasons only, a student's parent/guardian may send written permission for the student to ride a school bus other than his or her regularly assigned bus or to get off the school bus at a stop other than his or her regular stop. The student wanting to ride another bus or to get off at another stop must bring the permission note to the main office. Once permission is granted, the student will receive a bus pass that he or she needs to present to the bus driver and the student should record their name into the daily record by 8:50 AM. A copy of the permission note and the bus pass will remain on file in the main office. Due to limited seating on school buses, no more than one student may ride home with another student.

For additional regulations, see the *Code of Student Conduct*, "Student Conduct on Buses." Serious first time offenses may result in serious disciplinary consequences.

Loading and Unloading: Buses unload and load at the front of the middle school along the bus service road. The front sidewalk adjacent to the bus service road may be used by students only when school bus loading and unloading takes place. The front sidewalk is off limits to students during the day.

Transportation and Parent Drop Off/Pick Up: Students transported by private vehicles may be dropped off and picked up along the sidewalk of the parking lot on the east end of campus next to Staunton River High School.

Students are not to be dropped-off or picked-up on State Route 24 in front of the school. Students are not to walk or ride bicycles to and from school without permission from the principal.

Trespassing

Persons who are not enrolled or employed at SRMS and who do not obtain a visitor's pass will be considered in violation of trespassing laws. Persons on school property not involved in school-sponsored activities will be considered in violation of trespassing laws.

Visitors

All visitors must report directly to the main office upon arrival at school and must leave the school grounds when instructed to do so by a school administrator, faculty member, or staff member. Article 5, Code of Virginia §18.2-129 states, "Any person, whether or not a student, directed to leave the premises of a school or any institution of higher learning by a person duly authorized to give such directions and who fails to do so shall be guilty of a Class #3 misdemeanor. Each day such person remains on the premises after such direction shall constitute a separate offense."

- Parents and adults who have school business may visit SRMS. All visitors are requested to check in at the main office to be issued a visitor's pass and to receive information and direction. As a courtesy, adult visitors are requested to call the main office at 297-4152 in advance of their visit so arrangements may be made to make the visit informative and constructive.
- Unauthorized visitors in the buildings or on school grounds will be subject to trespassing laws.

All staff members will be wearing BCPS photo identification. Anyone in the building without proper identification or a visitor's pass will be stopped and redirected to the main office. This will be strongly enforced by school administration and school staff.

Withdrawing from School

A parent/guardian who wishes to transfer his or her child to another school must take the following steps:

- Notify the school office of the date of withdrawal and location of the new school.
- Ensure that all books are returned to the appropriate classroom teachers.
- Pay all outstanding fines and fees.

Any student who withdraws from SRMS must immediately transfer to another school. Transfers not made complete after a student's withdrawal will be referred to the Bedford County Sheriff's Office.

Yearbooks

Yearbooks are sold each year for approximately \$30.00 (price subject to change). It is always best to pre-order a yearbook to ensure your student gets one as only a few extra books are ordered each year. Information will be sent out providing parents directions regarding purchasing a yearbook.

Please be advised that the Board of Education may revise / create policies over the course of a school year. Changes to state laws, State Board of Education bylaws, or Bedford County School Board Policies and Regulations shall supersede those statements and references contained in this publication