

Page County Middle School

198 Panther Drive
Shenandoah, Virginia 22849
540-652-3400
Fax: 540-652-8308

<http://eclipse.pagecounty.k12.va.us/pcms>



Student Handbook 2011-2012

Maximizing Student Achievement In A Caring Culture

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PCMS Faculty and Staff

2011-2012

Administration

Joanie Hovatter, Principal

Denise Atkins, Assistant Principal

Support Staff

Michael Chrisman, Alt. Ed.

Jean Drake, Title I

Chris Drumheller, Title I Asst.

Gloria Good, Bookkeeper

Tonya Gray, Secretary

Dawn Knight, ESL

Michele Lowery, Nurse

Tammy Rhinehart, Librarian

Mike Stockwell, Guidance

Jenny Szoch, Title I Instructional Coach

Instructional Assistants

Christi Armentrout

Penny Good

Kara Greber

Sandy Hammer

Barbara Meadows

Kim Price

Meghan Sullivan

Lisa Tappy

Melissa Williams

6th Grade Teachers

Mark Bauserman, USH1/Civics

Kate Box, English

Jessica Dudley, Math 6/7

Latrice Harris, Science

Blair Price, Math 6/7

Tracy Stratton, LA

7th Grade Teachers

Stephanie Day, USH1/2

Katie Jones, Science

Cindy Koontz, Math 7/8

Sharon Marcey, LA/Humanities

Michelle McCaughan, Math 7/Alg1

Rachel Meadows, LA

Katie Sisson, Math 7/8

David Wood, USH2

8th Grade Teachers

Larina Clark, Science

Mark Comer, Civics

Frank Gardner, Math 7/8

Brandy Jenkins, LA

John McCaughan, LA 7/8

Chris Newman, Geometry

Faculty and Staff Continued.....

Special Education Teachers

Carolyn Gander LD 6

Brandy Hilliard, ID 6-8

Laura Jones, LD 7

David Simms, LD 8

Kristina Zaccaria, ED 6-8

Anne Ward, ID 6-8

Career & Technical Education

Tiffani Atwood, Computer Education

Nicole Gerken, ITRT

Richard Gerken, Technology Education

Ginny Miller, Family/Consumer Science

Amber Stephens, Agriculture

Related Arts

Erika Dirnagl, Art

Eric Jones, Spanish

Jake Schupner, Band/Chorus

Shirley Weakley, GT/

World Cultures/Photojournalism

Health and Physical Education

Adrian Greber, Adaptive PE

Chris Mercer

Kevin Morris

Anita Sherwood

Custodians

Wade Broy

Deborah Comer

Lisa Foltz

Della Grimsley

Cafeteria Staff

Shirley Morris, Manager

Ester Brown

Brenda Comer

Ruby Good

June Housden

Deborah Robinson

TDT Counselors

Aaron Boggs



Page County Public Schools

A Fully Accredited Public School System

**735 West Main Street
Luray, Virginia
22835
540-743-6533**

Dates	Events
August 2011	(3 days)
Flex Day Between August 1-18	Staff Workday
Wednesday - Thursday, 17-18	New Teacher Orientation (8:30-3:00)
Monday-Friday, 22-26	Staff Workdays
Monday, 29	1st Day of School
September 2011	(21 days)
Friday, 2	1:00 Release for Staff Development
Monday, 5	School Closed for Labor Day
October 2011	(21 days)
Monday, 31	1:00 Dismissal for Staff Workday
Monday, 31	1st Nine Weeks Reporting Period Ends
November 2011	(18 Days)
Tuesday, 8	Schools Closed for Election Day / Inservice
Monday, 14	Schools Closed for Parent Conference Day (1:00-7:00pm)
Wednesday, 23	1:00 Release for Thanksgiving Vacation
Monday, 28	Schools Re-open following Thanksgiving Vacation
December 2011	(15 Days)
Wednesday, 21	1:00 Release for Winter Vacation
January 2012	(19 Days)
Tuesday, 3	Schools Re-open Following Winter Vacation
Monday, 16	Staff Workday / Make-up Day
Thursday, 19	First Semester Ends
Friday, 20	Staff Workday
February 2012	(20 Days)
Monday, 20	Staff Workday / Make-Up Day
March 2012	(21 Days)
Friday, 16	1:00 Release for Inservice
Monday, 26	1:00 Release for Staff Development
Monday, 26	3rd Nine Weeks Reporting Period Ends
Tuesday, 27	Staff Workday / Make-up Day
April 2012	(15 Days)
Monday-Friday, 2-6	School Closed for Spring Vacation
Monday, 9	Schools Re-open following Spring Vacation
Friday, 27	Staff Workday / Make-up Day / Inservice
May 2012	(21 Days)
Friday, 11	Staff Workday / Make-up Day / Inservice
Monday, 28	Schools Closed for Memorial Day
June 2012	(6 Days)
Thursday, 7	1:00 Release / PCTC Graduation
Friday, 8	1:00 Release / PCHS Graduation
Friday, 8	Last Day of School for Students
Saturday, 9	Staff Workday / LHS Graduation



Maximizing Student Achievement in a Caring

Shenandoah, VA 22849

540-652-3400

540-652-8308 (Fax)

Mrs. Joanie Hovatter, Principal
jhovatter@pagecounty.k12.va.us

Mrs. Denise Atkins, Assistant Principal
datkins@pagecounty.k12.va.us

8/17/11

Dear PCMS Parents and Students,

WELCOME TO PAGE COUNTY MIDDLE SCHOOL's third year! We look forward to having a wonderful year! At Page County Middle School, our vision is:
Maximizing Student Achievement in a Caring Culture!

The vision statement for Page County Public School students is:

PAGE
Promoting Achievement Growth and Excellence!

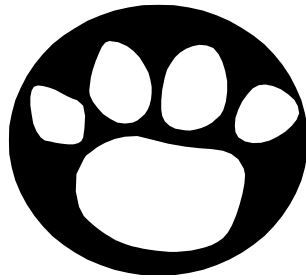
The Page County Public School system's mission statement is:

"We are committed to maximizing every student's potential --- whatever it takes."

With a clear vision, mission, and focus, we can help our school improve. Page County Middle School is a school that is turning around. Just as we are committed to improvement as a staff, we need your child(ren) to give their best effort as well. We ask that they commit to mastering the content in each of their classes, care about their education, and work hard to achieve their goals. We want to welcome your involvement in our programs, seek your input, and work harder together with you to make a positive impact on student achievement.

At PCMS, we have a golden opportunity to help our young adolescents develop into competent, confident, and compassionate young people. We invite parents/guardians to maintain frequent communication between home and school this school year. To assist us in communicating expectations and procedures, we have compiled the PAGE COUNTY MIDDLE SCHOOL 2011-2012 Student Handbook. Our Student Handbook is organized by three main headings:

******LEARNING***SAFETY*** OPPORTUNITY***



LEARNING

ADVISORY

Academic success and personal growth increase markedly when young adolescents' affective needs are met. Therefore, all adults in developmentally responsive middle schools are advocates, advisors, and mentors. The concept of advocacy is fundamental to Page County Middle School's culture, embedded in its every aspect. Advocacy is an attitude of caring that translates into action when adults are responsive to the needs of each and every young adolescent in their charge. Young adolescents have many concerns about matters that lie outside the parameters of the academic curriculum, and they need opportunities to discuss these with one another and a trusted adult. Middle School students need school to be a safe place and a place to belong. It is the goal of advisory to help students with the adjustment to middle school, academic and social support, teamwork, being part of a community, career paths and goals, and real life issues. The following goals are part of an effective advisory:

- Ensures that each student is well known at school by one adult who is the child's advisor (advocate)
- Guarantees each student belongs to a peer group
- Helps every student find ways to be successful within the academic and social options the school provides
- Promotes communication and coordination between home and school

ATTENDANCE

Regular school attendance is vital for children to be successful in their educational growth. Students are expected to attend school daily when school is in session as well as arrive to school on time. The General

Assembly of Virginia has recognized the importance of regular attendance by enacting a compulsory school attendance law for persons of school age with penalties for failure to abide by compulsory attendance laws.

Each middle school staff records all student absences. This record is part of each child's permanent record. If a student must be absent from school, a parent or guardian needs to telephone the middle school **(652-3400)** prior to 9:30 am on the day of the absence and state the reason for the child's absence. Moreover, **it is PCPS policy for parents/guardians to send a written note to PCMS when the child returns to school.** If word has not been received from the parent/guardian, the school staff will make every attempt to contact the parent/guardian at home or place of employment. **Students should never leave the school building or grounds prior to the dismissal bell without official written permission.**

- **Absences:** Page County Middle School will consider any unconfirmed student absence as unexcused. A record of all absences, including absences not confirmed by the parent must be maintained, with specific legal action required by school administrators. For more than 5 unexcused absences, a letter/phone call will be sent to parents. For 10 unexcused absences, a conference with school administration and PCPS Attendance Coordinator will occur.
- **Excused Absences:** There are circumstances that may prevent a student's attendance in school. Such absences are classified as excused absences for which there is no penalty.
- **Tardiness to School:** Students who are late to school should report to the main office. **Parental notes should be provided explaining the tardiness.** Excessive unexcused tardies will result in disciplinary action. Please see Page County Public School's 2011-2012 Student Code of Conduct and Attendance, Section 4.5 for further detailed information.
- **Early Dismissals:** Students may be officially released to their parents during the school day. **A parental note should be taken to the office in the morning indicating reason for and time of dismissal.** Parents must pick up and sign out their children in the main office.

***Students who are absent from school, tardy arriving to school, or leaving early from school will only be allowed to participate in extracurricular activities on that day with a legitimate doctor's note/excuse or with pre-approval by the administration.**

- **Make-up Work:** Whenever a student is absent, regardless of the reason, a reasonable amount of time is given to make up work (usually one day per day absent). **Upon return from an absence, the student is responsible for initiating immediate action to get and complete make-up work.** Parents are asked to pick up missed assignments at 3:30 pm in the afternoon. Please notify the office before 9:30 am the day your child is absent if you want to pick up their missing assignments.

AGENDA/STUDENT PLANNERS

The school recommends but does not require all students to have an agenda/student planner. These help students stay organized and on task with assignments. Students should bring and use their agenda/student planner in every class. It is also a great way for parents and teachers to communicate with one another by writing notes to/from. Parents can easily track their students homework and help their child stay organized and on task. This is a great tool for helping the middle school student be successful.

AUTHORITY OF TEACHERS

Teachers will establish rules and procedures for their classrooms and any school-sponsored activity. They will be consistent with the procedures outlined in the Page County Public School Code of Conduct and Attendance as well as the Page County Middle School student handbook. Students are expected to abide by rules and procedures throughout the year.

CHANGE OF ADDRESS OR TELEPHONE NUMBERS

If a student's address changes, the student's parent/guardian has the responsibility to notify the office staff. Proof of residency will be required. In addition, if a parent's home phone number or work phone number changes or other pertinent information changes (i.e. custody arrangements) during the school year, please notify the main office.

CORE PLUS CLASS

Core plus classes are built into a student's schedule and are designed to help remediate students in areas of weaknesses. A student will receive core plus

class if they have failed their Reading or Math SOL test. When a student fails their Reading or Math SOL test, the school is responsible for remediating that student. Core Plus is just one of those ways. Other options are SOL Camp (Fall/Spring), Summer School, and after school tutoring. A student's historical SOL data is considered when placing students in Core Plus classes.

DISCIPLINE

Each student will be expected to:

- Attend each class and be in the scheduled area at all times;
- Come prepared for class with appropriate materials;
- Walk while in the building;
- Respond appropriately in class and demonstrate proper behavior;
- Accept responsibility for your actions;
- Exhibit safe behaviors;
- Demonstrate appropriate relations;
- Refrain from selling any items in school unless approved;
- Follow the same rules traveling to/from school that are followed in school;
- Avoid the use of beepers, pagers and cell phones during school hours and after school activities. **Cell phones should be OFF and Out of Sight!**
- Avoid the possession of laser pens;
- Follow Page County Public Schools' Code of Conduct and Attendance;
- Act in a responsible manner that will make school a better place for everybody.

The Page County Code of Conduct serves as the framework for the discipline plans implemented in all schools. The code is based on a philosophy that combines high expectations with flexibility that takes into account realities of brain development as it relates to adolescent behavior. Middle school students are going through more cognitive changes than children in any other stage outside of infancy. The portions of their adolescent brains responsible for organization, planning, and emotional control are not fully developed. Organizational issues and overreaction to situations are a developmental reality, not evidence of disobedience. Middle school staff members are aware of these issues and utilize a proactive discipline plan to create a positive learning environment.

Disciplinary rules and expectations, as well as consequences, are designed to encourage all students to choose proper and appropriate conduct. Moreover, students are expected to display **self-respect, respect of others, and respect of property**. The listing of the discipline policies throughout this handbook is not intended to be all inclusive. Students should review the Page County Student Code of Conduct handbook (found on PCPS website) for complete information. Note that violations of school policies could result in a range of disciplinary consequences including, but not limited to, the following:

- **Lunch Detention/After-School Detention:** Students eat lunch in a designated area outside of the general cafeteria area. After-school detention involves students staying after school on a designated day. Students are expected to complete assignments and/or participate in school service projects during the after-school time.
- **In-School Suspension:** In-School Suspension (ISS) involves temporarily removing a student from classes and the regular school day's activities for disciplinary purposes. Students are expected to complete assigned work and/or participate in school service projects. Failure to meet the requirements of ISS may result in suspension.
- **Suspension:** Students may be suspended from school for behavior that interferes with the education of others, prevents the orderly operation of school, threatens an individual's physical well being, or violates a rule. Refer to the Page County Code of Conduct/Attendance for conduct that may be considered reasons for suspension.
- **Expulsion:** A student is permanently removed from school for at least one calendar year as a disposition to a serious offense, stated in the Page County Code of Conduct/Attendance.

DRESS CODE

Students are expected to dress in a manner consistent with recognition that they have the responsibility to help foster a learning environment promoting health, safety, respect, pride, cohesiveness, as well as positive regard for discipline and authority. The dress of students and staff reflects the general climate of a school.

Students, with the advice and approval of parents, make choices of acceptable attire for school and school activities. At PCMS, the following rules apply to all students:

1. No clothing with obscene/vulgar/inappropriate language, logos, decoration or symbols; or with smoking, weapons, cigarette, drug, or alcohol logos. No undergarments worn as outer garments or undergarments exposed. No chains and/or studded jewelry. This also includes any clothing determined by an administrator to be disruptive.

2. Tops - Must have two straps (visible spaghetti straps are not permitted). Must cover mid-chest (no cleavage) and mid shoulder blade (no bare backs). A girl's bra or undergarment should not be showing. Shirts are not to be knotted so that skin shows -shirts must cover midriff and lower back at all times. No tube tops, halter tops, spaghetti straps, etc. Note that "cover ups" will not be considered appropriate unless all of the above mentioned areas of the body are covered (i.e. a cover up that shows the midriff and/or cleavage will not be considered appropriate).

2. Pants/Shorts/Skirts - Must adequately cover appropriate areas of the body (good rule of thumb is garment equaling the length of student's fingertip when arm is held straight by the body). Be sure to consider all activities throughout the school day when determining if a length is correct.

3. Headgear - No headgear (unless part of recognized religion) permitted including hats, bandannas (on males or females), stockings, etc. Any headgear worn into the building will be taken by an adult if the student does not comply with the command to remove their headgear and put in their locker. If they do not comply, then the headgear will be given to an administrator, and the student will be able to pick up their headgear at the end of the school day. Repeated incidences of wearing headgear into the building will result in disciplinary action.

4. Coats - Students should store winter coats and heavy jackets in their locker during the regular school day.

5. Shoes - Proper fitting shoes are required to provide safety and relative ease while walking. Shoelaces are expected to be tied at all times.

***If a student at PCMS is attired in an unacceptable manner, or is restricted in physical activities due to inappropriate dress, his/her parents will be called to bring a change of clothing for the student.

FIELD TRIPS

Field Trips are recognized as an integral part and privilege of the school educational program. Each grade level will be given the opportunity to participate in a field trip related to their studies as designated by the PCPS policy on field trips. Poor school standing could prevent any student from participation in these privileges, depending upon the requirements at each grade level. Parents/Guardians who wish to chaperone a field trip must complete chaperone training provided at PCMS. This training is only required one time during your child's academic time at PCMS. Notices will be sent home with times for chaperone training.

GIFTED AND TALENTED SERVICES

Page County Public Schools are committed to an educational program that recognizes the unique value and needs of the individual student. It is our responsibility to provide educational opportunities to help students reach their highest potential. The following is an outline of the G/T program at PCMS:

Specific Areas of Identification

1. General Intellectual Ability (GIA) K-12
2. Specific Academic Aptitude (SAA) in grades 5-12 in Language Arts, Math, or Science

Specific Identification and Testing

- Direct Referral
- Screening of test data

Testing

1. Achievement Test Data
2. Aptitude Test Data

3. Teacher Checklist/Questionnaire
4. Parent Checklist/Questionnaire
5. Student Interview

The Gifted Program Identification Committee comprised of Gifted Program Coordinator or Designee, Principal or Designee, Gifted Resource Teacher, and Classroom Teacher reviews all testing criteria and makes the eligibility determination.

GRADING SCALE

The following is the grading scale adopted by Page County Public Schools:

<u>Letter Grade</u>	<u>Percentages</u>
A	90-100
B	80-89
C	70-79
D	60-69
F	59-Below

GUIDANCE

The Guidance Department is dedicated to providing individual, classroom and consultative services to our middle school students. School counseling services are designed to help the individual student achieve educational, vocational, social, and personal goals that are consistent with interests, needs, and abilities. The program is built upon the belief that each student is unique, capable of making a meaningful contribution to our society and deserves every opportunity to attain self-fulfillment.

The counselors attempt to work closely with students, parents, and teachers. Conferences may be arranged at any time upon request. Counselors will schedule at least one beginning school conference and one individual conference with each student during the year. Other conferences are encouraged and may be initiated by the student, teacher, parent, administrator, or support services personnel.

HOMEWORK GUIDELINES

Homework should be given its proper place in a student's life and should be assigned in such a manner that it:

- Promotes students ability to gain understanding
- Supplements previously introduced material
- Is evaluated and consistent with student's effort
- Is reasonable considering a student's available time and ability

Teachers should always assign homework with specific directions.

All homework that is assigned should be based on one or more of these purposes:

- to practice skills that have been introduced and developed in class;
- to complete unfinished classroom assignments or projects;
- to relate understandings and skills developed at school to everyday life;
- to enrich the school program by pursuing activities that can be shared with classmates the following day;
- to provide for independent study or projects.

Long-term assessments, projects, etc. may vary in the amount of time worked outside of class. Parents should set aside time to help students manage and balance their time usage, related to school assignments.

HONESTY IN ASSIGNED WORK

Page County Public Schools recognize academic integrity and the concept of intellectual property as critical values of our school and community.

Therefore, we strive to cultivate an environment supporting the safeguards of honesty in relation to ideas and demonstrated understanding. Academic integrity is defined as the practice of students performing their work and completing their assignments within the guidelines set forth by teachers.

PCMS teachers will accept the responsibility of providing clear and acceptable guidelines of academic integrity. Research-based work with citations will be shared with students to avoid academic dishonesty.

Specific academic dishonest behaviors which are prohibited include: plagiarism (copying actual published work) and cheating (giving and receiving of information for an unfair advantage).

INSTRUCTIONAL PROGRAMS

Programs are held periodically relating to specific units of study, observance of major holidays, and other educational experiences. Students are expected to exhibit polite, gracious and appropriate behavior, during any of these programs. Students are expected to enter the auditorium in a quiet manner, sit quietly and be attentive during the program. Parents are cordially invited to attend any of these educational experiences.

LIBRARY (MEDIA CENTER)

The Page County Middle School Library is open Monday-Friday, 8:00-3:30 pm. Students are encouraged to use the library during, before, and after school for reading and/or research. The middle school media center provides students access to a wide variety of print and electronic materials and resources. The librarian provides individual guidance, formal instruction, and appropriate resources to help students become critical thinkers, responsible citizens, and wise consumers of information in the 21st century. Students are encouraged to access a variety of information resources, use information technology efficiently and responsibly, and read for pleasure and personal enrichment. Page County Public Schools provide online resources which students can access to research topics for school projects, reports and personal interest.

MOMENT OF SILENCE and PLEDGE OF ALLEGIANCE

Every morning, students, faculty, and staff observe a Moment of Silence as mandated by the Commonwealth of Virginia. Immediately following the observance, students stand for the Pledge of Allegiance. Students who may be at their lockers or in the hallway should stop what they are doing, remain silent, and then recite the pledge before proceeding to class.

PHYSICAL EDUCATION

Students are expected to dress and to participate in physical education in grades 6-8. **Only students who have a doctor's note can be exempt from regular physical education activities.** Food and drinks are not allowed in the gym area. Proper dress for physical education includes attire for students to move freely as well as appropriate tied, tennis shoes. Street shoes are not to be worn on the gym floor. **Dressing out for PE class is required.** The recommended dress for PE is: dark colored shorts, light colored t-shirt, socks, and tennis shoes. Deodorant is recommended for students to have on hand.

PREPARATION FOR CLASS

Students must be prepared for classes. Although some classes have special requirements, generally students are required to have textbooks, paper, pencil and/or pen. Agendas/student planners are recommended. Being prepared for class will help students be more organized and successful at school.

RECOGNITION OF STUDENTS

Students at PCMS are recognized and rewarded for good citizenship and for academic achievement both at the team and the school level. The school-wide plan includes the following recognition and reward program for PCMS in keeping with our school system's and school's philosophy to create a positive learning atmosphere.

A. Honor Roll (Awarded each 9 week grading period)

B. Other Recognitions (Coordinated with school events)

C. Academic Awards (Awarded at year's end)

REPORT CARDS & EVALUATIONS

Report cards will be issued every nine weeks for each student. After parents or guardians examine reports, they should be signed and returned to school. Progress reports will be issued every four and a half weeks. It is the parent/guardian's responsibility to sign and return report cards to the classroom teacher. The Page County Public School system has initiated a parent portal to access your child's grades. This information can be found on the PCPS website and then, clicking the heading, "General Information" tab. Usernames and passwords will be given out at Orientation.

SCHEDULING

Course and/or Schedule Changes

With serious effort from students, parents, teachers, and the school counselor, courses and electives selected will be the correct ones and any alternatives selected will also be valid options if substitutions need to be made. Once the master schedule is in place, it will be very difficult to make changes without negatively impacting other students and teachers. Therefore, course changes will not be made unless one of the following criteria is evident:

- Failure or failure to attain a prescribed grade in a prerequisite course

- Failure to receive the appropriate grade in summer school
- Prerequisite course has been completed with the appropriate grade in summer school
- A teacher initiates a change for the benefit of the student
- An emergency situation exists which requires a change to be made

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

SPECIAL EDUCATION AND SERVICES

A free and appropriate public education is provided to all identified students with disabilities ages 2-21, inclusive, who live in Page County, Va.

Programs and services are provided to persons identified as having autism, deaf-blindness, intellectually delayed, hearing impaired, mentally challenged, multiple disabled, orthopedic impaired, other health impaired, emotionally disturbed, severely disabled, speech or language impaired, traumatic brain injured, or visually impaired. Questions concerning special education and related services may be directed to PCMS administration or the Director of Special Education Services at 540-743-6533.

- **504 Services and Accommodations:** Any student, employee, or parent who has a mental or physical impairment which substantially limits one or more of a person's major life activities is eligible for services and accommodations under Section 504 of the Rehabilitation Act of 1973. Section 504 states that no otherwise qualified individual with a disability can be excluded from or denied benefits of any program receiving federal financial assistance. Services and accommodations to provide access include but are not limited to ramps, elevators, interpreting services for the hearing impaired and special accommodations in the classroom in order to allow a disabled student to benefit from his or her education. If you have Section 504 questions, the contact listed will respond or direct you to the appropriate person: Compliance Officer of Section 504, Page County

Public Schools, Donna M. Smith, Director of Special Education
 Services (735 West Main Street, Luray, VA 22835) @ 540-743-6533.

SCHOOL HOURS

The main office is open daily from 8:00 a.m. - 4:00 p.m. Monday through Friday. Page County Middle School’s main office phone number is 540-652-3400. Messages may be left on the school’s answering machine.

STANDARDS OF LEARNING TESTS

At PCMS, there are Virginia Standards of Learning Tests given during certain windows of time throughout the school year.

Test	Grade	Window of Time
US Hist I	6	1 st and 2 nd semesters
US Hist II	7	1 st and 2 nd semesters
Civics	8	1 st and 2 nd semesters
Reading	6	End of year 2012
Reading	7	End of year 2012
Reading	8	1 st semester and 2 nd semesters
Writing	8	October 2011; March 2012
Science	8	1 st and 2 nd semesters
Math	6	End of year 2012
Math	7	End of year 2012
Math	8	End of year 2012
Algebra I	8	End of year 2012
Geometry	8	2 nd semester

6th and 7th grade students will take the Reading and Math SOL tests at the end of second semester. 6th and 7th grade students taking Social Studies first semester will take the SOL test at the end of first semester. Those students taking Social Studies second semester will take it at the end of second

semester. 8th grade students will take SOL at the end of first and second semester depending on the courses/classes they are taking each semester. The 8th grade Writing SOL will be given in October and in March depending on which semester your child has English. Student performances on these tests are used to determine which students are in need of further instruction, as well as awarding our school's accreditation status with the State of Virginia and the United States Federal Government's No Child Left Behind Act of 2001. The following grades and SOL tests are as follows:

- Grade 6: Reading, Math, US History 1
- Grade 7: Reading, Math, US History 2
- Grade 8: Reading, Math, Science, Civics, and Writing

TELECOMMUNICATIONS ACCEPTABLE USE PRACTICES

The Internet, linking thousands of computer networks around the world, gives students access to a wide variety of information resources. When using computers, students need to act responsibly. Students, parents, and staff are required to sign an *Acceptable Use Policy* agreement and must use appropriate language and behavior on computers and networks. Inappropriate use of computers could result in disciplinary action including loss of computer privileges or additional dispositions.

TEXTBOOKS

Students are responsible for textbooks issued. Students are issued textbooks without a rental fee at PCMS. Teachers note the condition of the textbooks. During the year, **books will be checked and students will be charged for damaged or lost books.** Students are encouraged to use book covers and **are required to print their name clearly in ink on the inside cover of each textbook.**

SAFETY

ASSAULT ON A SCHOOL EMPLOYEE

Any student who physically assaults a teacher or any staff member may be expelled from Page County Public Schools by the Page County Public School Board. All persons shall be required to report such incidents to school administrator(s) and any such verifiable incident shall be reported to law enforcement officials by school administrator(s). All violations of state law will be prosecuted in court. Further, any student who directs vulgar or profane language at a teacher will be suspended for up to ten days. In addition, any adult who threatens or curses a staff member will be banned from the school premises and may face criminal prosecution.

BACK PACKS

Students may use SMALL, STRING-tied backpacks or Trapper-Keepers to transport materials as needed. NO large backpacks, rolling backpacks, or pocketbooks are allowed as these items create congestion in the hallways. Staff members have the right to direct students to ONLY carry smaller, less intrusive backpacks in the building and request students to keep larger backpacks in their lockers.

BUILDING EMERGENCY EVACUATION PROCEDURES

Classes will always evacuate the building at their identified exit listed on a diagram and/or in writing near the classroom door. Otherwise, students will evacuate the closest exit available. Fire drills are held each month throughout the school year. In the first month of school, evacuation drills are held once a week. Proper procedure for evacuation is reviewed throughout the year. Bus evacuation drills are also held twice a year. It is important for all students to follow procedures when evacuating to insure school safety.

General Evacuation Procedures

1. The fire alarm, or an announcement from a school administrator, is the signal for evacuation.
2. Students will follow teachers and exit from where they are in the building.
3. Students should keep quiet, orderly, and safe when exiting with their teachers.

4. All room windows and doors must be closed, unless directed otherwise by the teacher. The teacher verifies all students are present.
5. Classes will be notified when to return to the building OR where to seek shelter.

BUS TRANSPORTATION

Student safety is the most important concern when being transported to and from school or after school events. **Bus transportation is a privilege for students.** While on the bus, students are under the direct supervision of the bus driver. The driver needs the cooperation and courtesy of students to be able to drive safely. Inappropriate behavior to and from the bus stop, at the bus stop, or on the bus may result in suspension of transportation privileges or suspension from school or after school events. The Page County Public School system uses a bus discipline referral form to be communicated to the student, parent, driver, and administration whenever bus misconduct occurs.

Students are expected to return home on the same bus unless a parent has written a note, indicating other arrangements. Permission will not be granted unless a written note from parents is made. All notes need to be turned in to the office first thing in the morning for verification and approval. Once the temporary change is verified, the bus note will be approved and returned to the student. The student will present the note to the bus driver.

EMERGENCY CLOSINGS & EARLY DISMISSALS

When school is closed or dismissed early due to weather conditions or other circumstances, please call the following number for closings and announcements: 843-2830. For additional information on school closings or delays, you can check out the Page County webpage at <http://eclipse.pagecounty.k12.va.us>. You may also enroll in the Schools-Out program off the county's webpage and receive e-mail alerts or text alerts when schools are going to be closed or delayed.

EMERGENCY DRILLS

Fire drills for the building are held each month (during the school year) except for September when one is held each week. Proper procedure for evacuation is reviewed throughout the school year. **Evacuation plans will be posted in each classroom and teachers will review building evacuation plans with each class.** A tornado drill is held one time per year.

Lockdown drills are practiced throughout the year. Evacuation drills for buses are also practiced.

FOOD SERVICES/ CAFETERIA

The PCMS Cafeteria program provides a regular lunch program serving Class A lunches, a fast food type program, healthy snack foods, and a breakfast program. Student safety is the major emphasis as well as providing a time for students to socially interact in appropriate ways.

Procedures for entering the cafeteria include:

- Students may purchase breakfast from 7:45-8:10 daily
- Students who pack their lunch may eat in the cafeteria
- Students and staff will maintain cleanliness in the cafeteria by disposing of trash and putting trays at the dish wash area.
- Students are expected to use good table manners.

PCMS Lunch Prices for 2010-2011:

- 1. Regular Student Lunch.....\$1.55**
- 2. Reduced Price Lunch.....\$0.40**
- 3. Breakfast.....\$1.00**
- 4. Reduced Price Breakfast..... \$0.30**
- 5. Extra Milk..... \$0.40**

- **Students will NOT have ACCESS to soda machines or snack machines at any time during the day. Due to federal and state recommendations on adolescent fitness, students will have the opportunity to purchase water or Gatorade drinks at approved times that do not conflict with lunch times. We encourage students to stay hydrated during the day and to be responsible with water bottles.**
- **Please make sure your child’s account is paid on time to avoid charging/letters from administration. Extended charges and overdue charges may be turned over to legal services to seek payment.**

FACILITIES

Students are expected to help keep the school clean and furniture in good repair, both inside and outside of PCMS. Students found defacing or destroying school property are subject to disciplinary action and are liable for damages.

HALL BEHAVIOR

During class changes students are expected to walk and talk in an orderly manner. Faculty and staff will be in the halls during block transition times to help maintain a safe, friendly, and orderly transition.

LOCKERS

Lockers are provided as a convenience to students for the purpose of storing clothing, books, backpacks, lunches, and other materials. Defacing the locker (inside or outside) by writing, scratching, or pasting stickers/pictures is not allowed. **Administrators reserve the right to enter any locker when it is necessary and proper to do so.** Locker problems should be reported to the student's teacher/advisor. Locker combinations should not be shared with friends. **Students are encouraged to use only school purchased locks for their lockers.** Locks can be purchased from the school for \$5.00. Locks will be turned in at the end of a student's 8th grade year or when they transfer out of PCMS. When locks are returned, students are refunded \$3.00. If a student chooses to use their own lock it must be a key lock with 2 keys available; one key for the office and one key for the student. Students are responsible for cleaning out their lockers at the end of the year. **Any items left after the last day of school will be put into the lost/found area or recycled in the school's supply closet.**

LOST AND FOUND

Clothing and other items should be clearly labeled with the owner's name. Lost and found items may be claimed by contacting the main office.

PARENT DROP-OFF/PICK-UP OF STUDENTS (CAR RIDERS)

Students at Page County Middle School will be dropped off in the lower parking lot from 7:45-8:10 and walk to the stairs. At the stairwell, a teacher will be helping students cross the cross-walk and enter the main entrance. Parent car drivers will then circle through the lower parking lot and exit. For afternoon dismissal, all students will be dismissed at 3:10.

PARKING

Parking at Page County Middle School will be in the lower parking lot. During school hours, only buses will be allowed to enter and exit the very front of the school. Safety is our first concern and parked cars pose a hazard to the flow of traffic and people in the mornings and afternoons.

PUBLIC DISPLAYS OF AFFECTION

Public displays of affection are prohibited. This includes, but is not limited to hugging, holding hands and kissing.

SCHOOL NURSE

A school nurse is available to students in all of our Page County schools. Students who become ill or injured should be seen by the school nurse who will determine the course of appropriate action. In accordance with Page County School Board policies, the school nurse is required to dispense all medications. **Minor health problems are handled at school, and every effort is made to have the student return to class as quickly as possible.** If, however, in the judgment of the school nurse, the student is too ill to remain in school, parents are notified and must arrange for transportation home. Also, the school nurse works with teachers and students to reinforce good health habits. Students should not use the nurse as an outlet for counseling or to get out of class. **Please encourage your child to use the nurse for emergency illnesses or to take their medication only.**

Students who need to take medication at school must have written permission from a parent stating the name of the medication, a proper dosage, instructions for administration, and specifications as to the duration of the treatment. The medication must also be in a proper container labeled with the student's name and the name of the prescribing physician. All medications are to be taken to the clinic when the student arrives at school and will be administered by the school nurse. This policy applies to all types of medication, both prescribed and over-the-counter varieties. If medication is not properly marked, it will not be administered at school. Unauthorized possession or use by students of non-prescription drugs or other medication is prohibited. Please refer to the Page County Code of Student Conduct and Attendance for more specific information.

SCHOOL CLOSING

In the event of serious inclement weather or mechanical breakdowns, Page County Public Schools may be closed, have starting times altered, or close early. Any change to start or ending times of the regular school day will be announced on WHSV TV 3, the PCPS website, and local radio stations.

SCHOOL SECURITY PLAN

- Signs are posted inside all entrances. All visitors must sign in and receive a visitor's pass from the office.
- Teachers have been instructed to inquire of any person not wearing identification and direct them to the office.
- During the school day, parents picking up students are required to come to the office and sign them out. **Students are not permitted to wait outside without supervision.**
- All outside doors with the exception of the main entrance will be locked during the school day.
- All outside doors will be locked at 4:00 pm. All students are to be directly supervised, if there are after school activities, practices, or performances at PCMS.
- Surveillance cameras (audio & visual) are located throughout the school for security and safety purposes.
- Bomb Threats - The Page County Public School System takes bomb threats very seriously. Students and their parents should be aware that if bomb threats occur (verbal or written) PCPS will seek the most severe dispositions possible. These actions include, but are not limited to expulsion from all public schools in the State of Virginia, prosecution in a court of law, juvenile detention, and complete financial restitution to the school system and to Page County as a whole.
- All students who are either JV or 8th grade athletes **MUST** be supervised at all times. On game days, students **MAY NOT STAY** after school without supervision. Parents will need to understand students may need to leave school, ride the bus home, and return to school, if they do not have direct supervision on athletic game days.

TOBACCO PRODUCTS

The Page County School Board prohibits any smoking or use of smokeless tobacco products in any school building and on school grounds at all times by anyone, minor or adult. This includes all outdoor sporting events/activities held/hosted on school grounds by Page County Public Schools or any third party organizations. Please refer to the PCPS Code of Conduct/Attendance for additional information.

TELEPHONE CALLS

Students will not be called from class to answer telephone calls. **Office phones are for official business and not available for student use except in emergencies.** If a student needs to make a phone call home, a phone will be available for them. **At NO TIME should students use their cell phones to call home during the school day unless they have permission from the administration to do so.**

TRAVEL THROUGH SCHOOL

Students will ALWAYS move on the right in the hallway to avoid traffic congestion at all times when moving through the building.

VISITORS

Visitors are welcome at PCMS. We ask all visitors to enter the front door, report to the main office, sign in, and receive a *Visitor's Pass*. All persons, except registered and enrolled students and employees of PCMS, are classified as visitors.

OPPORTUNITY

ATHLETICS

The following sports are offered at Page County High School for 8th grade students:

FALL: football, cross-country, golf, volleyball, cheerleading

WINTER: basketball, cheerleading

SPRING: track, baseball, softball

The following sports are offered at Page County Middle School for all students in grades 6-8:

WINTER: basketball, cheerleading

A student/athlete must maintain academic standards and behavioral expectations to participate as a representative of Page County Middle School/Page County High School. All student athletes must have a physical on file with the school's athletic director and meet all requirements of the Virginia High School League. Intramural sports will also be available for all students as the academic calendar will allow. Athletic participation is a strongly encouraged privilege. Inappropriate behavior can result in losing the privilege to participate in an athletic competition(s) or practice(s).

- All students who are either JV or 8th grade athletes MUST be supervised at all times. On game days, students MAY NOT STAY after school without supervision. Parents will need to understand students may need to leave school, ride the bus home, and return to school, if they do not have direct supervision on athletic game days.
- Any student wishing to participate in a sports' open gym/field for additional practice will need to have a VHSL physical on file with Page County Middle School's Athletic Director/Page County High School Athletic Director before they will be allowed to participate in an open gym/field event.

AFTER-SCHOOL ACTIVITIES

Students may remain in the building for an activity and work **with the supervision of a teacher**. Activity buses **may** be provided on certain days and a schedule of the days and times will be posted along with the routes. More details will be sent home when that becomes available. Written permission prior to staying is required. However, teachers may phone parents for permission for students to stay.

CELL PHONES & ELECTRONIC DEVICES

Use of cell phones and electronic devices, (including but not limited to radios, MP3 players, iPods, CD players, games, phones, beepers, cameras, and pagers) brought from home are not to be used during school hours.** Laser pointers are not permitted at any time on school property. These items will be confiscated, held, and returned to parents. Our motto on cell phones is **“OFF and Out of Sight!”** ****Some teachers may allow students to use their MP3 players, ipods /cell phones to listen to music during class time. This is a privilege and should not be abused.**

FUND RAISING ACTIVITIES

State regulations prohibit all students from participating in any type of door-to-door solicitation. This includes any and all fund-raising activities that are in any way connected with a public school. Students, teachers, and parents must remain aware of this regulation.

GUM

Chewing gum in general is a privilege. Teachers will determine if chewing gum is allowed in their classrooms.

HOME BOUND INSTRUCTION

Homebound instruction is available through the Page County School Board office when a student has a doctor's request related to unusual health conditions/issues. Any questions related to Home Bound Instruction can be addressed to the PCMS Guidance office at 540-652-3417.

INSURANCE

School Insurance is available at PCMS for the 2011-2012 school year. Every student receives an enrollment form at the beginning of the school year. Please follow the instructions on the form for enrollment and payment. All checks are to be made payable to the insurance company. Please note: **All students participating in any of the school's extracurricular programs**

must be insured. Personal family plans provide adequate coverage. However, the school insurance plan may serve as primary insurance if the family does not have health coverage. Any changes in insurance status of athletes must be reported to the coach or PCMS school administration.

PICTURES – Fall Picture Date is October 5th

Early in the school year, student pictures are taken and made available to parents. Only those students who have a picture taken in the fall can be included in the yearbook. Spring pictures may also be offered. These are fund-raising activities for our school as well as a service to parents.

PTO

The PCMS PTO is a dedicated organization working together to provide a better understanding of our school and to assist in the success of all students. Parents are encouraged to participate in the PTO. PTO meetings are usually held once a month. PTO membership dues are \$3.00.

SCHOOL SPIRIT

School spirit is one of the most important aspects of our educational program. Each student will have a more enjoyable school experience by becoming involved in our extra-curricular programs. Page County Middle School needs the support of the student body in all of our athletic and academic endeavors. We urge all students to take pride in our school and to support it with true sportsmanship, spirit and loyalty. Let us take pride in our school and strive to do our very best. Our School Colors are: Blue and White; Accent – Tiger Orange.

STUDENT COUNCIL ASSOCIATION

The Student Council Association (S.C.A.) serves the school and students of the school in several ways. First, the S.C.A. serves as an avenue for all students to appropriately voice their ideas and concerns about their school to the faculty and administration. Secondly, the S.C.A. sponsors and supports social activities and clubs. Thirdly, the S.C.A. encourages PCMS students to support community activities by sponsoring canned food drives and other charitable causes throughout the year.

YEARBOOK

Orders for yearbooks are taken in the fall. Yearbooks are delivered to students at the end of the school year.