

Caroline Middle School



STUDENT & FAMILIES OPERATIONS MANUAL

2024-2025

13325 DEVILS THREE JUMP RD

MILFORD, VA 22514

804-633-6561

Revised Summer, 7/28/2024

THE 2024-2025 SCHOOL YEAR - OPERATIONS MANUAL FOR CMS

Purpose: This manual will provide operating procedures for Caroline Middle School.

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Section 1 - Information Sources

The following are the links and sources for essential information for Caroline Middle School:

- I. The Talon - This is a weekly newsletter distributed by the principal on a weekly basis. The newsletter contains all essential updates and celebrations for CMS.
- II. [CMS Website](#) - The Website for CMS will have staff contact information, links to CCPS resources, and more.
- III. Social Media - We communicate school information through the following social media sites:
 - A. CMS Facebook - [Caroline Middle School](#)
 - B. CMS Athletics Facebook - [CMS Athletics](#)
- IV. [Powerschool](#) - All grades of record are recorded in [Powerschool](#) for students at CMS
- V. Schoology - The Learning Management System for CMS will continue to be Schoology. All classes will use schoology this year. All student Chromebooks have access to Schoology Portals for parents and students.
- VI. SOL Score reports can be found at the [Virginia Assessment Parent Portal](#)

Section 2 - Counselors, Administration, and Innovation Specialist

The following section is to provide you with the necessary contact information for administrators, counselors, and teachers. Please review the contacts below:

- I. Counselor Caseloads & Contact Information
 - A. Helen Cox - 8th Grade; hcox@ccps.us
 - B. Kimberly Turnage (Director) - 7th Grade; kturnage@ccps.us
 - C. Christine Hayek- 6th Grade; chayek@ccps.us
 - D. Margarete Jeffer- CMS Social Worker; mjeffer@ccps.us
 - E. Students are asked to use this link in Schoology to sign up to see their school counselor during the school day: [24-25 Counselor Request Form](#)
- II. Administration
 - A. Principal - Joshua Just; jjust@ccps.us x4013
 - B. AP - Stephen Salvato- 8th grade; ssalvato@ccps.us x4033
 - C. AP - Kelly Verity - 7th grade; kverity@ccps.us x4017
 - D. AP - Geoff White- 6th grade, gwhite@ccps.us x4028
 - E. Admin Intern- Tiniko Johnson, tjohnson@ccps.us
 - F. Director of Student Activities - Travis Clark- tclark@ccps.us x4099
- III. Innovation Specialist
 - A. Jeremy Young - jyoung@ccps.us- x4154
- IV. Library/Media Specialist
 - A. Alaina DeHaven- adehaven@ccps.us x4164

Section 3 - Office Staff

The following section is to provide you office staff names, titles, responsibilities, and contact information:

- I. Principal's Administrative Assistant/Office Manager - Mrs. Michelle Richardson
 - A. Office Extension - 4012
 - B. Email - mrichardson@ccps.us
- II. School Registrar - Ms. Sophia Price
 - A. Office Extension - 4011
 - B. Email - sprice@ccps.us
- III. Attendance Administrative Assistant - Ms. Amy Smith
 - A. Office Extension - 4010
 - B. Email - asmith@ccps.us
- IV. Bookkeeper - Ms. Sonya Chatman
 - A. Office Extension - 4015
 - B. Email - schatman@ccps.us

[Section 4 - School Bell Schedule](#)

CMS is following an A/B schedule for the 2024.2025 SY.

Regular Bell Schedule		
<i>Block</i>	<i>Times</i>	<i>Minutes</i>
Early bus breakfast in the cafeteria	6:50-7:05	
Early bus go to class	7:05	
Grab breakfast and head to class; warning bell 7:20	7:10-7:20	
	7:20-7:25	
Homeroom (Collect phones at start)	7:25-7:45	20
A1/B1	7:48-9:13	85
Split 1 (6th Grade)	7:48-8:29	41
Split 2 (6th Grade)	8:32-9:13	41
A2/B2	9:16-10:41	85
Split 1 (8th Grade)	9:16-9:57	41
Split 2 (8th Grade)	10:00-10:41	41
A3/B3	10:44-12:44	120
Lunch 1 (6th)	10:46-11:11	25
Lunch 2 (7th ELA/HSS)	11:16-11:41	25
Lunch 3 (7th Math/Sci)	11:46-12:11	25
Lunch 4 (8th)	12:16-12:41	25
A4/B4	12:47-2:12	85
Split 1 (7th Grade)	12:47-1:28	41
Split 2 (7th Grade)	1:31-2:12	41
Announcements Bus Changes Lastly, return phones	2:12-2:21	9

2-Hour Delay Schedule

Block	Times	Minutes
Early bus breakfast in the cafeteria	8:50-9:05	
Early bus go to class	9:05	
Grab breakfast and head to class; warning bell 7:20	9:10-9:20 9:20-9:25	
Homeroom (Collect phones at start)	9:25-9:35	10
A1/B1	9:38-10:38	60
Split 1 (6th Grade)	9:38-10:06	28
Split 2 (6th Grade)	10:09-10:38	29
A2/B2	10:41-11:41	60
Split 1 (8th Grade)	10:41-11:09	28
Split 2 (8th Grade)	11:12-11:41	29
A3/B3 Grab and go Lunch Admin will dismiss 6th grade by class As soon as 6th grade is done, admin will move on to 7th grade classes As soon as 7th grade classes, admin will move on to 8th grade classes	11:44-1:09	85
A4/B4	1:12-2:12	60
Split 1 (7th Grade)	1:12-1:40	28
Split 2 (7th Grade)	1:43-2:12	29
Announcements Bus Changes Lastly, return phones	2:12-2:21	9

Pep Rally/Event Schedule		
Block	Times	Minutes
Early bus breakfast in the cafeteria	6:50-7:05	
Early bus go to class	7:05	
Grab breakfast and head to class; warning bell 7:20	7:10-7:20 7:20-7:25	
Homeroom (Collect phones at start)	7:25-7:45	20
A1/B1	7:48-9:01	73
Split 1 (6th Grade)	7:48-8:23	35
Split 2 (6th Grade)	8:26-9:01	35
A2/B2	9:04-10:17	73
Split 1 (8th Grade)	9:04-9:39	35
Split 2 (8th Grade)	9:42-10:17	35
A3/B3 Grab and go Lunch Admin will dismiss 6th grade by class As soon as 6th grade is done, admin will move on to 7th grade classes As soon as 7th grade classes, admin will move on to 8th grade classes	10:20-11:52	92
A4/B4	11:55-1:08	73
Split 1 (7th Grade)	11:51-12:28	35
Split 2 (7th Grade)	12:31-1:06	35
Pep Rally/Event; At end, return to final block to collect phones	1:11-2:11	60
No online announcements Bus Changes Lastly, return phones	2:16-2:21	5

Testing Schedule		
Block	Times	Minutes
Early bus breakfast in the cafeteria	6:50-7:05	
Early bus go to class	7:05	
Grab breakfast and head to class; warning bell 7:20	7:10-7:20 7:20-7:25	
Homeroom (Collect phones at start)	7:25-7:35	10
Testing Block	7:38-10:18	160
A1/B1 Split 1 only (6th Grade)	10:21-11:11	50
A2/B2 Split 1 only (8th Grade)	11:14-12:04	50
A3/B3 Grab and go Lunch Admin will dismiss 6th grade by class As soon as 6th grade is done, admin will move on to 7th grade classes As soon as 7th grade classes, admin will move on to 8th grade classes	12:07-1:23	76
A4/B4 Split 2 only (7th Grade)	1:26-2:16	50
No online announcements Bus Changes Lastly, return phones	2:16-2:21	5

Early School Closing 11:25 a.m.

Block	Times	Minutes
Early bus breakfast in the cafeteria	6:50-7:05	
Early bus go to class	7:05	
Grab breakfast and head to class; warning bell 7:20	7:10-7:20 7:20-7:25	
Homeroom (Collect phones at start)	7:25-7:35	10
A1/B1 Split 1 only (6th Grade)	7:38-8:25	47
A2/B2 Split 1 only (8th Grade)	8:28-9:15	47
A3/B3 Grab and go Lunch Admin will dismiss 6th grade by class As soon as 6th grade is done, admin will move on to 7th grade classes As soon as 7th grade classes, admin will move on to 8th grade classes	9:18-10:30	72
A4/B4 Split 2 only (7th Grade)	10:33-11:20	47
No online announcements Bus Changes Lastly, return phones	11:20-11:25	5

Section 5 - Class Presentations - Small Group Class Meeting Format

CMS Administration & Counseling will visit each English Classroom to provide a small group presentation outlining the following for students during the first week of school:

- I. Expectations & Routines
- II. Bell Schedules
- III. PBIS
- IV. Clubs & Activities
- V. Student Drop Off
- VI. Dismissal

CMS administration will lead students through a question and answer session at the end of the meeting. This is designed to give the students an opportunity to ask questions and make certain they are aware of the expectations. Administration will use the Q&A sessions as a teachable moment.

Section 6 - Custodian Procedures

Custodians will be cleaning rooms, desks, and common areas after each school day. Restrooms will be cleaned several times throughout the school day.

Section 7 - Student Expectations

Every CMS student will be Committed, Motivated, and Successful by the time they are promoted to CHS. Eagles are expected to do the following while they are students at CMS:

- I. Eagles will demonstrate respect towards all persons and property.
- II. Eagles will be responsible for following all policies and procedures set by CCPS and CMS in the [Student Code of Conduct](#) and [School Wide Expectations Matrix](#).
- III. Students must follow the dress code established by the CCPS School Board.
- IV. Eagles will demonstrate honesty by adhering to the CMS Honor Code listed in section 14 of this document.
- V. Eagles will be responsible for doing their part to maintain a clean and safe environment.

Section 8 - Student Arrival Procedures/ Breakfast

Staff will be assigned to monitor the bus loop, cafeteria, and hallways as students arrive at CMS for school.

- I. Students Arriving by Bus

- A. Students arriving by bus between 6:55-7:05 will report directly to the cafeteria if they are eating breakfast. At 7:05, they can go to class if they are not planning to pick up breakfast.
 - B. Students will pick up breakfast from the cafeteria and move immediately to their homeroom. They will eat breakfast in their classrooms.
- II. Students Dropped off by Parents or Family
- A. Students may not be dropped off prior to 7:05 am
 - B. Students will enter through the main entrance doors
 - C. Students may report to the cafeteria to pick up breakfast from the cafeteria and move immediately to their homeroom. They will eat breakfast in their classrooms.
- III. Teachers & Counselors
- A. Teachers - Will be posted on their classroom doors so they can monitor students in both the hallways and their classrooms starting at 7:05 am.
 - B. Counselors and Admin - Will monitor the hallways in the morning.

Section 9 - Attendance Procedures

Attendance for students will be taken at the beginning of each class. Teachers will record attendance electronically through PowerSchool. The following are CMS practices for attendance that are aligned to the CCPS Policy:

- I. Excused Absences Information
- A. Parent/Guardian has communicated in writing, within 3 days of the absence, to the school the reason for the student's absence & school officials consider the reason valid.
 - 1. Parents/guardians of students must email cmsattendance@ccps.us, Amy Smith, from the official parent email on file within three days of the absence.
 - B. Each excused absence requires appropriate documentation to be presented to school officials for approval
 - C. The email or note submitted by student families must include the following information for an absence to be considered excused:
 - 1. Date of communication submission
 - 2. Date of absence
 - 3. The full name of the student
 - 4. The exact reason for the absence
 - 5. The student's grade
 - 6. The signer's phone number (home and work) where he/she can be reached
 - 7. The signature of parent/guardian
 - D. Excused Absences include:
 - 1. Student illness - Student illness for more than three (3) consecutive days will require a doctor's note.
 - 2. Death or serious illness of a family member
 - 3. Doctor, dentist, or therapist appointment

4. Pre-approved travel for family emergencies or vacation
5. College visitations
6. Subpoenas for court
7. Religious observances
8. Civic Engagement (1 per year; middle and high school only)
9. 4-H Educational Programs (3 per year)
10. Pow-wow Gathering (1 per year; students who are members of state or federally recognized tribal nations).

a) **Reasons outside of those listed shall be subject to approval. If you know that your child will not be present in school, please contact his/her school via telephone and submit a written note within three days after returning to school.**

- E. Upon the tenth absence that is excused by the parent without third-party documentation (doctor, dentist, therapist, funeral director, etc.), a documented reasonable effort of personal contact by the principal or designee, either by telephone, email, postal mail, school conference, or home visit, will be made. A copy of the student's attendance record will be provided to the parent or guardian as well as a copy of the Caroline County Public School's attendance policy.
- F. Family Travel - Requests for family travel must be submitted to the principal or designee (7) seven days prior to the trip for these absences to be approved. Principals may place requirements upon students to complete assignments before such absences will be excused

II. Unexcused Absences Information

- A. An unexcused absence is reported when the parent/guardian has NOT communicated to school officials in writing the reason their child's absence; or the parent has communicated to school officials the reason for the absence but the school officials consider the reason invalid
 1. Unexcused absences include but are not limited to the following:
 - a) oversleeping
 - b) tiredness
 - c) beauty appointments (i.e.- hair care, manicure/pedicure)
 - d) shopping
 - e) recreational activities
 - f) childcare issues
 - g) missed school bus
 - h) bus suspensions
 - i) personal transportation problems

III. Tardies

- A. Any student late to school or who arrives after their designated start time will be considered tardy. Tardies are classified as unexcused or excused.
 1. Unexcused Tardies Include:
 - a) oversleeping & tiredness
 - b) beauty appointments (i.e. - hair care, manicure/pedicure)
 - c) shopping, recreational activities

- d) childcare issues
 - e) missed school bus
 - f) personal transportation issues
 - g) family emergencies without explanation
2. Excused Tardies Include:
- a) student illness
 - b) death or serious illness of an immediate family member
 - c) doctor's, dentist's, or any other medical professional's appointment (medical note required)
 - d) legal matters (i.e.- court, probation visit, etc.)
 - e) college visitation
3. Documentation required to excuse a tardy to school:
- a) Parent/Guardian has communicated in writing or via official school email, the day of the tardy, to the school the reason for the student's tardy & school officials consider the reason valid.
 - (1) Parents/guardians of students must email cmsattendance@ccps.us, Amy Smith, from the official parent email on file on the day of the tardy.

IV. Chronic Absenteeism:

- A. The Virginia Department of Education considers a student who misses 10% or more of school days to be chronically absent. Since learning is negatively impacted when a student misses 10% or more of the school year, CCPS will abide by the following policies in relation to chronic absenteeism:
- 1. Students who miss 10% or more of a class will not receive credit for the class. At the middle school level, this only includes classes that allow students to earn high school credit. When a student reaches this level, the school will:
 - a) Hold a meeting that includes the parent and the school principal, assistant principal, school counselor, teacher(s), social worker, and/or family engagement coordinator to review the student's absences and academic progress.
 - b) Based on the student's level of academic progress or extenuating circumstances, it will be determined whether the student will be allowed to earn the course credit, not be allowed to earn the course credit, or have the opportunity to complete seat time to make up for days absent.
 - 2. Excused and unexcused are included in the 10% calculation. This does not include field trips or participation in school events, 1 Civic Engagement activity per year (secondary only), or up to 5 4-H activities per year.

V. Perfect Attendance - Students must meet the following criteria to earn perfect attendance:

- A. **All students must be in school a minimum of three hours to be counted present. Students with five (5) tardies or (5) early dismissals during the school year will not be eligible for perfect attendance awards.**

B. For perfect attendance, when students arrive after and leave before the following times, it will be counted against perfect attendance:

C.

Level	Tardy/Arrive after:	Early Release/Leave before:
Elementary	9:00	3:10
Middle	7:40	2:00
High	7:45	2:10

Section 10 - Dismissal, Bus Notes, Scheduled Late Arrival, & Early Release

Students will follow the following protocols and procedures for dismissal, bus notes, scheduled late arrivals, and early release.

I. Dismissal

A. All students will be dismissed by the administration's "grade level release" announcement at the end of the school day. The dismissal will follow student announcements, bus changes, and the return of student cell phones/devices. There will be no bell to end the day. Students must remain seated until the announcement is made at the end of the day. The following format & order will be used for CMS dismissal:

1. Student Video Announcements
2. Bus Changes Announcement
3. Cell Phone Return
4. Late Buses called to the Auditorium (All Grade Levels)
5. All Call Dismissal by Grade Level

II. Bus Notes

A. Bus notes must be submitted to the main office by students when they arrive at school. Parents may also email bus note requests to cmsattendance@ccps.us If the bus note is not signed by the parent with an active phone number or the email is not from the designated parent email in PowerSchool, then the student will be unable to change buses for that day. Office staff will send bus passes to students.

III. Late Arrival

- A. Students arriving late to school must sign in at the front office with Ms. Smith.
- B. Students may be excused for tardiness or receive early dismissal from school for the same reasons as those listed under excused absences in the attendance section of the Operations Manual.

IV. Early Dismissal

- A. Written requests for early dismissal shall be submitted to the school office prior to the requested dismissal time. Students must also turn in their cell phones with the early dismissal note. The cell phone will be stored in a lock box in the main office.
- B. Early dismissal requests shall be approved/denied by the principal or his designee. A parent or legal guardian may come to the school office and request

- the release of his/her child. The student is called to the school office to meet the parent and a record of the early dismissal is signed by his/her parent.
- C. Early Dismissals will not be granted after 2:10 pm each regular school day.

Section 11 - Grading Policy

Grades and Attendance will be recorded in PowerSchool. Teachers will update grades weekly. Teachers who record grades in Schoology must sync to PowerSchool weekly.

- I. Grading Scale
 - A. Use this [link](#) to access the updated [grading scale for CCPS](#)
- II. Teachers are required to record at least 5 Summative Assessments and at least 4 Formative Assessments each nine week grading period:
 - A. Summative assessments will make up 70% of the total nine week grade, examples of this includes
 1. Examples include Tests, Projects, PBA's, Presentations, Quizzes, Labs, & Writing Assignments
 - B. Formative assessments will make up 30% of the total nine week grade
 1. Examples include classwork, homework, notebook reviews, participation, etc.
 - C. Midterm Assessments and Final Assessments will make up 20% of the semester grade for High School Credit Courses Only
 1. Midterm Assessments (MA)
 - a) Midterm assessments can be a project, PBA, or standardized test
 - b) There are no exemptions for MA's
 - c) The 2nd Quarter Cumulative Common Assessment may serve as the Midterm Assessments for classes with an EOY SOL.
 - d) The midterm must be during the first semester.
 2. Final Assessments
 - a) All high school credit classes will have a Final Exam.
 - b) No Exemptions for Final Exams
 - D. Year Long Grade Calculation:
 1. Semester 1
 - a) Q1 - 50% (HS Credit Classes - 40%)
 - b) Q2 - 50% (HS Credit Classes - 40%)
 - c) Midterm Assessment - 20% (HS Credit Classes Only)
 2. Semester 2
 - a) Q3 - 50% (HS Credit Classes - 40%)
 - b) Q4 - 50% (HS Credit Classes - 40%)
 - c) Final Exams - 20% (HS Credit Classes Only)
 3. Overall Yearlong Grade
 - a) Semester 1 - 50%
 - b) Semester 2 - 50%
 - E. Attendance Policy
 1. Students who miss 10% or more of a class will not receive credit for the class. At the middle school level, this only includes classes that allow

students to earn high school credit. When a student reaches this level, the school will:

- a) Hold a meeting that includes the parent and the school principal, assistant principal, school counselor, teacher(s), social worker, and/or family engagement coordinator to review the student's absences and academic progress.
- b) Based on the student's level of academic progress or extenuating circumstances, it will be determined whether the student will be allowed to earn the course credit, not be allowed to earn the course credit, or have the opportunity to complete seat time to make up for days absent.
- c) If seat time is granted, students may make up a maximum of 2 days of lost instruction due to absences. Seat time will be served after school due to the availability of activity buses.

F. Academic recognition

1. Caroline Middle School will recognize students who achieve academic excellence through the Principal's List and the Honor Roll
 - a) The Principal's List and Honor Roll will be recognized at the end of each quarter and at the end of the year for students who earned this achievement in all four grading periods.
2. Principal's List
 - a) Students earn an A in every class they are enrolled in
 - (1) Any grade other than an A, including "I," disqualifies the student from the Principal's List for that quarter.
3. Honor Roll
 - a) Students earn grades no lower than a B in every class they are enrolled in.
 - (1) Any grade other than an A or B, including "I," disqualifies the student from Honor Roll for that quarter.

Section 12 - Make Up Work Policy Due to Student Absence

It is understandable that class may have to be missed for sickness, family emergencies, and other **excused** absences. Simply "not feeling like coming to school" is never acceptable. Students will have the number of days missed for an excused absence to make up missed assignments. Example, if a student misses one A day then the student has one A day to make up the work. If a student misses two A days then they have two A days to make up the work. **It is always the student's responsibility to ask for make-up work.** Making up tests and quizzes due to excused absences may require arrangements outside of regularly scheduled class time.

Section 13 - Late Work Policy

- I. All work is expected to be completed and submitted on time by the due date.

- II. Zeros will be entered for all late or missing work after the due date until the work is submitted. If the work is never turned in it will remain a zero.
- III. Assignments submitted past the due date will receive a grade no higher than a 75/C.
- IV. Any late work assigned during the first half of the quarter will not be accepted after the interim date on the district calendar, and any work assigned after the interim date will not be accepted after the end of the quarter date on the district calendar.

Section 14 - Student Honor Policy

The Student Honor Code is a part of the overall Student Code of Conduct for CCPS. Students are expected to perform honestly through the production of their own work and refrain from verbal or written falsification.

- Students will understand “fair use” and copyright as it applies to student work.
- Students will not plagiarize.
- Students will cite any and all use of websites, images, books, and other media.
- Students are permitted to use AI tools under supervision and for educational purposes approved by the school administration, ensuring that AI is not used to plagiarize or submit others' work as their own.

Section 15 - Library Media Center

The CMS Library Media Center is a valuable resource for both students and teachers. The CMS Librarian, Mrs. Alaina DeHaven, is prepared and excited to serve CMS this school year. Please follow the specific policies for the Media Center this school year:

- I. Instructional Time or Homeroom
 - A. To visit the library during Homeroom or class time, students need to fill out the Google form found on the Library Schoology page. Students must complete the form within the first 15 minutes of class in order to receive a pass for that class period. There is a cap on the number of students allowed to the library each period within E-hall pass, so the student's request may be denied. The librarian will make each of the approved appointment passes in E-hall pass, but the student's teacher will need to approve or deny the passes before students can leave for the library. Students must also use the Classroom specific support lanyard within the classroom when they visit the library.
- II. Lunch Visits
 - A. Students can visit the library during lunch, but will need to obtain prior permission from the librarian or from their counselor. Once given permission, students will receive a laminated pass that will allow them to leave the lunch room for the library.

Section 16 - Participation in Field Trips, Pep Rallies, and Dances

CMS offers opportunities for all students to engage in learning and various activities. In order for students to participate in pep rallies, field trips, dances, 8th Grade Promotion, and other events sponsored by CMS, each student must :

- I. Have a passing grade in all core classes (evidence of academic improvement will be used on a case-by-case basis for students who are failing a class)
- II. Have no more than three unexcused tardies per nine weeks for any class.
- III. Have no more than four unexcused absences per nine weeks for all classes
- IV. Have no cell phone/communication device policy violations per nine weeks.
- V. Remain in good behavioral standing each nine weeks.
 - A. Students earning more than 3 days of ISS or earning 3 Days or more of OSS in a nine week period will not be able to participate in students activities for that nine week period.
 - B. Fighting, vaping, drugs/alcohol and other major offenses can disqualify you from participation for the year.
- VI. 8th Grade Promotion - Students must pass all core classes for the year in addition to the nine week expectations stated above to participate in the 8th Grade Promotion Ceremony.

Section 17 - Class Change Policy/Tardies/Hall Passes

Faculty and staff must review the following policies on class changes, tardies, and hall passes:

- **Class Change**
 - Students will have 3 minutes between classes
 - The tardy policy is in effect. Teachers should close their doors at the start of class.
- **Tardy Policy**
 - Students are required to be in their respective classrooms when the tardy bell rings.
 - Teachers will shut their classroom doors when the tardy bell rings and any student not in class will be considered tardy.
 - Tardy students will report to the tardy table located by the bus loop doors.
 - Students that are tardy will be subject to the discipline matrix.
 - Tardy Discipline
 - 1st Tardy= Warning
 - 2nd Tardy= Warning
 - 3rd Tardy= Lunch detention
 - 4th Tardy = Eagle Flight School Detention (Instead of Clubs)
 - 5th Tardy = 1 Day of ISS

- 6+ Tardies = 2 days ISS (In-school suspension), corrective action plan
- Tardies are cumulative based on the class period.
- Tardies will be reset each nine weeks.

➤ Hall Passes

- CMS will use the Ehallpass system to allow students to areas within the building.
- Students cannot leave the classroom the first 10 and the last 10 minutes of class.
- Students will ask the teacher permission to leave the room during an appropriate time during class, such as independent practice or group work. Teachers will complete a proxy pass for the student and inform the student to take the appropriate lanyard and go to their destination.
- Students will **NOT** be able to create passes on their own this school year through E-Hall Pass.
- The student with the pass will take the appropriate lanyard and leave class to go to their destination.
 - Each classroom will be provided two “classroom specific” lanyards for the school year. The descriptions of each classroom lanyard are below:
 - Restroom Lanyard - A Student will take the lanyard when they have an approved Restroom Pass from the teacher in the E-Hall Pass System. Only one student should be out for the restroom at a time.
 - Support Lanyard - A student will take the lanyard when they have an approved E-Hall Pass to a specific support location, such as the office, the clinic, or the library. This lanyard WILL NOT be used at any time for the restroom.
 - Lanyard Color Designations - Classrooms will be assigned the following colors according to their classroom location:
 - 8th Grade Wing - Blue
 - 7th Grade Wing/Library/MPR7 - Gold
 - 6th Grade Wing - White
 - Main Encore - Black
 - Performing Arts, PE, Cafeteria - Red
- Upon arrival at the restroom, the student will hang their lanyard on one of the four open hooks. If no hook is open, the student is to quietly wait in the hallway next to the restroom until another student leaves the restroom and takes their lanyard from the hook.
- If a student needs to see their counselor they must sign up and wait for a pass to be sent to them unless staff deems a meeting to be urgent.

Section 18 - Lunch Procedures

I. Arrival/Departure

- A. Teachers line students up in the classroom and walk them to the cafeteria

- B. Teachers will be in a designated area to pick students up from lunch. Once all students are in line, the teacher will return with their students to the classroom.
- II. Coverage
 - A. An administrator, a counselor, the SRO, and at least 4 teachers will serve as lunch monitors for each grade level.
- III. Seating
 - A. Teachers will eat with their class the first two weeks of school, so this means students will have assigned seats to start the school year.
 - B. Students may earn free seating after the first two weeks by meeting and exceeding cafeteria behavior expectations.
- IV. Restrooms
 - A. Students must be provided a Lunch restroom Lanyard to use the restroom. Students will return the lanyard to the lunch supervision staff when they return.
- V. Clean Up
 - A. Students will be responsible for personal trash and area.
 - B. Custodians will be present in the cafeteria and available to clean the restrooms during all lunch periods.

[Section 19 - School Dismissal Procedures](#)

The end of the school day and the dismissal will use the following process starting at 2:12 pm:

- I. Student Video Announcements
- II. Bus Changes Announcement
- III. Cell Phone Return
- IV. Late Buses called to the Auditorium (All Grade Levels)
- V. All Call Dismissal by Grade Level

Here is additional dismissal information:

- **Bus Notes** - Students must submit bus notes to the main office before the start of the school day. If the bus note is not signed by the parent with an active phone number, then the student will be unable to change buses for that day. Bus passes can be picked up at lunch time.
- **Dismissal Locations** - Once students are released they must report to the following areas:
 - Bus Riders - To the Bus Loop
 - Late Bus Riders - To the Auditorium
 - Car Riders - To the cafeteria with Health/PE teachers
 - Student Athletes - to The Gym

[Section 20 - Student Behavioral Procedures & Electronic Device Policy](#)

All teachers will provide the students with a learning atmosphere that promotes a positive and safe learning environment. In doing so, the guidelines below must be followed.

- I. Students will be treated fairly and with respect at all times.
- II. Students must treat teachers and staff fairly with respect at all times.
- III. All school rules stated in the [Student Code of Conduct](#) and [CMS behavior expectation matrix](#) must be followed.
- IV. Cell Phone Policy
 - A. CCPS Policy
 1. Cell phones, headphones, and other communication devices (smartwatches, etc.) cannot be used during the instructional day.
 2. Devices must be turned off and put away out of sight at all times during the instructional day, including classrooms, cafeterias, hallways, offices, locker rooms, restrooms, and during class activities outdoors.
 - a) For CHS, devices can be stored in a backpack, bag, or purse; teacher designated area within the instructional setting; lockers; or in a vehicle.
 - b) For CMS, devices will be placed at the beginning of the day in purchased cell phone lock boxes within classrooms. Students will retrieve their devices prior to dismissal.
 3. Smartwatches must be placed on silent mode throughout the instructional day. If smartwatches are used during the instructional day, they will be confiscated and parents will be required to pick up the device.
 4. Devices can be used after school or on school transportation in conjunction with personal headphones/earbuds. Music, videos, or other content cannot be played for others to hear.
 5. Devices used in support of a documented medical diagnosis will be accommodated via a formal written plan (IEP, 504, health care plan).
 6. If a student violates this policy and is required to submit his/her phone or other electronic device to the main office, parents will be required to pick up the device at the school. It will not be returned to the student.
 - B. CMS Practice and Procedures for Cell Phones
 1. Students will submit cell phones to their homeroom teachers to start each school day. Teachers will store all cell phones in their classroom lockbox.
 - a) If a student does not have a cell phone, then they must complete the cell phone disclosure form and return it to the main office for admin review. The cell phone disclosure form may be picked up from Ms. Smith in the main office.
 2. Cell phones will be returned to students after the bus changes are announced during the end of the day homeroom period.
 - C. Student Accountability for Cell Phone Violations
 1. If a student refuses to follow the CCPS/CMS cell phone policy.....
 - a) Admin will confiscate the cell phone and the parent must pick up the phone at the end of the day.

- (1) If the student refuses this request, then the parent must come to the school and pick up their child for the remainder of the school day.
- b) Students are subject to school discipline if they violate the code of conduct by defying the cell phone policy.
- D. If parents need to communicate with a student, then they must contact their students through the main office.

Section 21 - PBIS

Positive Behavioral Interventions and Supports (PBIS) is an evidence-based, tiered framework for supporting students' behavioral, academic, social, emotional, and mental health. When implemented with fidelity, PBIS improves social-emotional competence, academic success, and school climate. It is a way to create positive, predictable, equitable, and safe learning environments where everyone thrives.

In order to be proactive in preventing behavior problems, all staff at CMS will emphasize and [teach the following expectations](#):

1. Committed
2. Motivated
3. Successful

Once taught, the expectations will be acknowledged and reinforced regularly. All staff will [give points](#) to students who follow school-wide expectations. Opportunities for points can be [found here](#). Students will use points to purchase tickets to events and items from the school store.

Section 22 - Activities & Athletics

All CMS athletics and academic activities will follow health & safety guidelines and recommendations from the VHSL. Coaches/Sponsors must supervise students after school until students are picked up by a parent or guardian.

- [CMS Parent/Student Athlete Handbook](#)

Section 23 - Student Fees

Student fees can be paid through [myschoolbucks](https://myschoolbucks.com) for the 2024-2025 School Year. You may also contact Ms. Sonya Chatman in the main office at schatman@ccps.us or by calling (804) 633-6561. The fees are linked here and listed below: **Ms. Chatman will add the links to his section**

<u>Field Trips</u>	
Field Trips	\$0-\$50.00

<u>PHYSICAL EDUCATION FEES</u>	
Uniform & Lock	\$5.00

<u>YEARBOOK - Price to be determined</u>
See Yearbook Sponsor

<u>Science Fee</u>	
Science	\$5.00
Family & Consumer Science Fee	\$5.00

<u>Art Fee</u>	
Art	\$5.00

<u>Agricultural Classes</u>	
Agricultural Intro	\$15.00
Agricultural Exploration	\$15.00
Agriscience & Technology	\$15.00

[Section 24 - Stop It App](#)

If students need to report an incident, bullying, or a threat, and they are uncomfortable going directly to staff, then they can use the app available to all students at CMS. Please use this [link](#) to learn more about this app.