

MISSION STATEMENT

The mission of Chatham Middle School is to provide a secure, challenging learning environment which will empower all students to achieve their greatest potential. The Chatham Middle School team joins the parents and community to assist students in developing skills necessary to become successful, responsible, contributing citizens.

VISION

Chatham Middle School develops compassionate, productive, and respectful learners in a safe, inclusive, and engaging learning community.

CHATHAM MIDDLE SCHOOL

Home of the Cavaliers

Welcome BACK Cavaliers!

As the administrative team of Chatham Middle School, we are looking forward to working with you to provide a fun, exciting, and successful school year!

The Chatham Middle School family – students, teachers, staff, and parents - are committed to creating and maintaining a program of excellence for our community. As a school, we will work together to set high goals, maintain self-discipline, and achieve academic success.

Each school has its own rules and procedures. These guidelines are in place to maintain a safe and effective learning environment. Our handbook is designed to assist you and your parents to navigate our specific policies and procedures in place at CMS.

We encourage you to take the time to review this handbook thoroughly and discuss the contents with your parents.

Through your cooperation and by working together, we anticipate a successful school year at Chatham Middle School.

Thank you!

Mrs. Julia Boles, Principal

Mrs. Jessica Waller, Assistant Principal

Pittsylvania County Schools Middle & High School Dress Code

Effective 2023-2024

Adopted by the Pittsylvania County School Board on November 8, 2022

The Administration reserves the right to determine appropriateness of dress.

These guidelines shall be equally applicable to all students regardless of gender:

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| <ul style="list-style-type: none">❖ Shoes must be worn at all times on school grounds. Bedroom slippers are prohibited. For safety, teachers may require a particular type of shoe for lab, shop, or gym activities.❖ Students shall be permitted to wear a head covering and/or hairstyle that is religiously and/or ethnically specific or significant in school. All other types of head coverings shall be placed in lockers upon arriving at school. Hats, hoods and bandanas cannot be worn in the building.❖ Headbands or headwraps are permitted but may not exceed a width of 2 inches.❖ Apparel, jewelry, accessories, visible tattoos, or manner of grooming that, by virtue of its color, arrangement, trademark, or any other attribute, denotes membership in a gang or advocates an illegal or disruptive behavior is prohibited.❖ Garments and accessories which are disruptive, pose a risk of injury, or compromise the safety of the student or others are prohibited.❖ Sunglasses cannot be worn in the building.❖ Headphones/earbuds shall be placed out of sight upon entering the building.❖ Pajamas or sleepwear, costumes, and blankets are prohibited in the school building and on buses.❖ Large or bulky coats/jackets shall be placed in lockers during the school day.❖ Athletes shall not be in full uniform during the school day; uniform tops meeting the dress code may be worn. | <ul style="list-style-type: none">❖ All apparel must be opaque (not see-through) with no visible skin showing and cover at least two (2) inches of each shoulder and all areas from one armpit across to the other armpit down to 4 inches above the knee, both in the front and back. Shoulder straps shall be at least two inches in width.❖ Clothing may not depict, imply, advertise, or advocate illegal, violent, or lewd conduct; nudity; weapons; or the use of alcohol, tobacco, marijuana or other controlled substances.❖ Clothing may not display or imply vulgar, discriminatory, or obscene language or images.❖ Clothing may not display, imply, or depict hate speech/imagery targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected classification.❖ Rips, tears, or sheer sections in clothing must be in areas other than those required to be covered in opaque (not see-through) material or be worn over opaque fabric.❖ If leggings, compression or yoga pants are worn, opaque (not see-through) apparel that is fingertip length using the longest finger on the hand of the student, both in the front and back, must also be worn.❖ Pants must be worn at the waist. No undergarments shall be visible at any time.❖ Weapon-related attire is prohibited unless it is part of a school-sponsored club or activity. |
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Violations of the dress code will result in immediate assignment to Behavior Management Center in addition to the following progressive discipline consequences:

First offense: The parent will be contacted and the student will be issued a warning.

Second offense: The parent will be contacted and the student will be issued a second warning.

Third offense: The student will be assigned ASD.

Fourth offense: The student will be assigned ISS.

Subsequent offenses: Progressive discipline consequences will continue up to and including in-school and out of school suspension.

THE SCHOOL DAY

The school day begins at 8:15 a.m. and ends at 3:07 p.m.

Earliest Students May Arrive: 7:45 a.m.

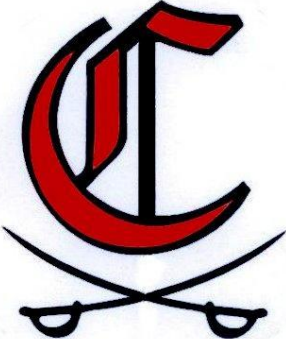
Students may not enter the school building or stand outside the school prior to the ringing of the bell at 7:45 a.m. Students arriving by private transportation may not get out of their vehicles before 7:45 a.m. Students arriving between 7:45 a.m. and 8:00 a.m. must report directly to the cafeteria. When the bell rings at 8:00 a.m., students may go to lockers then to the homeroom class.

School Breakfast: 7:45 a.m. – 8:14 a.m.

Homeroom Roll Taken: 8:15 a.m.

It is important that students arrive at school on time and be in the homeroom class by 8:15 a.m. A student who arrives in the homeroom class after 8:15 a.m. *is tardy*.

Dismissal Bells: 1st Load-3:07 2nd Load-3:11 3rd Load-3:14

BELL SCHEDULE:			
GRADE 6		GRADE 7	
Homeroom	8:15 – 8:20	Homeroom	8:15 – 8:20
1A Class	8:20 - 9:25	1A Class	8:20 - 9:50
2A Class	9:30 - 9:50	2A Class	9:55 - 11:25
3A P.E./ Exploratory	9:55 – 10:40	3A P.E./ Exploratory	11:30 - 12:15
4A PE/ Exploratory	10:40 – 11:25	Lunch	12:15 - 12:45
Lunch	11:25 - 11:55	4A P.E./ Exploratory	12:45 - 1:30
2A Class (Cont)	12:00 - 12:45	5A Class	1:35 – 3:07
5A Class	12:50 - 1:55		
6A Class	2:00 - 3:07		
GRADE 8			
Homeroom	8:15 – 8:20		
1A PE/ Exploratory	8:20 – 9:05		
2A PE/ Exploratory	9:05 – 9:50		
3A Class	9:55 – 11:25		
4A Class	11:30 – 1:00		
LUNCH	1:00 – 1:30		
5A Class	1:35 - 3:07		

After-School Detention: 3:15 p.m. – 4:15 p.m.

For minor infractions, students may be assigned After-School Detention (ASD), which is scheduled for Tuesdays and Thursdays during the school year. Students must complete a detention packet during ASD. Students are not allowed to sleep, put heads on desks, talk, or move around during ASD. Students may not leave the assigned room during ASD; students must visit the restroom and attend to other needs prior to ASD.

- Students assigned to ASD will be excluded from all other extracurricular activities on the day of ASD.
- Students who are tardy to ASD will be assigned an extra day of ASD.
- Students who create a disturbance in ASD will receive additional discipline.
- Unexcused absences from ASD are not allowed. Students who fail to notify the principal or assistant principal that they are unable to stay for ASD, or who fail to report to ASD, are subject to other disciplinary actions.

If school is closed on the day of ASD, detention will automatically be rescheduled for the following Tuesday. Parents are responsible for the student’s transportation home at 4:15 p.m.

After-School Tutoring:

The school building is closed to students at 3:15 p.m. unless the student is under the supervision of a teacher or principal. Students staying after school for tutoring must have prior approval from a parent and teacher.

ACADEMICS:

Grading Scale for All Courses (NEW for 2023-24)**

- A = (90-100)
- B = (80-89)
- C = (70-79)
- D = (60-69)
- F = (0-59)

Class Fees

Science Class (6 th -8 th)	\$ 5.00
Algebra I (Calculator Rental)	\$ 2.00
Band	\$10.00
Chorus	\$ 5.00
6 th Grade CTE	\$ 5.00
7 th Grade CTE	\$ 8.00
Art Fees (6 th – 8 th)	\$10.00
8 th Grade CTE	\$10.00

Grade Point Average

GPA is an abbreviation for Grade Point Average. In figuring GPA for Super Star and All Star academic lists at the end of each quarter, letter grades in core courses carry the following point values (*GPA is an average of point values*):

1. Each "A" counts 4 points.
2. Each "B" counts 3 points.
3. Each "C" counts 2 points.
4. Each "D" counts 1 point.
5. Each "F" counts 0 points.

In figuring All Star and Super Star for the year, all quarter grades in core classes through the third quarter are counted.

Reporting of Grades

Interim progress reports are issued halfway through each quarter. Report cards are issued electronically at the end of each quarter. Report cards and interim reports are distributed based on the division calendar.

Academic Honors

Students are eligible to be recognized for academic achievement each quarter. They will be eligible for either the Super Star or All Star list. Names of students who are eligible for the Super Star or All Star lists will be posted on the bulletin boards on each grade level wing. GPA’s are not rounded up.

- ★ To qualify for the Super Star list, a student must have a GPA of 3.5 - 4.0. A student’s GPA includes all quarter grades, through the 3rd quarter.
- ★ To qualify for the All Star list, a student must have a GPA of 3.2 - 3.49. The same inclusions apply as above.

Promotion/Retention

Promotion or retention of students is based on the teachers' and the administration's judgment of what best serves the educational welfare of the child. Although many factors are considered when making the decision, the responsibility and authority for student placement legally belongs to the school.

Parent Conferences

Parent-teacher conferences are encouraged. If you would like to schedule a conference, call the school, contact a guidance counselor, or send a note to a teacher. Student or parent concerns can usually be addressed during a conference with the teacher. If problems are not resolved, the student or parent should share their concerns with the administration.

Parent-Teacher Organization

The P.T.O. enhances cooperation between the school and home and gives parents and guardians the opportunity to voice their concerns. All parents and guardians are encouraged to attend meetings regularly.

ATTENDANCE

Call-in Procedures on the Day of Absence

A parent "call-in" procedure has been established to provide greater accountability with regard to school absence. Parents are asked to call the school (432-2169) between 8:00 a.m. and 8:30 a.m. each morning if their child will be absent. A call to the student's home will be made automatically by the Power School Messenger for any student that is not in the homeroom class.

Make-up Work for Absent Students

It is the **student's** responsibility to make up work missed during times of absence from school. Students and parents may call the school's **attendance clerk** to request homework assignments. The staff will need 24 hours to gather all the work.

Students who have excused absences may make up all work missed during the time of absence. Students who have **unexcused** absences will not be given the opportunity to make up any work missed during class time. This includes tests, labs, and any work that is done in class on the day of the absence.

Check-In/Check-Out

When a student arrives late to campus, the parent must accompany the student to check in. In order to protect instructional time, no student will be called from class until the parent arrives in the office.

Students will not be permitted to leave school during school hours without a valid note from the parent/guardian. The reasons for excused early check-outs are the same as the reasons listed on the next page for excused absences from school. The note should be brought to the office upon arrival at school. Phone calls are not an acceptable form of check-out. Any adult checking out a child is subject to providing a photo ID upon request.

Request for Approval of an Excused Absence for Educational Opportunity

A request form must be completed and submitted to the principal at least **one (1) week** prior to the date of the trip. The principal will approve or disapprove the trip as an educational opportunity based upon the information provided on the application.

Excused Absences

Upon returning to school following an absence, a student **must** bring a written excuse to the office. If the student does not bring a note on the first day upon returning to school, the student will receive an unexcused absence, but the student will have until the next school day to have the absence changed to excused. Absences not cleared in this time frame will remain unexcused.

All students are expected to attend school every day in order to receive maximum benefit from the instructional program and to develop habits of punctuality, self-discipline, and responsibility. When a student is absent, the student will normally be excused when the reason for the absence is consistent with the guidelines listed below.

1. Illness (Parent must initiate contact with school administration each day of an absence. A doctor's note may be required when absences have become excessive.)
2. Quarantine
3. Death in family
4. Medical appointments (must be confirmed with note from doctor)
5. Court proceedings (statement from court required)
6. Religious observances

7. Educational opportunities (must be approved in advance)
8. Emergencies (as determined by the principal on a case by case basis)
9. For middle and high school students, one school day per school year to engage in a civic event
10. a maximum of three (3) school days per academic year for participation in a 4-H educational program or activity; no credit will be provided for a student whose participation in a 4-H educational program or activity occurs during scheduled Standards of Learning assessments or during any period of time that the student is suspended or expelled from school; the student's principal or assistant principal may request a representative of 4-H to provide documentation of a student's participation in order for the student's absence to be excused
11. subject to guidelines established by the Virginia Department of Education, students who are members of a state- or federally-recognized tribal nation that is headquartered in Virginia shall be granted one excused absence per academic year to attend such nation's pow wow gathering provided that the student's parent provides the student's school advance notice of the absence in the manner required by the school

If the number of absences from school exceeds seven, further proof or verification of the reason for the absence will be required.

Unexcused Absences

If the reason for an absence does not fall within the guidelines listed above, the absence will generally be unexcused. Any exceptions to these guidelines must be approved in advance. Students that accumulate excessive unexcused absences will be reported to the division school-home coordinator to investigate instances of truancy through the Pittsylvania County Court System.

Students who have unexcused absences at the middle school and high school level will not be given an opportunity to make up the work missed. This includes tests, labs and any work done in class on the day of the absence. Work done outside of the classroom by all other students can be accepted.

Once five (5) unexcused absences are recorded, students will be placed on a Truancy Plan. Ten (10) unexcused absences will require a Truancy Conference. Unexcused absences in excess of ten will have the potential of being turned over to the Juvenile and Domestic Relations Court as a truancy issue.

GENERAL INFORMATION

Book Bags and Pocket Books

Students may carry books and supplies to and from school in a book bag and/or pocket book. During the school day, book bags and pocketbooks must be stored in lockers. Rolling book bags are not allowed.

Care of Building and Property

Everyone at Chatham Middle School should take pride in the appearance of the school. Acts such as theft and vandalizing school property are considered to be extremely serious. They are not only violations of our school's Code of Conduct; they are against the law. Students found stealing, damaging or defacing school or personal property will be subject to disciplinary action, including suspension, and held responsible for the costs of repairs or replacement. Each case will be handled on an individual basis.

Cafeteria

The school cafeteria is maintained as a vital part of the school health program. To encourage good nutrition, a well-balanced lunch is offered at a reasonable price. Students may also bring lunch in a bag or lunch box, however due to **Federal and State regulations students are not allowed to have fast food or take-out orders delivered to them by parents during lunch.**

As PCS participates in the USDA Community Eligibility Provision, all students have the opportunity to receive breakfast and lunch free of charge for the school year. Students can, when available, purchase extra items in the cafeteria line with cash or through their online My School Bucks account.

My School Bucks provides parents with the ability to prepay for items, monitor student cafeteria purchases, receive email notifications for low account balances, set spending limits, and place limits on purchases.

How do I Enroll?

1. Go to www.myschoolbucks.com and click "Register for an Account"
2. Create an account for yourself and add your child(ren). You will need to use the student ID number(s) provided on your

parent information letter(s).

Cell Phones, Smart Watches, and Other Electronic Devices INCLUDING EAR BUDS/AIR PODS/HEADPHONES

- ❖ Students may have cell phones/ear buds/headphones on their person; however, cell phones/ear buds/headphones cannot be seen, used, or turned on during the hours of school operation and cannot be visible on campus until 3:30pm or 1:30pm on early dismissal days.
- ❖ **It is advised that cell phones/ear buds/headphones be left in student lockers during the school day.**
- ❖ **Any electronic device with the ability to text will be treated with the same consequences as a cell phone.**
- ❖ Students are **not allowed** to bring **smart watches**, pagers, beepers, Personal Digital Assistants (PDA's), iPods, digital cameras, boom boxes, Walkmans, CD players, DVD players, Game Boys or any other electronic devices to school.
- ❖ All items listed above are also **not allowed on school buses.**
- ❖ Illegal use/possession of a cell phone or an electronic device (regardless of ownership), results in the following consequences:
 - 1st Offense – Confiscation of Cell Phone/Electronic Device and 1 day of ISS
 - 2nd Offense – Confiscation of Cell Phone/Electronic Device and 3 days of ISS
 - 3rd Offense – Confiscation of Cell Phone/Electronic Device, 1 day of Out-of-School Suspension,
 - 4th Offense - Confiscation of Cell Phone/Electronic Device, 3 days of OSS,
 - Cell phones/ear buds/headphones will be confiscated in every instance of infraction and returned to the student at the end of the day. **Failure to comply with the request of a teacher/staff member to relinquish (hand over) a cell phone/ear buds/headphones will automatically result in suspension.**

The severity/nature of the offense may result in a student not being allowed to bring a cell phone to school for a specified period of time up to and including the remainder of the school year. (For example - video recording in a school building can result in an out of school suspension AND loss of privileges to bring a cell phone for the remainder of the school year)

Conduct at Athletic Events

Pittsylvania County Schools and Virginia High School League requires that good sportsmanship be shown at all times in all athletic and extracurricular activities. Students and spectators are to treat the opposing teams, fans, and officials cordially. There is to be no (1) abusive language, (2) throwing of objects, (3) physical contact, such as pushing, hitting, etc., (4) booing, or (5) uncomplimentary signs.

Failure to abide by these regulations could cause disciplinary actions for students and restrictions for fans on the school property.

Extracurricular Activities

In order to participate in any extracurricular activity (this includes athletics, band, clubs, practice sessions, etc.) a student must be present in school for at least one-half of the school day. Only the official student representatives of a school organization shall be permitted to travel to a school-sponsored event on school transportation and they must return by the same means unless picked up by their parents at the event.

All middle school athletics are governed by VHSL rules. To participate in athletics, a student is required to have proof of insurance and to have a valid physical examination form on file. Any student staying after school must be under the direct supervision of a teacher or coach. Students are not permitted to wait after school for athletic events.

Pittsylvania County Schools require the use of clear bags for all school events. Spectators will not be permitted with purses, waist packs, or bookbags.

Clubs

Students are encouraged to join school clubs and participate in extracurricular activities. Students must always be chaperoned by teachers during after-school club activities. Students are not allowed to be unescorted in any area of the building after school hours.

Cavalier Bible Club – This organization is open to all students and is student-sponsored and student led.

Cavalier Book Club – Students can sign up in the library to participate in monthly meetings based around novels.

Cavalier Running Club – All Cavaliers are eligible to participate with parent permission forms. This organization meets after school on Mondays throughout the school year.

Future Farmers of America (FFA) – Students must be enrolled in an agriculture class in order to join FFA.

Girls Who Code Club - This club is designed for girls who are interested in coding and STEM related activities.

Junior Beta Club - Students who have a cumulative GPA of 3.5 or higher will be invited to join the Beta Club. Students must maintain a GPA of at least 3.2 in order to remain an active Beta Club member. Beta meetings are generally held the first Tuesday of every month. Beta Club inductions for new members are held at the beginning of the school year.

Robotics Club - Students can apply to join this club and compete against other schools in robotics events.

Yearbook Club - Eighth grade students can apply to join and work to design the annual CMS yearbook.

Closings and Delays

The School Messenger phone system is used to contact parents by phone about weather-related school delays and closings. If you do not receive a phone call, please contact the attendance clerk so that your phone number can be updated. Closing and delays are also posted on the PCS website: <http://www.pcs.k12.va.us/public/weather.html>

Announcements about weather-related school delays and closings are made as early as possible in the morning after it has been determined that road conditions are unsafe. Whenever possible, depending on weather conditions and the status of county roads, a decision will be made and announced the night before via the School Messenger phone system. Changing weather conditions may dictate a change in the original decision. If a change is needed, you will be notified by the School Messenger system, radio stations, and television stations. If a student is suspended on a day when school is not in session, the student will serve the suspension on the next day in which school is in session.

Computer Labs

In order to preserve the electronic equipment, absolutely no food, drinks, or gum are allowed in computer labs. When using school computers, students are required to follow the county's Acceptable Use Policy, as outlined online at the following address: <http://www.pcs.k12.va.us/aup/>.

Family Life Program

Family Life will be offered during the course of the year. If parents or guardians wish to have their children opt-out of this program, they must return an opt-out form to the school.

Field Trips

Field trips may be taken when it is shown that they will enhance the curriculum. Pittsylvania County students must have written permission from parents or guardians to go on field trips. A student may be denied the opportunity to go on a class field trip if his or her citizenship experiences indicate that he or she would make the trip unpleasant, unrewarding, or unsafe for other students.

Fire Drills and Lock Down Drills

Fire drills are held four times during the first month of school and once a month during the remainder of the year. Students should follow the basic rules listed below.

- Follow the exiting instructions given by teachers and posted in each classroom.
- Walk and do not talk. Move quickly and quietly to designated areas.

Lock down drills are held monthly. No one will be allowed access to the school during a lockdown drill.

Food & Water Bottle

Students are not allowed to have food or drink (with the exception of water) in classrooms and lockers. **All refillable/disposable bottles must be clear/translucent and contain only water.**

Hall Passes

No student is to be in the hall, or any place other than the designated classroom without a hall pass logged into the SmartPass program.

Lasers and Matches

Matches and laser lights, including key chains and toys with laser lights, are not allowed at school.

Library

The library or media center is open from 8:05 a.m. until 3:00 p.m. each day. Students are encouraged to use the library as much as possible and will visit the library with a class or with an individual pass. A two-week due date is issued for most books. Please make sure that books are returned on time. Students will be held responsible for overdue, damaged, or lost books.

Lockers

Lockers are the property of Pittsylvania County Schools and are provided for the convenience of the students. Lockers are to be kept clean and free of unnecessary items (**including food and drink**). Decals and stickers are not to be applied on or in lockers, magnets are acceptable. Students who abuse lockers will have their locker privileges revoked for a period of time by an administrator. The administration reserves the right to examine a locker at any time if there is a reason to believe that it may contain prohibited items.

Lost and Found

If students find something, they should bring it to the main office. Parents may want to consider writing their child's name on a label inside coats, jackets, and book bags. Labeling helps with the return of lost belongings.

Medications

Any student who needs to take medication during school hours must adhere to the following medication procedure. All medication must be brought to the school by the parent or guardian in its original container labeled with the student's name, the date, the name of the medication, and dosage instructions. The parent or guardian must complete a medical permission form in the office before medication can be given to the student. This procedure applies to prescription and non-prescription medication taken during school hours. **Students in possession of prescription or non-prescription drugs are subject to suspension, expulsion, and/or referral to law enforcement officials.**

Parent Portal

Parents have access to students' grades and attendance via a web-based Parent Portal. To access a child's educational records, a parent will log in at www.powerschool.pcs.k12.va.us/public, create an account, enter a login name, and enter a password. Parents who have never obtained a login name and password should ask for a copy in the main office; a driver's license is required before a login name or password can be issued.

Pledge of Allegiance and Moment of Silence

State Law 22.1-202 of the Code of Virginia requires the reciting of the Pledge of Allegiance at the opening of each school day. Students must be respectful during the Pledge of Allegiance. No students will be compelled to recite the pledge if they or their parents or legal guardians object on religious or philosophical grounds.

State Law 22.1-203 of the Code of Virginia requires a minute of silence at the opening of each school day. This time is not intended to be, and shall not be conducted as a religious exercise, but is to be considered as an opportunity for a moment of silent reflection on the anticipated activities of the day. This minute of silence will be observed during morning announcements.

Restrooms

Students are encouraged to use the restroom before school and during class changes. Students are also asked to help keep the restrooms clean. No wrestling, scuffling, or congregating in the restrooms or trashing of the restrooms will be permitted.

School Supplies

Students must have the appropriate supplies for their classes. Lists per grade level can be located on the CMS website.

Selling Items at School

Students are not allowed to sell anything at school unless it is a school fundraiser.

Sickness/School Nurse

The school nurse will be available each day. In case of illness, the student must get permission from the teacher to see the nurse. If illness occurs during class change, the student should get permission from the teacher of the next class. If the nurse determines that the student is too ill to remain at school, parents or guardians will be notified to pick up the student.

Tardies

Arriving at school and class on time is an expectation of all Chatham Middle School students. Students must transition and take care of personal needs during the five minutes between classes and/or before school. Tardies will be reset at the end of each semester. Please keep in mind that this includes unexcused tardies to school as well.

Students who are tardy to school or an individual class will be disciplined according to the following guidelines:

First and Second Unexcused Tardy = Warnings issued to students

Third Unexcused Tardy = Parental Notification

Fourth Unexcused Tardy = 1 day Lunch Detention

Fifth Unexcused Tardy = 3 days Lunch Detention

Sixth Unexcused Tardy = ASD

Seven or more Unexcused Tardies = Loss of extra-curricular privileges/ ASD/Lunch detention as determined by administration

Telephone Usage

The school phone is a business phone. Students must ask permission of the administrative assistant in the office **before** using the telephone. Students will not be allowed to call home due to forgotten items (homework, gym clothes, etc.)

Parents and students should make arrangements for after school activities prior to arriving at school. Students will not be removed from class to take a phone call or allowed to call home during the school day unless an emergency arises.

Textbooks

Textbooks must be used for many years, so students are asked to take good care of textbooks. There is no rental charge for textbooks; however, students will be charged for damage to books or for lost books.

Tornado Drills

Tornado drills are held once yearly. The safety precautions followed in drills are the same as the safety precautions followed during times of real tornado warnings. It is important for students to understand that a **tornado warning** means that **a tornado has been sighted or indicated by weather radar**.

Visitors

All visitors, including parents and guardians, must enter the building through the main entrance and report to the office immediately with a driver's license. A visitor badge will be issued before visitors are allowed in the school.

PLEASE OBSERVE OUR PARKING AREAS SAFETY RULES:

The safety of all students is our number one concern. Please comply with the signs and markings at the entrances and exits of the school parking area. The parking area is an especially busy place during student arrival and dismissal. Extreme caution should be exercised while in this area.

Vehicles may be parked along the sidewalk next to the awning when picking-up and dropping-off students.

Vehicles are not allowed in the bus parking lot during pick-up/drop-off times. **When getting into a car, students should enter and exit from the passenger side of the vehicle closest to the sidewalk. Students are not allowed to walk across the main parking lot or to use the crosswalk unless escorted by an adult over the crosswalk.**

TRANSPORTATION

1. Arrive at your bus stop five minutes before the bus is scheduled to arrive. It is dangerous for buses to remain stopped for long periods of time in roadways, so you should not expect drivers to wait for students who are not at the bus stop. Drivers will also not pick up students at points other than assigned stops.
2. While waiting for the bus, do not play in the roadway. Do not stand or place books and other articles in or near the roadway.
3. Wait until the bus comes to a complete stop before walking toward the bus.
4. If you must cross the road, wait on the left side of the road until the bus is stopped and the stop arm and crossing gate are activated. Do not cross the roadway until the bus driver assures you that the roadway is clear of traffic by signaling you to cross. If an emergency situation exists after you have been signaled to cross, the driver will blow the horn to advise everyone to clear the traffic lane.

Getting Off the Bus

1. Remain seated until the bus comes to a complete stop.
2. Leave the bus in an orderly manner and do not stop or stand near the sides or rear of the bus.
3. If you must cross the highway, walk to a point at least ten feet in front of the bus and wait until all students crossing the road are in position to cross. Look at the driver. Upon the signal from the driver, walk straight across the highway. Do not stop to pick up articles dropped in the road or to get the mail. Also, do not cross back immediately behind the bus.

Bus Passes

Students may ride only the bus to which they are assigned. If a child needs to temporarily ride a different bus due to **child care** or an **emergency**, a bus pass must be issued to the student by the office. Parents are to provide a written request for

a pass to be issued. The written note must include a **daytime phone number for the parent, Bus Number to ride, and reason for the request**. Students should turn in the written note to the office as soon as they arrive at school in the morning. The pass then may be picked up when the student goes to lunch, so he/she will have the pass to present to the bus driver in the afternoon. **The office cannot accept verbal permission over the phone.** Bus passes will not be approved for overcrowded buses. Students are also never granted permission to load or unload a bus at a place of business.

Bus Behavior

Riding the school bus is a privilege. Improper conduct on the bus will result in disciplinary actions, including, but not limited to, suspension from school, suspension from riding the bus, and revocation of bus riding privileges.

1. All school rules apply to the school bus. Any offense committed by a student on the bus will be punished in the same manner as if the offense were committed at school. For example, fighting, profanity, rudeness toward the driver, and other major disciplinary infractions will result in suspension from school and the bus, regardless of whether the offense occurred at school or on the bus.
2. While on the school bus, students are expected to strictly obey the bus driver. Failure to obey the driver at any time will be considered an act of disobedience and will result in disciplinary action.
3. Unless otherwise instructed by the driver, students are allowed to talk quietly to seat partners, using a normal, conversational tone in a manner that will not disturb the driver. If the driver deems that a silent bus is necessary, then students should not speak or whisper.
4. For safety, students must keep their hands, heads, and arms inside the bus. Feet and books must be kept out of the aisle. Objects and instruments should never block the aisle on the bus.
5. Students must remain seated at all times. Students should not get out of seats until the bus comes to a complete stop.
6. Students may not chew gum, eat, or drink beverages on the school bus. Drink bottles, glass flower vases, cans, and breakable objects are not permitted on the school bus.
7. Students must ride their assigned bus **UNLESS THEY HAVE A PASS ISSUED BY AN ADMINISTRATOR (this includes spending the night with someone and riding their bus the next morning)**. Activity bus passes may be issued when a student brings a note from the parent/guardian, specifying the student's name, sport/activity, and the duration the note is to last for (Ex. Softball—Feb-May). If the student loses the pass, the administrator may issue another pass based upon his/her records.
8. Students are expected to keep the bus clean. Students should never throw paper, spitballs, or other debris on the floor of the bus or at another student. Students should never throw objects out of the bus windows or doors.
9. The bus driver will assign each student a seat. Damages to seats or other areas of the bus will be paid for by the student or parent/guardian. Students will not be allowed to ride the bus until compensation for damages has been paid.
10. Students should never tamper with the emergency door or any other controls on the bus. Opening or closing the front door is prohibited by anyone other than the driver. Opening the emergency door on a school bus will automatically result in suspension.
11. Students are not allowed to have pagers, beepers, Personal Digital Assistants (PDA's), iPods, digital cameras, boom boxes, Walkmans, CD players, DVD players, Game Boys, or any other electronic devices on school buses. The bus driver has the right and will confiscate these articles if brought on the bus. Items will be given to an administrator.
12. Cell phones are not permitted on the school bus for middle school students. Possession/Use of a cell phone on a school bus (regardless of ownership) will result in the same disciplinary actions as outlined for violating the cell phone policy at school.
13. Balloons or other objects that may obstruct the driver's view are not permitted on the bus. If it is necessary to bring school projects that are large and bulky to school, it is suggested that the student be provided with transportation to school by the parent or guardian.
14. The school has authority over students from the time they arrive within 1,000 ft. of the bus stop in the morning until they are at the same distance away from the bus stop in the afternoon.
15. Students changing buses at elementary and high schools will abide by regulations determined by the individual principals at the schools.

Bus Violations

Violation of bus rules will result in bus suspension or school disciplinary consequences up to and including out of school suspensions, depending on the severity of the misconduct. A student who has four bus referrals may be recommended for denial of bus riding privileges.

DISCIPLINE

While under school jurisdiction, all students are expected to conduct themselves in an orderly, courteous, dignified, and respectful manner. Students are expected to obey administrators, teachers, substitutes, bus drivers, and other staff members while at school, while on school buses, and while attending any school-sponsored activity during or after school hours. Students will be subject to disciplinary action for misconduct in accordance with PCS policy. Disciplinary actions include, but are not limited to, the actions listed below.

After-School Detention (ASD) - For minor infractions, an administrator may assign students ASD.

Behavioral Management Center – BMC is housed in the In School Suspension lab. Students must follow all conduct rules that are posted and must complete all work assigned by the teacher. The ISS coordinator has the right to assign an additional class period if the student does not complete the assignment or if he/she comes without appropriate school supplies.

In-School Suspension (ISS)—In some instances, students may be assigned to ISS by an administrator instead of being suspended from school. Upon arrival at school, students assigned to ISS should report to homeroom with all of their books/notebooks for the entire day. At 8:30, the student will report to ISS and remain there until 3:07pm. **Any incomplete work or lack of school supplies necessary to complete your assignments will result in the ISS coordinator assigning additional days in ISS.**

All school rules and special ISS rules will apply. Students misbehaving in ISS will be suspended. If a student misses ISS due to absence or suspension, he/she must complete all assigned days upon returning to school. Students will remain silent and must work at all times. Students not completing work may be given additional days of ISS or may be suspended. Students will be given bathroom breaks throughout the day and are expected to remain silent when traveling to and from the restrooms. ISS students will also have silent lunch. It is our goal that students make better choices in the future. Students are expected to use this time to commit themselves to improving behavior and to becoming a positive contributor to the classroom environment.

Out-of-School Suspension - From one to ten school days of suspension may be issued by the principal or assistant principal as a disciplinary action. During suspension, students and parents may request work that will be accepted for a grade if completed and turned in within three days of returning to school following a suspension.

When a student is suspended, he/she is suspended from all school functions and is not to be on school property at any time unless arranged in advance through the administration. Suspended students may not visit any other schools in the county during their suspension. Violation of these regulations will be grounds for further disciplinary action.

Suspension with Recommendation to the School Board for Expulsion – This disciplinary action may be issued by the principal for good cause; it may include suspension for up to ten days, pending action on expulsion recommendation.

Expulsion – The Pittsylvania County School Board may permanently bar students from attendance in Pittsylvania County Public Schools for causes including, but not limited to, total disregard for school rules; possession or use of a weapon or look-alike weapon; possession, use, or distribution of alcohol, tobacco, or any drug, look-alike drug, or drug paraphernalia; and being under the influence of alcohol or any non-prescription drug.

PITTSYLVANIA COUNTY SCHOOLS STUDENT CODE OF CONDUCT

<p align="center">Class 1 Misconduct</p> <p>Misconduct that is mostly a nuisance, but if left unchecked can become a problem.</p>	<p align="center">Disciplinary Options*</p> <p>Penalties that may be applied by school administrators shall apply to all grade levels, unless otherwise stated</p>
<ul style="list-style-type: none"> ● Classroom disruption ● Failing to follow rules and regulations, including the Acceptable Use Policy (AUP) ● Skipping school or class ● Inappropriate, obscene, disruptive or unsafe dress ● Sleeping ● Tardiness ● Unsafe driving practices 	<ul style="list-style-type: none"> ● Behavioral intervention ● Conference with teacher or principal ● Parent conference ● Parent contact (phone call or letter) ● Loss of privileges ● After School Detention (ASD) ● In-School Suspension (ISS) (if available) ● Behavior Management Center (BMC) (if available) ● Other disciplinary action (i.e. community service) ● Upgrade to Class 2 Offense
<p align="center">Class 2 Misconduct</p> <p>Misconduct that must be corrected. A parent conference at school is the minimum response.</p>	<p align="center">Disciplinary Options *</p>
<ul style="list-style-type: none"> ● Aggression ● Cheating ● Continued classroom disruption ● Disobedience ● Disorderly conduct ● Disrespectful to teacher or peers ● Forgery ● Gambling ● Inappropriate touching/kissing (inappropriate display of affection) ● Incurable behavior (unwilling to correct inappropriate behavior) ● Insubordination ● Intimidation/harassment/bullying ● Misbehavior on school bus ● Possession of contraband (items other than alcohol, drugs, tobacco or weapons) such as matches, cigarette lighters, etc. ● Possession of laser pointer ● Profane, obscene, abusive language/materials/actions ● Theft ● Physical Altercation ● Offsite conduct that results in a substantial material disruption or disruption of the learning environment ● Violation of cellular/electronic/SMART devices protocol 	<ul style="list-style-type: none"> ● Parent conference ● Behavioral intervention ● After School Detention (ASD) ● In-School Suspension (ISS) (if available) ● Behavior Management Center (BMC) (if available) ● Suspension from school bus ● Suspension from school (1 to 10 days) ● Other disciplinary action (i.e. community service) ● Upgrade to Class 3 offense

<p style="text-align: center;">Class 3 Misconduct</p> <p>Serious misconduct that disrupts the educational process, indicates incorrigible behavior or violates the law. Suspension from school is the minimum penalty.</p>	<p style="text-align: center;">Disciplinary Options*</p>
<ul style="list-style-type: none"> ● Alcohol (possession, use or under the influence) ● Assault and battery (including sexual assault) ● Breaking and entering ● Destruction of property/vandalism ● Drug paraphernalia (possession) ● Extortion or threats ● Fighting ● Firecrackers/fireworks (possession or use) ● Gang related activities ● Gross insubordination/open defiance ● Hazing (recklessly or intentionally endangering the health or safety of a student or students or to inflict bodily harm) ● Inappropriate sexual behavior (nonverbal, verbal, written, graphic or physical behavior) ● Inciting, leading or participating in student disorder ● Tobacco products (possession or use), including electronic and e-cigarettes. ● Trespassing ● Over the counter medication (unauthorized use, possession or under the influence) ● Offsite conduct that results in a substantial material disruption, disruption of the learning environment or a felony charge 	<ul style="list-style-type: none"> ● Suspension from school (1 to 10 days mandatory) ● Mandatory 10 day suspension from school for alcohol ● Mandatory 5 day suspension from school for tobacco related offense (grades 6-12) ● Long-term suspension ● Recommendation for expulsion ● Prosecution in legal system ● Upgrade to Class 4 offense
<p style="text-align: center;">Class 4 Misconduct</p> <p>Gross misconduct that requires removal of student from school.</p>	<p style="text-align: center;">Disciplinary Options*</p>
<ul style="list-style-type: none"> ● Alcohol (distribution) ● Any act which substantially disrupts the orderly conduct of school, a school function, extracurricular or co-curricular activity ● Arson ● Bomb threats or false fire alarms ● Possession of controlled substance or illegal drugs, including marijuana and anabolic steroids ● Possession of weapon or look-alike weapon 	<ul style="list-style-type: none"> ● Recommendation for expulsion or long-term suspension and prosecution, when appropriate.

*The severity of a problem would dictate the recommendation for specific disciplinary actions.



CHATHAM MIDDLE SCHOOL CAVALIERS ROCK!!!



EXPECTATIONS	EVERYWHERE	CLASSROOM	HALLWAY	RESTROOM	CAFETERIA	BUS
<u>R</u>ESPONSIBILITY	Follow directions from adults. Arrive on time to school & class.	Complete <u>all</u> assignments and study.	Use your planner passes.	Keep facilities neat and clean.	Make choices quickly in line. Have payment ready for cashier.	Be at the bus stop on time.
<u>O</u>RGANIZATION	Have your planner at all times.	Be prepared for class with proper materials.	Collect materials quickly and quietly.	Use facilities as intended.	Leave the area better than you found it.	Find a seat quickly and remain seated.
<u>C</u>COURTESY/ <u>S</u>AFETY	Keep your hands and feet to yourself.	Encourage and allow peers to learn.	Walk on the right side of the hall. Move quietly.	Use facility quickly and quietly.	Keep voices at an appropriate volume. Find a seat quickly and remain seated.	Keep voices at an appropriate volume. Secure your belongings.
<u>K</u>EEP ROLLING!	Treat others as you want to be treated.	Arrive ready to give your best effort.	Be helpful. Take pride in our building.	Respect the privacy of others.	Wait your turn patiently. Remember "please" and "thank you!"	Assist driver when necessary.

Pittsylvania County Public Schools – 2023-2024

July 2023						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August 2023						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Aug. 7: Open House 1:30-6:30 pm: teachers work 11 AM – 7 PM

September 2023						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 2023						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Oct. 12 – Students dismissed at 1 PM; TPD PM

November 2023						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December 2023						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Dec. 20 – Students dismissed at 1 PM; Teachers at 1:30 PM
 *End of first semester

Approved by the Pittsylvania County School Board on 11.8.22

School not in session for students on these days.

4	4 th of July Holiday for all personnel	1-2	Holiday for all personnel & students
24	Principals' Wkshp	3-5	TPD's
26-27	New Employee Orientation	8	2 nd Semester
		15	Holiday for all personnel & students
2-3	TPD		
4	Div. Staff Dev. Day		
7	Open House	19	Holiday for students and teachers
8	TPD		
9	First Day of School		
		12	End of 9 weeks
4	Holiday for all personnel & students	15	Holiday for students and teachers
		1-3	Holiday for all personnel and students
9	Holiday for all personnel and students	4-5	Holiday for students and teachers
12	End of 9 weeks		
7	Div. PD Day	22	End of 9 weeks; Last Day of School
22-24	Holiday for all personnel & students	23-24	TPD
		25	Graduation
		27	Holiday for all personnel
20	End of 9 weeks	Dec. 2 & May 4	Conference Nights: Must be completed prior to the dates indicated
21-29	Holiday for all personnel & students	19	Holiday for personnel

January 2024						
S	M	T	W	T	F	S
	1	2	3	4	5 [^]	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February 2024						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

March 2024						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

March 12 – Students dismissed at 1 PM; TPD PM

April 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2024						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

May 22 – Students dismissed at 1 PM; TPD PM

June 2024						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

MARKING PERIODS						
1 st Semester	2 nd Semester	3 rd	4 th	Total		
45	45			90		
		45	45	90		

PRIORITY MAKE-UPS:		
1. October 9	5. Banked	9. Banked
2. Banked	6. Banked	10. Banked
3. January 5	7. May 23	
4. February 19	8. Banked	

Days Missed	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
Days Made Up	1	2	3	4	5	*	6	*	7	*	8	*	9	*	*	10

Provisions for making up missed days as amended by the Code of Virginia §22.1-98 by the 2004 General Assembly
 * Not required to make up this day
 The superintendent is provided the flexibility to use the banked days during fall semester for inclement weather should it become necessary.

TPDs included: 12 + 2 Conference Nights