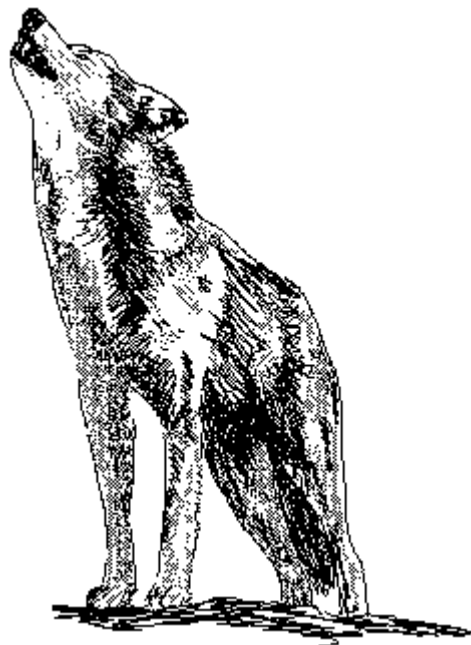


MARSHALL MIDDLE SCHOOL
2019-2020

PARENT – STUDENT
HANDBOOK



WOLVES

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Please call (540)422-7450 or (540)422-7455 or email mmsattendance@fcps1.org, when it is necessary for your child to be absent.

Please call (540) 422-7450 or 7455 or send a note to the Main Office to inform us of the need for an early pick-up. WE WILL NOT INTERRUPT CLASSES TO CALL STUDENTS FOR EARLY DISMISSAL.

PHONE NUMBERS

540/422-7450	Office
540/422-7455	Attendance
540/422-7456	Guidance
540/422-7454	Registrar
540/422-7457	Cafeteria Office
540/422-7468	Faculty Directory
540/422-7469	FAX

FCPS MISSION STATEMENT

Fauquier County Public Schools, the core educator of an historic and naturally beautiful community, is committed to ensuring the development of confident, responsible, and broadly educated citizens by cultivating the unique potential and character of each learner for a successful future.

MARSHALL MIDDLE SCHOOL (MMS) MOTTO

Following the pledge of allegiance, and moment of silence, the following creed is recited:
“Today is what you make it, so be kind, make good choices, and give it all you’ve got!”

SCHOOL WIDE CALL AND RESPONSE:

STAFF: “WHEN I SAY MARSHALL YOU SAY WOLVES.”

STAFF: “Marshall”

STUDENTS: “Wolves”

STAFF: “Marshall”

STUDENTS: “Wolves”

MARSHALL MIDDLE SCHOOL & VTSS

Virginia Tiered Systems of Supports School (VTSS). These systems address the academic, social and behavioral needs of each student through a positive approach and setting high expectations.

Motivated Minds Succeeding

RESPONSIBILITIES

Expectations for all students, parents and MMS staff:

- Treat everyone with respect, consideration and courtesy;
- Be aware of FCPS and MMS policies and procedures by reading the handbooks, general information handout and newsletters;
- Report incidents of verbal and/or physical bullying to guidance or administration;
- Help maintain a clean, attractive and safe school.

Parent Responsibilities:

- Work closely with MMS personnel in maintaining an effective learning environment at home and at school;
- Have your child attend school **every day**, all day unless he/she is sick or there is a family emergency;
- Keep academic learning and success as a top priority for your child;
- Provide *a minimum of one hour* and space for completion of assignments;
- Communicate with teachers, guidance and administration, especially when there are concerns or problems;
- Check student’s planner and www.fcps1.org for school and classroom information;
- Participate in school and PTO activities as often as possible;
- Pick up your child on time from after-school activities.
- Send in notes for early dismissals as well as bus notes giving another student permission to ride home with your child. Both parties must submit a note for approval and distribution to the bus driver.

Student Responsibilities:

- Develop self-respect, self-discipline and responsibility for learning and success;
- Be on time for school and have required materials and completed assignments;
- Treat peers and adults with respect;
- Show consistent effort for learning;
- Stay in designated areas;
- Dress appropriately for school;
- Do not bring restricted items to school;

- Ask for help when needed!

Faculty and Administration Responsibilities:

- Ensure that MMS is a safe school for every student and adult;
- Ensure that every student is provided with opportunities to learn the required curriculum at the most challenging levels;
- Provide relevant homework for reinforcement and extension of content knowledge, skills, understanding and application;
- Keep teacher web pages current with class requirements, information and assignments;
- Communicate effectively with students, parents and colleagues to promote learning and success for all students.

GENERAL INFORMATION

1. Attendance

Students are to be present all day every day unless they are ill. Exceptions include medical and dental appointments. **Please do not plan family vacations during school time. REQUESTS FOR ASSIGNMENTS WILL BE HONORED FOR STUDENTS WHO ARE ABSENT FOR MEDICAL REASONS.** It is the student's responsibility to obtain missed assignments on the day he/she returns to school. Assignments must be completed and turned in by the time specified by the teacher in order to receive credit. The maximum time for make-up work is two days. The principal may extend the make-up time to five days when students are absent for serious illness or injury. When students have to be absent, we ask that parents call the school office between **8:00** and **8:30** to inform us of the absence and the reason. This information goes in the student's attendance file.

Parents/guardians are to contact the school any time their student will be absent. Absences are unexcused until the parent/guardian contacts the school with an explanation for the absence. Unexcused absences that accumulate will require you to meet with an Administrator.

Please note the ways to contact the school:

Email Address: mmsattendance@fcps1.org

Phone: 422-7450/7455 (answering machine 4:30 p.m. – 8:00 a.m.)

Please provide a doctor's note for your student if they have been absent for three consecutive days; this helps with documentation in the attendance system.

There are **State** reporting requirements for non-attendance:

- Make direct contact with the parents of students who are absent six days. Parents are required to provide an explanation for non-attendance and principals are required to provide an explanation of the consequences for continued non-attendance.
- A conference may be required with parents of students who accumulate ten absences in the school year.
- When a child is absent fifteen days, the principal will make the determination to develop an attendance plan or proceed to the next level. The next level includes making a referral to student services and the school division attendance office.
- Non-attendance information has to be reported to the State Superintendent of Instruction.
- Students who miss more than twenty (20) days in any school year (6-8) shall be considered for retention.
- Students must be in school for four complete class periods (excluding HR) in order to participate in any after school activity.

Students present for 95% of the school year will receive a certificate for Excellent Attendance.

2. Arrivals/Departures

Students should not arrive at school before 8:00 a.m. unless arranged with administration. The school day begins with the arrival of the buses, at approximately 8:05 (homeroom) and ends at 3:20 with announcements and dismissal from the classrooms. Parents if you have informed your child that they will be parent pick-up, or are to ride the bus, there is no need for a note or phone call. **Parents bringing their children to school should be here by 8:15. Parents need to sign in students who arrive late to school (after 8:32).**

3. Early Dismissal Notes

Students are required to bring a note from their parents to inform the administration of an early dismissal or to leave with someone other than their parent/guardian. Students will wait in the office for pick up. Parents are required to sign out their son/daughter in the office before leaving the building. Students need to sign in at the office when they return or arrive late. **We will not interrupt a class to call a child out for early dismissal except in the case of an emergency. ALL NOTES ARE TO BE BROUGHT TO THE MAIN OFFICE UPON ARRIVAL TO SCHOOL.**

4. Bus Notes

Students who plan to go home with a friend must have a signed note giving permission from their parent **and** the parent of the student they will be visiting. These notes are to be turned in to the office when the student arrives in the morning and signed by an administrator or her/his designee. Students are responsible for picking up these notes in the cafeteria during their lunch period. **Bring all notes to the office upon arrival to school.**

5. Car Rider Arrival/ Dismissal

Students who are picked up by someone other than their parent or guardian are required to bring in a note from their parent or guardian and the parent with whom they will be riding. The primary location for drop off and pick up is the side parking lot. If you drop off students in front of the school, please drive through the parking lot and have them cross at the crosswalk. **DO NOT WALK between buses.** Students who have not been picked up by 3:33 will be moved to the cafeteria to wait.

6. Tardy to Class

Getting to class on time is an important student responsibility. Students have **three minutes** between classes to go to lockers and their next class. It is not necessary to go to lockers before each class. Students have allotted time to go to their locker. Students arriving at class after the allotted time will need a pass regarding the tardy. Students who misuse this time may be placed on hall restriction.

7. Hall Passes

Students are to be in their assigned class during class time and must have their planner signed by the teacher to be out of class, including homeroom.

8. Backpacks

Students are not permitted to carry their backpacks to classes. The Fire Marshall instructs Marshall Middle School that this is a fire hazard in our building. Students can carry small drawstring bags.

INSTRUCTION

1. Report Cards

Report cards are issued each nine weeks. The final report card is mailed to the parents. Teachers will contact parents at interim if your student is receiving a D or F. **It is the students and parents' responsibility to check Blackboard** regularly. Grades are an indication of the student's academic achievement in a specific subject. Teachers and principals are available for scheduled conferences.

2. Grading Scale

A = 100-90; B = 89-80; C = 79-70; D = 69-60; F = below 60

3. Honor Roll

Academic achievement is acknowledged through an academic honor roll published at the end of each nine weeks. The A honor roll is for students with all A's. The A/B honor roll is for students with all A's/ B's.

4. Promotion Requirements

Students must pass three of the four core subjects: English, Math, Science, Social Studies. Students not passing the required number of core subjects may be retained. Parents, teachers and principal should meet early in the year if a student is not being successful academically. Parents should not wait until the end of the school year to discuss academic problems or concerns. The principal makes the final determination.

5. Textbooks

Each student is issued bar-coded textbooks for content classes. Issuance and inventory are maintained electronically. Students are required to put their names in textbooks upon receiving them and **COVER** all textbooks. **Students are required to return their issued textbooks and will be charged the replacement fee for books that are damaged or not returned.**

6. Standards of Learning (SOL) Tests

Students will take the following SOL tests: 6th Grade – Reading and Mathematics, 7th Grade – Reading, Math, and Civics/Economics, 8th Grade – Reading, Math, Science, and Writing.

7. Homework

Homework, while valued, is not required but, if assigned, should be differentiated based on student needs and abilities, be assigned in a variety of forms, reflect best instructional practice, and connect students to subject matter previously discussed or presented during class time. Any reading assigned as homework should be designed to prepare students for classroom discussion. Homework should not exceed more than 10 percent of a student’s final grade, should not cause a student to fail during any marking period and will not be assigned during any weekend or holiday.

To establish meaningful, authentic and engaging homework activities that will foster student growth while limiting the negative impact of homework on students who have time and/or resource constraints, the following domains have been established:

Domain 1	Domain 2	Domain 3	Domain 4
Practice	Inquiry/Discussion	Sustained Reading or Writing	Project Completion
Purpose: to give students an opportunity to study or practice skills/work with content already addressed in class	Purpose: to give students an opportunity to think through a concept/idea that will be introduced or addressed in class the next day	Purpose: to give students an opportunity to grow their literacy skills needed in every class	Purpose: to give students an opportunity to complete performance based tasks they are unable to complete in class
To note: No new information; tasks/problems should be limited to a reasonable number	To note: Students have one question or prompt to think about, share, or research	To note: 20-30 minutes recommended	To note: Provide support for students who have restrictions on time/place or resources for outside completion

8. Computer Use

Student use of technology is essential. Obscene, threatening, tampering with/changing settings, or other inappropriate use of technology, which disrupts or interferes with the safety and welfare of the school community will result in loss of computer use at Marshall Middle School and disciplinary consequences. Parents/Students were required to sign a computer use form in the online registration.

9. Library

The library is available to students and staff for projects, independent study and reading. The librarian will assist students with locating books and materials and using the computer. The library is open from 8:10 to 3:30. Students may use the library during class time with the permission of their teacher. Students are responsible for the books and materials they use and are expected to pay for lost or damaged items and late fees. Students may check out two books which may be renewed. **Students who do not return books by the due date may not check out more books until the overdue books have been returned and the fines paid.**

SERVICES

1. Cafeteria

Breakfast and lunch are available daily in the cafeteria. Breakfast is served on half days.

Student Prices: \$3.00 Lunch/ \$1.75 Breakfast /\$0.55 Milk

Adult Lunch: \$3.75 Lunch/ \$2.15 Breakfast. Reduced meals are available for students who qualify. Milk costs \$.55. Please call the cafeteria manager at (540)422-7457 for questions about student cafeteria accounts. You may request an account balance at any time.

2. Clinic/Medication

Students who become ill at school are to come to the clinic after checking out with their teacher. Students who are injured will receive basic first aid. Parents will be notified by the school nurse of illness or injury as needed. Students are not to contact parents using their cell phones regarding illness or injury; they must first come to the clinic. This is a safety issue in the event first aid needs to be administered. The following documents are required before a student will be administered **prescription medication** by school personnel:

- A Request to Administer Medication form must be obtained and completed by a parent or guardian for each medication that is to be given to a student. This request is to be signed by the physician.
- Permission for all medications, both prescribed and over-the-counter, should include the following: 1. student's name, 2. name of the medication, 3. instructions for administration, 4. time of administration, 5. required dosage, 6. the expiration date of the medication.
- In order for a non-prescription medication to be given to a student for more than ten (10) consecutive days, written permission from the child's physician is required.
- Students requiring **non-prescription medication** during school hours must have the "Request to Administer Medication" form on file in the clinic.

Students are not permitted to bring any medications to school or take them home. **All meds must be in unopened, original containers, and/or pharmacy labeled containers for prescriptions.** All medication will remain in the clinic. At the end of the school year, parents are to pick up unused medication from the school nurse. **Any medication not picked up by the last day of school will be discarded.**

*****STUDENTS MAY NOT HAVE PRESCRIPTION OR OVER-THE-COUNTER DRUGS IN THEIR POSSESSION, USE OR DISTRIBUTE TO OTHER STUDENTS.**

3. Guidance

Services include orientation, information about the academic programs and requirements, referrals to other agencies, social skills programs, scheduling concerns, transfers and facilitating parent-teacher conferences. The counselors also provide some individual and group counseling based on students' needs. Parents may opt out of allowing their child to receive counseling of a personal or social nature. However, students who present problems in the classroom school building or on campus may be **required** to be involved in short-term counseling with a guidance counselor.

4. Positive Behavioral Intervention & Supports

Positive Behavioral Intervention & Supports (PBIS) is based on extensive research and utilizes a preventative and proactive approach to discipline that reduces the amount of time spent dealing with office referrals, thereby increasing time spent teaching and learning. PBIS ultimately affects the culture of the school to shift attention to positive behavior and successful learning systems for children, teachers and administrators.

5. FAR Room (Focus and Recovery)

FAR room: This room is for minor insubordination, related to the 3 D's, defiance, disruption and disrespect.

VISIT TO FAR ROOM:

- repeated disruptions
- disrespectful tone and attitude after being redirected
- uncooperative after many attempts to resolve issues
- when disruptions affect other students from being able to access the curriculum
- when defiance has become repeated

After FAR ROOM Visit:

- any student who is sent to the FAR room will have to fill out a form indicating what they did, why, and how they plan to change behavior
- students will then be required to meet with the teacher in order to return to class
- students parent/guardian notification sent
- 2- 3 FAR room visits will result in the setting up of a restorative conference

DISCIPLINE

MMS follows the Fauquier County Public School Board's Code of Conduct. The FCPS Code is in line with Virginia's laws on weapons, drugs and/or alcohol that require suspension from school for violations. Please read the FCPS Handbook and Code of Conduct carefully, as well as, the MMS Handbook. Parents and students are responsible for knowing the contents of each of these handbooks and complying with all policies and regulations.

The following infractions are cumulative in nature and will carry over to subsequent school years: drugs, alcohol, weapons, violent acts, assaults, and serious incidents of disrespect (as determined by the principal.) Parents will be notified in writing of these incidents.

1. Due Process

Whenever a student is suspended from school, an attempt will be made to contact parents by phone. The student will receive a letter and/or discipline referral to take home unless the incident is at the end of the school day. A letter will also be mailed, emailed, or handed to the parents. The student will have the opportunity to explain the conduct that resulted in suspension from school when he/she meets with the principal and/or assistant principal to discuss the incident. A report of facts form and a request for appeal form will be included with the letter. Please refer to the FCPS Code of Conduct for extensive information about suspension from school and the guidelines for appeal.

Students are required to complete and turn in all assignments given during the suspension period. Tests will be administered when the student returns to school. Projects are to be turned in by the date due.

2. In-School Detention

ISD may be given for up to ten days at the discretion of the principal. Students may be assigned to ISD for a single incident or accumulated incidents of inappropriate conduct. ISD is a strategy used to help a student become more aware of and responsible for his/her actions and the consequences of those actions. Students assigned to ISD are given assignments for each class and are required to complete all assignments satisfactorily. Tests and quizzes are sent to the student in ISD. **Students assigned to ISD are not permitted to participate in any school activities during their time in ISD, including the last day of ISD. The principal/AP may make exceptions based on academic necessity.** Students are given written notification (discipline referral) of assignment to ISD and are expected to give this notice to their parents, have the parent sign the form and return it to the AP. Since a student assigned to ISD remains in attendance at school and has the opportunity to complete class work, there is no appeal of ISD beyond the decision of the principal.

3. Cell Phones and Electronic Devices

FCPS Policy allows students to bring cell phones for use before and after school hours. Cell phones and electronic devices found to be in violation of the Bring-Your-Own-Device policy will be confiscated and returned to parents only. MMS does not accept responsibility for phones that are lost or stolen. (Students are allowed to use the office phone for necessary calls to parents during lunch or after school with the permission of the principal or assistant principal. If a student is ill or injured, the school nurse will call the parent.) **Students who contact his or her parents without first notifying the school nurse is in violation of the BYOD policy and may lose his or her privilege. Students are not permitted to take photos of other students at school.**

STUDENT CELL PHONE POLICY:

Students are to keep cell phones in their lockers.

No phones during class change, restrooms, or lunch (*students can ACCESS their cell phones at their lockers during lunch, with permission, but cannot have them in the lunchroom*).

Exceptions:

- **Before and after school.**
- **Teacher requires it daily. (Educational activities and use)**
 - **Teacher will provide a “parking lot” for when the phone is not in use.**
 - **Students will return the cell phone to their lockers prior to next class.**
- **Teacher has approved for an activity in the classroom.**
 - **Students will return the cell phone to their lockers prior to next class.**

MISCELLANEOUS

1. Moment of Silence

The Virginia Assembly has mandated that a moment of silence be observed in the public schools. The Fauquier County School Board recognizes that a moment of silence before each school day prepares students and staff for their work. We will have our daily moment of silence at the end of homeroom. Students may pray, meditate, or engage in any other silent activity that does not interfere with other pupils.

2. Dress Code

All students, faculty and staff are expected to comply with the dress code as published in the FCPS Handbook. Appropriate dress is the responsibility of the parent and the student. Teachers and administration in accordance with the FCPS policy can determine the appropriateness of students'. Students who wear inappropriate clothing may be required to change into a PE uniform, or call home for clothing. Several violations could result in disciplinary actions.

3. Public Displays of Affection

Holding hands, hugging, kissing, etc., is not appropriate conduct at school, on the school bus or at school sponsored activities.

4. Flyers

All flyers are to be submitted to the principal for approval. If approval is given, the principal will determine the number of copies allowed. These materials are made available to the students. If approval is not given, the decision of the building principal is final.

5. Insurance

Group accident insurance is available to all students at the beginning of the school year. All students who participate in any extra-curricular activities, including field trips, are covered by an insurance policy purchased by Fauquier County. However, the family insurance is used before the FCPS policy. Claim forms for policies are available in the clinic. All injuries should be reported **immediately to the teacher and school nurse.**

6. Lost & Found

There is a lost & found area in the office for smaller personal items (e.g. watches, glasses, jewelry and purses). There is a lost and found clothing rack in the cafeteria. Unclaimed items will be disposed of after a reasonable time. Please be certain to put your child's name on his/her personal items and clothing.

7. Personal Property

Students should not bring expensive items or large amounts of money to school. **Skateboards, glass containers, and laser pointers are not permitted on school property at any time.** MMS IS NOT RESPONSIBLE FOR LOST OR STOLEN PROPERTY including those devices allowed as part of the BYOD policy. Items that are misused will be confiscated and returned only to parents.

8. Selling Items

The sale of any items at school without the permission of the principal is prohibited. All items bought or sold will be held by the principal until a parent claims them. Repeated incidents will result in disciplinary action. Students may not sell fundraiser items for other schools or organizations without approval from the principal.

9. School Supplies

School supply lists are posted on the school website. Copies are also available in the office. Students are expected to have the supplies and materials needed for class. Specific brands of supplies are not required. Families and students who need assistance-purchasing supplies should contact the principal or assistant principal for assistance.

A note from Health and Physical Education Department - As physical educators, we value our students' health and appreciate the help and support of all FCPS parents and guardians in ensuring that students come to school with appropriate attire for physical education so that they come ready to participate and learn! Appropriate PE attire includes shorts or sweatpants, a t-shirt, socks and sneakers. No sandals or boots of any type are allowed due to safety issues. MMS will have appropriate clothing for sale for those parents and students that wish to purchase them on Meet the Teacher Night, as well as, throughout the school year. The cost of the uniform will be \$12. Students may also wear their own clothes for PE, but clothing must adhere to these guidelines: (1) shorts (any color) with at least a seven-inch inseam (preferred: no pockets); (2) T-shirts (any color) must have a crew neck (preferred: no pockets).

10. Student and Gym Lockers

Each student is assigned a locker for storage of books and school approved personal items. Each student is responsible for keeping the locker locked. **Locker and locker combination sharing are not permitted.** Lockers are the property of MMS and may be checked when there is reasonable suspicion that they contain items that are dangerous, illegal or stolen. Students may not store anything in their lockers that would violate the law or school board policies. Students are expected to clean out lockers periodically to avoid overload.

11. Telephone

The office phone is primarily for school business but may be used by students with the principal's or AP's permission. Students are permitted to use the phone during their lunch period, before and after school. Students may not use the phone during class time. If there is an emergency an adult will call the parent.

12. Cheating

Students who cheat or plagiarize work will receive a zero on the assignment and the parents/guardians will be contacted.

13. Visitors

Parents are welcome at MMS! To be compliant with FCPS policy, all parents and visitors are required to provide a valid state, government, or passport card photo for data entry into our visitor management software. Visitors and volunteers will receive badges identifying them to school staff as they visit the building. Students may not bring guests to school to spend the day or attend MMS activities, i.e., dances, socials or field trips. Teachers are not available to meet with parents during homeroom unless they have made an appointment. (8:00 – 8:30).

14. Volunteers

Volunteer request forms must be submitted and approved annually. Please submit the form along with a valid state, government, or passport card photo, for entry into our visitor management software, to the office at the beginning of the school year. Forms that are submitted without proper identification or shortly before a scheduled field trip or activity will not be processed. Volunteer forms are available in the main office.

15. After-School Activities

After-school activities are held immediately after school. We ask parents to pick up students promptly or students may not be permitted to attend future activities. **The conclusion of each activity will be announced in advance.** The tickets are sold prior to the activity and may not be purchased at the door. **Only MMS students may attend MMS dances.** Parents who arrive early to pick up their children are expected to park in the parking lot, not in front of the building.

A student must be present for four full class periods to be eligible to participate in an after-school social activity.

16. Field Trips

Students may have opportunities to participate in field trips related to content curriculum. Students who have paid for field trips, i.e., admission fees and/or bus fees, do not automatically receive refunds if they are not able to

participate. Acceptable forms of payment are check (if written and submitted two weeks prior to the scheduled date of the field trip), money orders or cash will be accepted after that time restriction up to the actual day of the field trip or by the deadline date as issued by his/her teacher. Note: 1) ALL personal checks must include PARENT/STUDENT NAME, current address, and telephone number. We cannot accept checks without this information either printed or handwritten; 2) **MMS has a cash-only policy during the last two weeks of school for all purchases.**

17. Non-MMS Fundraisers

All fundraisers must be submitted to the principal for approval. Students may not sell any non-school fundraiser items at MMS without the principal's permission. No one may sell anything for personal gain.

18. Organizations

There are opportunities for students to be involved in activities other than academics. Some of these are National Junior Honor Society, Battle of the Books, Student Council Organization, various clubs.

19. Intramurals/Athletics

Intramural activities will be offered based on faculty/staff availability and student participation. Students are required to register and pay a fee to participate.

Middle school athletics offered in Fauquier County Public Schools for the 2018-2019 school year:

Boys: Baseball, Cross Country, Soccer, and Basketball.

Girls: Basketball, Cross Country, Soccer, and Softball.

For more information, please visit the website at www.marshallwolves.org. Participation in middle school athletics will be based upon academic performance and behavioral expectations. The staff and school's Activity Director will explain these expectations more fully. A valid and current Virginia High School League physical must be obtained prior to tryouts for any sport. The VHSL form is available on the school's sports website (www.marshallwolves.org), VHSL website (<http://www.vhsl.org/>) or in the office. Once a student is selected to participate a \$60.00 activity fee (per sport), must be submitted prior to competition.

20. Sleep Matters

Sleep is just as important as diet and exercise, so how much sleep do you really need?

- 6-13 year olds need 9-11 hours.
- 14-17 year olds need 8-10 hours.
- 18-25 year olds need 7-9 hours.

Not getting enough sleep affects your health and can cause depression, anxiety, mood swings, and obesity. It can affect your ability to think clearly, make good decisions, compete athletically, and to get homework done in a reasonable amount of time. For more information, see www.sleepfoundation.org.

SCHOOL SAFETY AND SECURITY

1. Fire Drill

We are required to have a fire drill weekly for each of the first four weeks of school, then once each month. Teachers are responsible for directing their class to the proper location outside the school in a quiet and orderly manner, as quickly as possible. Students are to wait in their homeroom groups until the return signal is given. Students will return to the classroom they were in prior to the drill. The return to classrooms should also be quick, quiet and orderly. Students are expected to be silent while exiting the building.

2. Lockdown Drill

We are required to have two lockdown drills each year. There will be one lockdown drill in September and one in January. Teachers are responsible for keeping their door locked and door window covered. Students are to be moved to the safest area of the room. Students and teachers are to remain silent until an administrator unlocks the door.

3. Shelter-In-Place-Drill

We are required to have one shelter-in-place drill each year. Teachers are responsible for escorting students to the assigned area and supervising the students until the drill has concluded. The classroom door should be closed and locked and the lights off.

4. Tornado and Earthquake Drills

We are required to have two annual tornado drills and one earthquake drill. For tornado drills teachers are to direct their classes to the assigned location inside the school in a quick, quiet and orderly manner. Students are to sit facing the wall with arms over their heads. Students are to wait in their class groups until the return signal is given.

For earthquake drills, the students are to:

- Drop to the ground.
- Take cover by getting under a sturdy desk or table. Cover your head and neck with both arms.

5. Search and Seizure

Whenever the principal or assistant principal have reasonable suspicion that a student may have something harmful, illegal or stolen, they have the authority and the responsibility to search the student, his/her personal property and/or locker as appropriate to the situation.

6. Security Cameras

Please be advised that surveillance cameras are located throughout the building and monitor movement and activity both inside and outside the school 24 hours a day.

7. Bus/Fire Lane

There is to be **NO PARKING** at any time in the Bus/Fire lane in front of the school. Please park in the front parking lot or side parking lot even if you are here briefly.

8. Conduct

All members of the MMS community, students, parents, faculty, and staff are expected to be respectful and to treat each other with courtesy and consideration. Positive, respectful and courteous behavior is essential for a safe and orderly school and effective learning environment and, therefore, is the expected norm. Every student and adult has the right to feel safe at school and not be threatened by verbal abuse or physical aggression at any time. Any form of bullying, name-calling, degrading remarks, racial comments, and threats of physical harm, disruptive and disrespectful behaviors will be addressed with the appropriate disciplinary action in accordance with the policies and procedures of FCPS.

TRANSPORTATION

Fauquier County provides bus transportation for all students. Riding the bus is a **privilege** that may be lost through misconduct or lack of cooperation. All students are expected to comply with the bus rules and behave in a manner that does not endanger the bus driver and riders. Proper respect must be given to the driver. School rules, as well as transportation rules, apply to the bus and will be enforced appropriately. **Students must bring a note from their parent if they need to ride a different bus, get off at a different stop or ride home with someone other than a parent or guardian. Students who are invited to go home with another student must have a note from his/her parent as well as a note from the parent of the student with whom he/she is going home.**

The following expectations for bus passengers are not all-inclusive. The School Board or principal may invoke disciplinary measures for conduct not listed here, but which, by common understanding, would be considered detrimental to the safety of all bus riders.

- Arrive at bus stop at least five (5) minutes before the scheduled pickup time, and in the event the student does not arrive at the assigned stop as scheduled and misses the bus, the student is responsible for providing his/her own transportation.
- Stand back from the road while waiting for pickup and at all times the bus is in motion;
- Show respect for fellow students and the driver;
- Follow directions the first time they are given;

- Keep all objects and themselves inside the bus, e.g., no heads or arms out of the windows ;
- Refrain from throwing objects;
- Stay in their seats while the bus is in motion;
- Refrain from cursing, swearing, talking loudly or teasing;
- Refrain from pushing, shoving or fighting;
- Refrain from littering or damaging the bus, and pay for any damage to the bus/equipment caused by the student;
- Refrain from eating or drinking;
- Refrain from smoking, chewing, or using other tobacco products;
- Refrain from chewing gum;
- Refrain from using cell phones, pagers, or other communication devices;
- Remain in assigned seats; however, seat assignments may change at the discretion of the school division;
- Obey the driver;
- Refrain from carrying large items on the bus that will not easily fit on the student's lap;
- Meet all expectations stated in the *Code of Student Conduct*.

FAUQUIER COUNTY SCHOOL BOARD MEMBERS

CEDAR RUN DISTRICT	Donna Grove, Chairman Phone: 540-788-9839 donnagrove@fcps1.org
SCOTT DISTRICT	Suzanne Sloane, Vice Chairman Phone: 540-316-7323 suzanne.sloane@fcps1.org
MARSHALL DISTRICT	Raymond E. (Duke) Bland Phone: 540-364-1233 dbland@fcps1.org
CENTER DISTRICT	Brian Gorg Phone: 202-510-0548 bgorg@fcps1.org
LEE DISTRICT	Don Mason Phone: 540-439-3522 don.mason@fcps1.org
SUPERINTENDENT	Dr. David Jeck Phone: 540- 422-7000 djeck@fcps1.org

SCHOOL BOARD POLICIES TAKE PRECEDENCE OVER ALL OF THE RULES AND GUIDELINES SET FORTH IN THE MMS HANDBOOK SHOULD THERE BE ANY CONFLICTS.

****PARENTS AND STUDENTS ARE TO READ AND SIGN A VERIFICATION STATEMENT THAT THEY HAVE READ THE HANDBOOKS (COUNTY & SCHOOL) AND CODE OF CONDUCT.**