

### **Culpeper Middle School Vision**

Culpeper Middle School will become a fully collaborative teaching and learning community where all of our students will thrive as active, literate learners and good citizens, preparing them for productive lives in the 21<sup>st</sup> century.

### **Culpeper Middle School Mission**

The mission of Culpeper Middle School is to provide students with engaging and relevant learning experiences, support their emotional and social growth, and challenge them to work to their highest academic potential.



### **Administration**

Catherine Timmons, Principal

Mandi Dillon, Assistant Principal

Jesse Blackburn, Assistant Principal

Renee Wootten, Assistant Principal

## BELIEFS

Culpeper Middle School embraces the beliefs of the National Middle School Association to build and maintain successful schools for young adolescents that are characterized by a culture that includes:

1. Educators who value working with this age group and are prepared to do so.
2. Courageous, collaborative leadership.
3. A shared vision that guides decisions.
4. An inviting, supportive, and safe environment.
5. High expectations for every member of the learning community.
6. Students and teachers engaged in active learning.
7. An adult advocate for every student.
8. School-initiated family and community partnerships.
9. Curriculum that is relevant, challenging, integrative, and exploratory.
10. Multiple learning and teaching approaches that respond to their diversity.
11. Assessment and evaluation programs that promote quality learning.
12. Organizational structures that support meaningful relationships and learning.
13. School-wide efforts and policies that foster health, wellness, and safety.
14. Multifaceted guidance and support services.

*Available From National Middle School Association  
This We Believe: Successful Schools for Young Adolescents (2003)  
Research and Resources in Support of This We Believe (2003)*

## GOALS

1. Students will demonstrate effective literacy skills across the curriculum, including reading, writing, speaking, and listening.
2. Current technologies and instructional practices that emphasize 21<sup>st</sup> century skills will be utilized to provide students with relevant and challenging learning experiences.
3. Adequate Yearly Progress will be met or exceeded in all required areas.

## CMS P.R.I.D.E. PROGRAM

To support our mission, the CMS P.R.I.D.E. Program was developed to encourage students to focus on academics, follow school expectations, and treat others with respect. The P.R.I.D.E. acronym stands for Politeness, Respect, Integrity, Discipline, and Equity.

Students that exemplify the P.R.I.D.E principles, while also refraining from receiving multiple refocuses or discipline referrals will be invited to attend quarterly celebrations.

## HONOR CODE

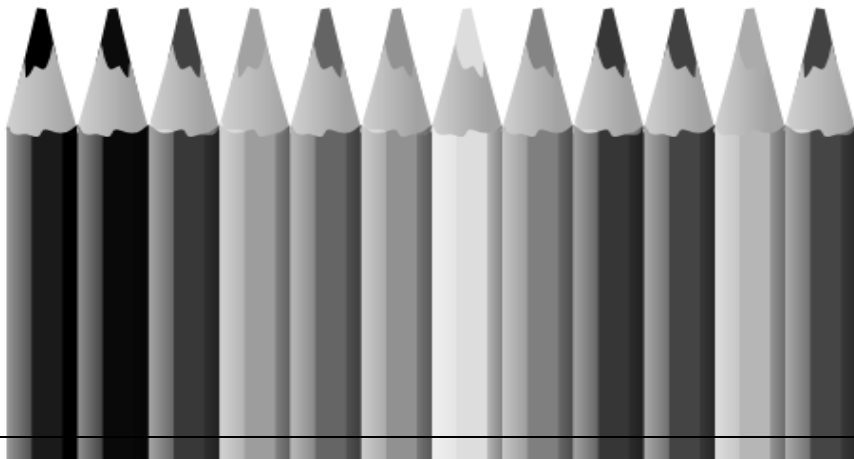
Culpeper Middle School students are expected to be completely honest in words and deeds in interaction with adults, each other, and all academic work.

## ARRIVAL

The school building opens at 7:20 a.m. Buses will unload in front of the gym and students will enter the school through the gym doors.

Parents who transport students to school in private vehicles must unload at the rear entrance to the school adjacent to the driving range only. Parents must not bring students to school before 7:20 a.m. Parents arriving after 8:00 a.m. should drop off students at the front entrance.

Students who wish to eat breakfast must report directly to the cafeteria upon arrival. All other students are to report to designated grade level areas.



### DISMISSAL

Students will be called for afternoon dismissal via the P. A. system from their homerooms. Car riders and walkers will be dismissed at 3:20 p.m., following afternoon announcements. Bus riders will be dismissed as their buses arrive.

Students who ride with their parents must be picked up at the rear entrance to the school. All students waiting for buses/parents must be under the direct supervision of a staff member.

All changes pertaining to dismissal are to be submitted in writing, at the student's arrival. All students walking home must be issued a walker's pass, which is issued once a parent permission form has been filed. If a student is going to another student's home, **both** parents must request the change in writing.

### EARLY DISMISSAL

Early dismissals, bus change requests and admit slips are received in the main office prior to homeroom.

Students shall be released only on request and authorization of parent or guardian. Parents must list all authorized persons on the student's emergency information card. Authorized persons **MUST** show valid photo identification.

Whenever it is necessary for a student to leave school early, it is requested that the student have a note signed by the parent/guardian. It is required that the parent/guardian, or other authorized adult, come into the main office and sign the Early Dismissal Log. On your child's early dismissal note, please write the time of dismissal and person picking-up.

Students will not be dismissed from classes until the parent/guardian arrives in the main office.

*Students will not be allowed to make phone calls to arrange for early dismissals during the school day.*

### ATTENDANCE

**FOR THE PURPOSES OF THIS POLICY – An absence is defined as all or part of an instructional day including tardies and early dismissals.**

Student attendance is a cooperative effort and the School Board shall involve parents and students in accepting the responsibility for good attendance.

It is important to acknowledge your child's absence. You may send in a note or call the 24 hour attendance line at 540-825-4140-option 1 and leave a message with your name, your child's name, grade, and reason for absence. Please do not leave emergency transportation changes on this line, as they may not be received in a timely manner.

If an absence is planned, a written excuse from a parent should be submitted to the attendance clerk in the main office.

Reminder: 10 excused per year, with parent call or note. Any absences after that will require third party documentation (doctor, therapist, funeral director). This also include time taken for vacation.

Unexcused absences will result in an administrative conference. Please see CCPS Parent/Student Handbook for further details and information.

### ATTENDANCE COUNTS!



**EVERY DAY, ALL DAY, ALL THE WAY!**

### TARDY TO SCHOOL

A student is tardy to school if he/she is not in homeroom by 8:00 a.m. A tardy to school pass may only be issued in the main office. A student will be considered tardy but excused if a note from a parent or guardian is received.

Consequences for violation of tardy to school (per quarter):

1<sup>st</sup>-4<sup>th</sup> Offenses: Warning/Student Conference

5<sup>th</sup> Offense: Overnight Suspension (Parent conference required before return to school).

Continued tardies to school will result in a truancy hearing.

### TARDY TO CLASS

Students are expected to be in their classes at the scheduled times and may not be excused without a signed agenda or pass. Tardies to class will only be excused if the student arrives with a signed agenda or pass from a school staff member. Consequences for class tardies will be determined by grade level teams.

### CREDIT BEARING COURSE OPPORTUNITIES

Level I of a foreign language, Geometry and Algebra I shall be available to eighth graders who qualify.

Parents must make such request in writing within fourteen (14) calendar days prior to the end of the current school year. If a student wishes to retake a credit bearing subject again to raise his/her grade, the subject that was taken in the 8<sup>th</sup> grade will be deleted from his/her records.



### GRADES

Grades are a reflection of a student's progress in school based on class work, homework, tests, effort, mastery of materials, skill development, classroom participation and teacher observation.

Interim grades are reported to parents every four and a half weeks. Quarterly grades are reported to parents each nine weeks. Report cards are not mailed home except at the end of the school year. Students are expected to present these reports to parents as soon as possible upon receipt.

Parents and guardians are encouraged to monitor their students' grades online through the Parent Portal. Login information and passwords remain the same from year to year. New students will receive their information upon registration. If you have any questions or cannot log in, please call the school and choose option 3 for student records.

The following numerical values will designate each letter grade. All teachers in grades 2-12 will use this numerical scale for all courses.

A = Excellent	100 - 90
B = Above Average	89 - 80
C = Average	79 - 70
D = Below Average	69 - 64
F = Failure	63 and below
I = Incomplete (signifies work to be made up as a result of sickness or emergency)	

### HONOR ROLL

Students who achieve any combination of A's and B's during a nine-weeks grading period are placed on the Honor Roll. Students will be invited to attend quarterly celebrations.

### NATIONAL JUNIOR HONOR SOCIETY

Seventh and eighth grade students are eligible for consideration in The Ruth Lea Davies Chapter of the National Junior Honor Society, an official charter of the National Junior Honor Society of Secondary Schools. Important facts about the CMS chapter follow below.

- Membership is an honor bestowed upon a student. Selection for membership is by a Faculty Council and is based on outstanding **scholarship, leadership, service, character, and citizenship**. Once selected, members have the responsibility to continue to demonstrate these qualities." Candidates become members when inducted at a special ceremony. Students transferring to CMS with NJHS membership must provide a letter from the principal or chapter adviser of the previous school.
- Honorary membership may be bestowed to students with disabilities in recognition of achievement or outstanding service.
- The scholarship requirement at CMS is a 3.5 grade point average. Students who have earned a 3.5 will be invited to submit a form containing information about the student's leadership, service, co-curricular, and citizenship activities.
- Submission of this form does not guarantee membership. Character and conduct references are provided by classroom teachers. A faculty committee chooses new members by majority vote after consideration of the student's academic and behavioral records, teacher references, and the information provided by the students. Students not selected may make an appeal to the school principal.
- "Members who fall below the standards that were the basis for their selection shall be promptly warned in writing by the chapter adviser and given a reasonable amount of time to correct the deficiency, except that in the case of flagrant violation of school rules or the law, a member does not have to be warned."

### BUS TRANSPORTATION

Students are to ride to their assigned bus and get on and off at their designated stops.

If for some reason a student needs to ride a different bus or get off at a different stop, the school should be notified by a parent in advance, by a signed, dated note. If getting off at another student's stop, parents of **both students** must make the request in writing.

Bus passes will be issued from the main office.

CMS COUGARS



### GENERAL CMS RULES

Students are not allowed to leave the cafeteria without permission of a supervising adult. Each table will be released if the area is clean.

Parents are invited to eat lunch with their children. Siblings may attend, but only with parents. A table in the cafeteria is designated for parents and students to enjoy lunch together.

No outside food may be brought in, for anyone other than your own child, due to parent health and allergy concerns.

Students are not allowed to leave the cafeteria with food or drink with the exception of sealed drinks purchased for consumption at after school activities.

To protect the instructional time in our school day, birthday or other celebratory items will not be accepted (cupcakes, etc.).

Students are expected to conduct themselves in an orderly, courteous, and dignified manner at all times.

Students are expected to accept the leadership and authority of the principals, teachers and staff.

Each student will be expected to produce work that is consistent with his/her individual abilities, to be attentive in class and to complete all assigned work on time.

Students are considered to be under the jurisdiction of the school while at school and while traveling to and from school.

Any student who damages or destroys any school property will be responsible, along with the parents, for repair or replacement of such property.

Students are not allowed to go to the high school at any time unless taking class at the high school or participating in an athletic program that practices at the high school.

This includes the regular school day as well as mornings before school and afternoons after school.

Students are expected to keep their hands to themselves. Bullying or any type of fighting or aggressive behavior, including horseplay, is prohibited.

No items may be sold by students at school.

Students are required to move through the halls in a quiet and orderly manner. No running in the halls is allowed.

Possession of gum is prohibited in school at any time. Gum will be confiscated.

Students are not allowed to wear hats, bandanas, or heavy jackets inside the building.

Book bags/Backpacks are to be kept in the student's locker.

No student may remain after school hours unless he or she is involved in a supervised school activity.

No public displays of affection (handholding, kissing, hugging) are allowed in the building or on school property.

No opened beverage containers are allowed except clear water containers. Any other beverages found outside of the cafeteria will be immediately confiscated and discarded.

No glass containers of any kind are allowed in the school.



### LOCKER POLICIES

Lockers are available to all students. General policies include:

1. Students will be held responsible for damage done to lockers beyond normal wear and tear.
2. Lockers are the property of the school system and may be searched at any time.
3. Students will keep their lockers clean and trash free.
4. Lost locks will be replaced at a fee of \$5.00.

### GUIDANCE SERVICES

The goal of the Culpeper Middle School Guidance and Counseling Program is to foster academic, personal/social and career development of adolescents. Parents, teachers and students are encouraged to use the services provided in the school. Students interested in seeing a counselor must get a pass from their classroom teachers and request an appropriate time for the counselor.

### VISITORS

Parents/guardians are welcome to visit the school at any time. They, along with all visitors, are required to register in the main office upon entering the school building. Parents/guardians who wish to visit their children's classrooms must have the permission of the principal 48 hours in advance of the visit. The purpose of this policy is to protect student instructional time from unanticipated distractions.



### ATHLETICS

The administration and coaches strongly believe that athletic participation enhances students' physical, emotional, academic, and social development; therefore, all students are encouraged to participate in interscholastic sports at the middle school level. All 6<sup>th</sup> graders are automatically eligible first semester. The following regulations and requirements apply:

1. Students who become fifteen (15) years of age prior to August 1<sup>st</sup> are ineligible to play on any interscholastic athletic team.
2. Middle school student-athletes must have passed 4 of 5 courses in the preceding spring nine weeks to be eligible to play a fall sport. Middle school student-athletes must have passed 4 of 5 courses for the first nine weeks grading period to be eligible to play a winter sport.
3. It is required that VHSL Physicals and Student/Athlete handbook consent page must be signed and returned to the school before the student can try out, practice, or play on a team.
4. Any student athlete who is under suspension from school or in-school suspension is automatically declared ineligible for any athletic participation until the disciplinary action has been completed.
5. Ineligible students may not be associated with any athletic team.
6. The administration, after receiving input from coaches, will ultimately decide the eligibility of all student athletes. Eighth grade students may participate at the freshman or junior varsity level if the sport is not offered at the middle school or if he/she is ineligible due to age.
7. Each student who is selected for an athletic team will be required to pay a \$90 fee per sport. See CCPS athletic policies for details.

### IMMUNIZATION REQUIREMENTS

No student may be enrolled in school without documentary proof that the student has been adequately immunized against communicable diseases as outlined in public law 22.1-271.1, Code of Virginia.

### MEDICATION

If medication must be given at school, parents are required to bring the medicine in its original container and complete the form, "Parents Request for Giving Medicine at School." The school nurse will keep a log and dispense all medications. Students are not to be in possession of medication while at school. Do not send your student to school with medications from home.



### Volunteer/Chaperone Guidelines-

We encourage the participation of parents/grandparents/guardians as volunteers in the school and/or as chaperones on field trips at Culpeper Middle School. It is important that you plan ahead if you have any desire to participate in any of this year's activities.

Per County Policy, the steps included below MUST be taken in order for an adult to receive approval for involvement in these school activities.

Please understand that no exceptions will be made without all steps being completed in advance of an event.

- 1) Adult must first apply on AppGarden <https://appgarden6.appgarden.com/VolTrackVAo24.nsf>. Make sure to include 3 easily accessible references that have known you for at least 2 years and are not family members.

2) Once the application has been completed – adults need to notify Mrs. Harding at CMS letting her know you have completed the application. At this time, she will begin checking your references. You will be notified once the reference check is complete.

3) Once you are notified of your approved reference check – adults must call the school system's HR department to schedule your fingerprinting appointment. Be aware that there is a cost of \$35 (cash or check), and approval will take approximately 30 days.

\*\*Call 540-825-3677 - HR Dept.

### EMERGENCY PROCEDURES

Emergency procedures which include fire, tornado, lockdown and earthquake are practiced during the school year.

### STUDENT DRESS

Culpeper County Public Schools seek to maintain an orderly environment for the education of students. To accomplish this goal, the Division has established a standard of student dress that is conducive to a proper educational climate, while reasonable enough to allow students to be expressive in their clothing selection. The following are examples of the standards of dress that will be enforced at school:

- Clothing must cover the entire body between the neckline and mid-thigh. (Necklines for female students shall be high enough to conceal any cleavage.)
- The display of any portion of underwear with the exception of appropriate undershirts is prohibited (This includes waistbands and bra straps.)
- All outer shirts must have sleeves.
- Items that cover any portion of the head are prohibited. (Appropriate hair adornments are permitted.)
- Any items that advertise tobacco, drugs, or alcohol are prohibited.



- Any items associated with or suggestive of support for or membership in a criminal street gang are prohibited.
- Any items pornographic, obscene, or sexually suggestive in nature are prohibited.
- Items that in the opinion of school officials are reasonably probable to disrupt the operation of the school or endanger the wearer or others are prohibited.



**The principal or designee has the authority to decide whether or not an item of clothing or adornment is appropriate.**

**Consequences for dress code violations:**

Students in grades 6 -12 who violate the dress code will have to immediately remedy the dress code violation and are subject to the following disciplinary actions:

**1st offense** - The Student shall be required to immediately remedy the dress code violation and a verbal warning shall be issued.

**2nd offense** - The Student shall be required to immediately remedy the dress code violation and the parent/guardian shall be notified.

**3rd offense** -The Student shall be required to immediately remedy the dress code violation, up to a 30 minute detention shall be required, and the parent/guardian shall be notified.

**4th offense** - The Student shall be required to immediately remedy the dress code violation, ½ day in-school suspension shall be required, and the parent/guardian shall be notified.

**5th offense** - The Student shall be required to immediately remedy the dress code violation, a 1 day in-school suspension shall be required, and the parent/guardian shall be notified.

**6th Offense & thereafter** - The Student shall be required to immediately remedy the dress code violation, a 1 day out-of-school suspension shall be required, and a parent/guardian conference shall be required.

**PORTABLE ELECTRONIC DEVICES**

The Culpeper County School Board recognizes that Portable Electronic Devices (PED) such as cell phones, computers, and audio/video devices may be used for valid purposes, such as communication, information, and entertainment, while at school or at school-sponsored events; however, the possession and use of a PED on school property is a privilege both subject to strict regulation and revocable for reasonable cause. Students with parent permission may possess and use PEDs on school property but only when such use is in strict compliance with the following restrictions:

- Student use of a PED at any permitted time and location SHALL NOT distract the student or others from learning or participating in the educational process, interfere with the work of school employees, create any safety concern or hazard, and/or violate any other provision of the code of conduct.
- Students in grades 6 through 8 may NOT use PEDs upon arrival at school or during the school day, but may use PEDs after the dismissal bell in the commons areas of the school, or at other times when explicitly permitted by a school employee.

The School Board, its employees, or agents are not responsible for any loss, theft, damage to, or safety of any PED brought onto school property at any time. The student or parent who brings or allows such a PED to be brought to school assumes the risk of all such damage or losses.

Failure to abide by the above rules will result in the following consequences:

**First Offense**

Warning issued and device to be turned off and removed from sight. (If this directive was previously stated as a general direction to all students present; second offense applies.)

**Second Offense**

Device confiscated by school employee and securely held until the end of class, activity, or bus ride and conference is held with student.

**Third Offense**

Device confiscated by school employee, securely held, and given to principal or designee until an administrator is able to have a conference with student.

**Fourth Offense and thereafter**

Device confiscated by school employee, securely held, and given to principal or designee until an administrator is able to have a conference with student and parent or guardian.

**The refusal of a student to relinquish possession of a device upon request by a school employee will result in a suspension from school pending a conference with a parent or guardian. Any student suspended on three separate occasions in a school year for violation of this policy will lose the privilege of possessing the device(s) for the remainder of the current school year.**

**DELIVERIES TO STUDENTS**

Flowers, balloons and other gift items which are brought to the school for delivery to students will be held in the office until dismissal call. The student will then be called to the office to pick up the item.

No glass containers or balloons are allowed on the bus. Necessary items delivered by parents will be delivered to students as soon as possible. The school will not be responsible for items not picked up by the student once they have been notified.

**USE OF TELEPHONE**

Student use of the telephone is limited to emergency and school business only. Students are required to obtain permission to use the telephone in his/her assigned room.

**NONDISCRIMINATION POLICY**

The Culpeper County School Board is committed to a policy of nondiscrimination with regard to race, color, sex, age, religion, disability, national origin, or status as a parent. This attitude will prevail in all of its policies concerning staff, students, educational programs and services, and individuals and entities with whom the Board does business.

Any person having inquiries concerning the Culpeper County School District's compliance with the regulations implementing Section 504 is directed to contact: Angela Neely, 504 Coordinator, Culpeper County Schools, 450 Radio Lane, Culpeper, Virginia 22701, (540) 825-3677.

**STATEMENT OF ACCESSIBILITY**

Any meeting held at Culpeper Middle School will be accessible to persons with disabilities. Any person with questions on accessibility or who needs interpreter services for the hearing impaired and/or vision impairments must notify the Principal, at Culpeper Middle School, 14300 Achievement Drive, Culpeper, Virginia 22701, (540) 825-4140, at least five (5) administrative days prior to the meeting.



**CMS CLASS SCHEDULES**

**Daily**

8:00-8:10 Homeroom

8:10-9:35 1<sup>st</sup> block

9:40-11:05 2<sup>nd</sup> block

11:10-1:10 3<sup>rd</sup> block/Lunch

11:15-11:40 8<sup>th</sup> grade Lunch

11:45-12:10 6<sup>th</sup> Grade A Lunch

12:12-12:37 6<sup>th</sup> Grade B Lunch

12:40-1:05 7<sup>th</sup> Grade Lunch

1:17-1:52 WEB

1:57-3:20 4<sup>th</sup> block

3:20 Car rider/Walker Dismissal

3:25 First Wave Bus Dismissal

**Early Dismissal**

8:00-8:05 Homeroom

8:05-9:20 1<sup>st</sup> block

9:25-10:45 2<sup>nd</sup> block

10:50-12:10 3<sup>rd</sup> block/Lunch

10:45-11:10 8<sup>th</sup> grade Lunch

11:15-11:40 6<sup>th</sup> Grade Lunch-All

11:45-12:10 7<sup>th</sup> Grade Lunch

NO WEB

12:15-1:30 4<sup>th</sup> block

1:30 Car rider/Walker Dismissal

1:35 First Wave Bus Dismissal

**CMS CLASS SCHEDULES-DELAYS**

**1 hour delay**

9:00-9:05 Homeroom

9:05-10:25 1<sup>st</sup> block

10:30-11:55 2<sup>nd</sup> block

12:00-1:55 3<sup>rd</sup> block/Lunch

12:00-12:30 8<sup>th</sup> grade Lunch

12:35-1:05 6<sup>th</sup> Grade A Lunch-All

1:10-1:40 7<sup>th</sup> Grade Lunch

NO WEB

2:00-3:20 4<sup>th</sup> block

3:20 Car rider/Walker Dismissal

3:25 First Wave Bus Dismissal

**2 hour delay**

10:00-10:05 Homeroom

10:05-11:10 1<sup>st</sup> block

11:15-12:55 2<sup>nd</sup> block

1:00-2:08 3<sup>rd</sup> block/Lunch

11:15-11:45 8<sup>th</sup> grade Lunch

11:50-12:20 6<sup>th</sup> Grade A Lunch-All

12:25-12:55 7<sup>th</sup> Grade Lunch

NO WEB

2:00-3:20 4<sup>th</sup> block

3:20 Car rider/Walker Dismissal

3:25 First Wave Bus Dismissal