

William Byrd Middle School

STUDENT HANDBOOK



Accredited by

STATE DEPARTMENT OF EDUCATION
&
THE SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS

2910 Washington Avenue
Vinton, Virginia 24179

(540) 890-1035
(540) 890-0703 fax

This Book is the Property of

Name _____

Grade _____

Locker Number _____

Lunch Period _____

Homeroom Teacher _____

This planner/handbook has been funded in part by the William Byrd Middle School PTA. This planner must be kept with you at all times. Parents will be asked to regularly check assignments included herein. Replacement cost of this planner will be \$5.00. Take care of this one; it should last you all year.

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ADMINISTRATIVE STAFF

Principal (school/ grade 6).....Mrs. Womack
 Assistant Principal (grade 7).....Mr. Kageals
 Assistant Principal (grade 8).....Mr. Meadows

GUIDANCE STAFF

Coordinator/Grade 8.....Mrs. Jones
 Grade 6.....Dr. Moon
 Grade 7.....Mrs. Haniewich

OFFICE STAFF

Administrative Secretary.....Ms. Shelor
 Guidance Secretary.....Mrs. Lawson
 Attendance Secretary.....Mrs. Bushnell
 Bookkeeper.....Mrs. Shelton
 Nurse.....Mrs. Stringer

SCHOOL HOURS

School hours are 8:25 a.m. to 3:10 p.m. The building is open to students at 7:45 a.m. All students should report to the cafeteria and remain there until dismissed at 8:10 a.m. to go to their lockers. Unless a student is requested to remain by a teacher, coach, club sponsor or principal, the building should be cleared by 3:20 p.m. Parents who are picking up students who are not staying for an after school activity should do so by 3:30 p.m. Consequences may be assigned to students unsupervised on school property after 3:20 p.m.

REGULAR SCHEDULE

8:20 - 9:25a.m.....Homeroom/1st Period
 9:30 -10:17 a.m.....2nd Period
 10:22 -11:09 a.m.....3rd Period
 11:09 -11:39 a.m.....1st Lunch
 11:14 -12:01 p.m.....Early 4th Period
 11:44 -12:31 p.m.....Late 4th Period
 12:01-12:31 p.m.....2nd Lunch
 12:06 -12:53 p.m.....Early 5th Period

Period
 12:36 -1:23 p.m.....Late 5th Period
 12:53 -1:23 p.m.....3rd Lunch
 1:28 - 2:15 p.m.....6th Period
 2:20 -3:10 p.m.....7th Period

2009-10 SCHOOL CALENDAR

August 24.....First Pupil Day
 September 7.....Schools Closed/Labor Day
 September 16.....2 Hour Early Dismissal
 September 22.....Interim Midpoint
 September 29.....Interims sent home
 October 7.....2Hour Early Dismissal
 October 22.....End 1st Grading Period
 October 23.....Schools Closed
 October 30.....Report Cards sent home
 November 3.....Schools Closed/PT Conferences
 November 25.....2 Hour Early Dismissal
 November 26-27.....Thanksgiving Holiday
 November 30.....Interim Midpoint
 December 7.....Interim Reports sent home
 December 21-31.....Schools Closed/Winter Break
 January 1.....Schools Closed/ Holiday
 January 11.....Exams - Regular Schedule
 January 12-14.....Exams - Early Dismissal
 January 15.....Schools Closed
 January 18.....Schools Closed
 January 22.....Report Cards sent home
 February 1.....Schools Closed/PT Conferences
 February 17.....Interim Midpoint
 February 24.....Interim Reports sent home
 March 18.....End of 3rd Grading Period
 March 19.....Schools Closed
 March 22.....Schools Closed
 March 26.....Report Cards sent home
 April 2-9.....Schools Closed/Spring Break
 April 30.....Schools Closed
 May 3.....Interim Midpoint
 May 10.....Interim Reports sent home
 May 28.....Schools Closed
 May 31.....Schools Closed/ Memorial Day
 June 7.....Exams - Regular

Schedule

June 8-10.....Exams – Early Dismissal
June 10.....Last Pupil Day

Successful school work is dependent upon regular class attendance. The following procedure will be followed to encourage regular attendance.

EMERGENCY PROCEDURES

William Byrd Middle School has developed a plan for dealing with a variety of critical incidents. This plan is discussed with students and faculty at the beginning of each year and reviewed throughout the year. This plan includes directions for action in various situations including fire, tornado, and lockdown. Drills and simulations are conducted throughout the year.

1. When a student’s accumulated absences, tardies, or early dismissals reach five (5) within the first semester, the school will notify the parents and advise them that their child’s progress could be jeopardized.

FIRE DRILLS

Fire drills will be held regularly and must be taken seriously. Fire drill instructions are posted in each room; and students are expected to become familiar with them.

2. When ten (10) days of absences, tardies, or early dismissals have accumulated, the parents will be advised in writing and the school social worker will be notified. The school may require a doctor’s excuse for further absences to be excused.

TORNADO DRILLS

Tornado drills will be held during the year and must be taken seriously. Your teacher will explain the alarm, give the instructions, and designate the shelter area for this drill.

3. When fifteen (15) absences, tardies, or early dismissals have accumulated, a conference with the parents should be held to develop a solution to the problem. If the parent will not attend, the student will be referred to the school social worker.

EMERGENCY SCHOOL CLOSING

On occasion it becomes necessary to close school early due to weather conditions, electrical failure, etc. Once an early school closing has been announced, it is very difficult for students to call parents for directions. Limited phone lines make contacting the school very difficult. Therefore, parents are urged to discuss ahead of time with students what they should do if schools are closed early. Should an emergency early dismissal become necessary, parents may call the **COUNTY INFORMATION HOTLINE – 562-6000** to obtain information regarding the dismissal. Parents will also be notified through the RCPS Instant Alert system. For information and instructions about the Instant Alert System, please visit the Roanoke County Schools website (<http://www.rcs.k12.va.us/parent/instalert.shtml>).

4. The school social worker will take whatever steps appropriate to promote regular attendance, including possible court intervention.

The above procedure (steps 1-4) does not apply to students who provide medical documentation of hospitalization or chronic or extended illness; nor does it apply to students who have been granted prior permission for the absences by the principal.

ABSENCES

5. When any student has been absent fifteen consecutive days, the student is withdrawn in accordance with state law and proper notification is sent to the school social worker.

Parents should call to notify the school on the morning a student will be absent. WBMS is required to make a reasonable effort to contact a parent whenever a child is absent. A call to the school reduces the time spent confirming absences. Parents can call before or after office hours and leave a message on the voicemail box.

ATTENDANCE

ATTENDANCE POLICY

Upon their return to school, all students must get an admit slip from the attendance office. A written excuse from parent(s) stating the reason for the absence is required. The excuse should include full student name and grade.

Excused absences:

- 1. Personal or family illness
- 2. Death in the family
- 3. Involuntary court appearance
- 4. Absences approved in advance by the administration (Prior Request)
- 5. Dental and doctor appointments. A pupil must have a statement from the doctor's or dentist's office upon returning to school.

- 2nd Contact with home
- 3rd Contact with home and detention assigned by teacher
- 4th Contact with home and detention assigned by teacher
- 5th Referral to administration and ISD
- 6th Referral to administration with assignment of ISD until parents meet with teacher and administration

All other absences will be considered unexcused. Unexcused absences will be referred to the administration for appropriate action.

If a student does not show for after-school detention, the grade level administrator will be notified for further action. Athletic practice or other after school commitments will take second place to ASD once it is assigned.

ABSENCE WITH PRIOR PERMISSION

Students who are aware of a future absence must bring a note from their parent(s) indicating the reason for the absence and requesting the absence be recorded as excused. The principal will evaluate the request and issue a Prior Request Form. The student must have this form signed by each of his/her teachers and return it to the office at the end of the day. The student is to pick up admit slip upon return to school from their first period teacher.

EARLY DISMISSALS

If a child must leave school during the day, he/she must bring a written note from a parent with the student's first and last name, reason for leaving early, time to be excused and parent's signature. This note is presented at the attendance office prior to first period. The attendance officer will give the student a pass to leave class at the requested time. Upon release from class, the student will report to the office where a parent must sign out the student and turn in the early dismissal form. A student will be released only to his/her parent/guardian unless a written request from his/her parent is received. **Anyone signing a student out for early dismissal must present a photo ID.** Students may not leave school grounds without permission.

TARDINESS

TARDY TO SCHOOL

Students are expected to be on time. Reasons for excused tardiness are the same as those listed under "excused absences". Unexcused tardiness may result in after school detention. As Roanoke County provides bus transportation, students will be considered unexcused if other transportation causes him/her to be tardy.

MAKE-UP WORK

Students who have been absent from school must assume the responsibility of promptly making up work they have missed. Make-up work from a student's absence must be made up within ten (10) school days after the student returns from an absence. Additional days beyond the ten days may be requested and approved due to extenuating circumstances.

If a student has an early morning appointment, a parent should call the school and inform the office that he/she will be tardy due to a medical or dental appointment. A note from the doctor's office is required and is available from the doctor's office upon request. Students arriving at school tardy must sign in at the attendance office upon arrival.

TARDY TO CLASS

Students will be assigned detention for unexcused tardies to class.

Students who wish to do make-up work while they are absent should call the school by 9:00 a.m. on the second day of absence to make arrangements for make-up assignments. (Assignments cannot be collected for a one day absence.) The student's assignments may be picked up in the main office after 3:15 p.m.

- 1st Conference with student and warning

GENERAL INFORMATION

TELEPHONES

The school provides a phone located in the attendance window for student use. Phone usage is limited to student emergencies.

DELIVERIES FOR STUDENTS

Office personnel are not available to make deliveries to students. If a student knows that an item (lunch, homework, gym suit) is being delivered to the office, the student is responsible for checking between classes to pick it up. Outside lunches (e.g. pizza) may be delivered to school only by a parent. Parents are asked not to bring in fast food lunches. Messages are delivered to students during lunch and at the end of the day on the afternoon announcements. We do not interrupt instructional time for messages or deliveries except in emergency situations. Messages and deliveries for students will only be accepted from the student's parent.

VISITORS

All visitors must sign in at the office and provide a photo ID upon arrival at WBMS to receive a VISITOR'S BADGE. Student visitors are not permitted. Anyone wishing to meet with a teacher should make arrangements in advance. Any parent requests to visit a student classroom must be made and approved through administration at least 24 hours prior to the visit.

Sometimes parents bring lunch to their child (although we ask that parents respect the integrity of our school lunch program), and because they know what time lunch begins, they wait at the cafeteria to deliver the lunch. We ask that you, too, report to the office, sign-in, and get a pass even if you will only be a few minutes. If parents would like to eat lunch with their child, please indicate this when signing in. Visitors are asked to sit with the student in a designated table in the cafeteria. Outside lunches may not be brought in for groups of students.

CHECKING STUDENTS OUT

Parents and others who come to school to check students out for any reason are required to present photo identification. Be reminded that we do not release students to anyone who is not on the

emergency card without contacting the parent of the student. If you send someone other than a person on the emergency card, and we cannot reach you, we cannot allow the student to leave.

ELEVATOR USE

Elevator use is restricted to individuals who have a physical infirmity that does not allow them to use the stairs. Students must bring a note from an attending physician indicating the nature of their problem, or the school nurse must deem it necessary, for use of the elevator. Students who do not return keys must pay for them.

LOST AND FOUND

After checking with their teachers and retracing their schedule, students may check with the office. Students should not wear valuable rings, watches, bracelets or necklaces, or bring valuable items or cash to school. If a student chooses to bring such an item to school, he/she is responsible for the care and security of their own possessions. The school does not assume responsibility for student's personal items.

POSTERS

No posters or other information may be displayed in the building unless approved by the administration. Approved posters advertising an activity must be removed immediately following the activity.

DRESS AND GROOMING

Student dress contributes to the overall climate of the school. Not all fashion trends are appropriate for school. Student appearance/style must not be disruptive to classroom activities. All students will follow the following RCPS guidelines:

CLOTHING:

General Guidelines:

- Short/skirt length should be no higher than 5" from the top of the knee
- Sleeveless shirts are allowed; however, shoulder straps must be a minimum of 3 inches in width
- No undergarments, cleavage, or midriffs should be exposed

- Safe shoes are required at all times

The following should not be worn in school:

- Sleeves with oversized armholes
- See through garments
- Form-fitted shorts (i.e., biker shorts)
- Cut offs, torn, or ripped clothing
- Grossly oversized clothing
- Shirts with spaghetti straps
- Tube/tank tops
- Heavy or long coats
- Pajamas
- Bedroom slippers

ACCESSORIES:

The following should not be worn in school:

- Heavy, metal chains
- Any accessories with spikes (jewelry, belts)
- Dog chains or collars
- Sunglasses
- Headgear including hats, caps,, hoods, sweatbands, bandanas, wave caps, or scarves (except for religious beliefs)

MISCELLANEOUS:

- Anything considered dangerous, distracting, or disruptive to the instructional environment is prohibited.
- Clothing or accessories should not bear messages or pictures that are profane, obscene, offensive to others, or promote gangs, violence, drugs or alcohol.

The administration at each school reserves the right to judge appropriate appearance.

Physical Education Dress Code Policy

All students shall dress for each physical education class in appropriate attire. The required uniform shall consist of tennis shoes, athletic socks, and a standard school gym suit or comparable attire (t-shirt and dark athletic shorts with at least a 7" inseam or sweat pants). The appropriate attire in physical education allows freer movement than street clothes, is less hazardous in activities (no buttons, large zippers, belts or buckles), and promotes better hygiene for the student and the school population. As a further safety precaution,

jewelry will be removed when deemed inappropriate. School gym suits will be made available for sale at each school and can be used throughout the required years of physical education. For hygienic reasons it shall not be permissible to lend or borrow another person's gym suit.

LOCKERS

1. Hall lockers are assigned by the administration; PE lockers are assigned by the PE teachers. Students are not allowed to change from one locker to another without permission from the principal.
2. Lockers must not be pre-set. Do not give locker combinations to other students.
3. Administration may search a student's locker or desk.
4. All locker problems should be reported to the main office.
5. Lockers are to be kept clean at all times. Lockers should be cleaned out periodically and at end of school.
6. No decorations may be placed on the exterior of lockers.
7. Items placed within the locker must not block or harm the lock mechanism.
8. The school is not responsible for items left in the locker.

SEARCHES

School authorities have the right to search lockers, desks or other facilities, as well as individuals and their belongings when there are reasonable grounds for believing that items will be found which violate law, school policy, or which may be harmful to the school community. In an effort to ensure that each school maintains a safe learning environment, police dogs will be brought onto school property to search school premises, including but not limited to lockers, desks, book bags, instrument cases, hand bags and vehicles parked on school property. Any articles which violate the law or school rules will be confiscated and appropriate disciplinary action will be taken.

HEALTH SERVICES

ILLNESS

If a student becomes too ill to remain in school,

he/she should request a sick form from the teacher. The nurse or office staff will call parents to pick up ill students. The school nurse is available from 9:00 a.m. until 2:00 p.m. each day. All students must sign out in the office before leaving school. A parent must come into the school building before a student can be released. A student can only be released to his/her parent unless approval is given by the parent for a student to leave with another person.

INJURIES

Students who have an accident or are injured in any way while at school should find an adult or proceed directly to the nurse's office where first aid supplies are available. All injuries should be reported promptly to the main office. If a student has an accident and he/she has purchased school insurance, a parent should contact the secretary.

MEDICINE

ADMINISTERED BY SCHOOL PERSONNEL - PRESCRIPTIONS

School personnel may administer medication to students, in all grade levels, only when all of the following conditions are met:

1. Parents must complete the Parent Permission for Administration of Medication form.
2. Parents must bring the medication to school. Transportation of medication by students is not permitted.
3. The medication must be stored in the container issued by the pharmacy, with the name of the student, prescribing physician or dentist, name of medication, and time/dosage to be given.
4. Students should report to the office to request medications. Students are not called to the office.

STUDENT-ADMINISTERED MEDICATION - NON-PRESCRIPTION

Students may not administer any medications, including prescription and non-prescription, to themselves. Prescription and non-prescription medication must be delivered to the school by the

parent/guardian. Medication must be in the original container.

INHALERS

Students may carry inhalers for asthma with them to be used when needed. Appropriate paperwork must be filled out and filed with the nurse.

**** Students must NEVER share (distribute!) prescription or non-prescription medication.**

ACADEMICS

GRADING POLICY

Report cards will be sent home at the end of each nine weeks. Report card envelopes are to be signed by a parent and returned to the homeroom teacher. At the midpoint of each grading period, teachers send interim reports to the parents of students who have an average of "D" or "F" in a subject. The interim reports must be signed by the parents and returned to the teacher. The following grading scale is used for indicating achievement in each course:

A = 94-100	Superior Achievement
B = 87- 93	Above Average Achievement
C = 78- 86	Average Achievement
D = 70- 77	Below Average Achievement
F = 0- 69	Unsatisfactory

EXAM POLICY

1. All teachers will administer a semester evaluation. This test will cover all material taught in each semester for grades 7 and 8. It is a nine weeks test in grade 6. The test grade will be counted as a major grade in the second and fourth nine weeks.
2. Students taking credit classes will take formal examinations as detailed in Policy 6.7 of the Roanoke County School Board Policy Manual, which states the examination will count 10% of the semester grade.
3. Students enrolled in Algebra 1, Geometry, Spanish 1, French 1, German 1, or Latin 1 may be exempt from final exams if they meet attendance and grade requirements.

HOMEWORK POLICY

Homework is assigned at the discretion of the teacher and is in accordance with the needs of the class. Homework contributes to the ongoing work of a class and is a follow-up to skills or concepts previously introduced. Homework is not assigned for disciplinary purposes and is not assigned for extended holiday breaks. Students are expected to record homework assignments in the student agenda. It is recommended that parents encourage their children to use the agenda and that parents check it regularly.

HOMEWORK REQUESTS

When the student will be absent for three or more days, parents may contact the office between 8:00 a.m. and 9:00 a.m. for any additional information regarding missed assignments. Parents or other designated persons may pick up requested homework assignments in the office between 3:30 p.m. and 4:00 p.m. Upon returning to school, students should discuss homework assignments with their teachers.

Many teachers have made use of an Internet resource for posting daily assignments and other useful study tools. Please take time to visit the WBMS website to view relevant teacher/classroom internet sites.

CONFERENCES

Two parent-teacher conference days are planned during the school calendar each year. Parents are encouraged to contact teachers or counselors to discuss students at this time. Other conferences may be arranged through the guidance office.

LIBRARY

Librarians are available to assist in the location and use of materials. Students are allowed to check out two books at a time provided that no materials are overdue. Students are encouraged to use all of the resources available to them in the library. Most students have a scheduled library period during Language Arts/English class. Students are welcome to visit the library before 1st period, during lunch, or through any class with a pass from the teacher.

Online databases and encyclopedias are available to

students. To access these resources from home you must use the following passwords:

- Grolier Encyclopedia
(Username – Cats/ password Meow)
- World Book Encyclopedia
(User - world8/ password – earn)
- Infotrac (password: William)
- Find it Virginia (Use your public library card number)

Damage and Fine Book Policy

The following list provides consistency in charges that result from damage to a library book. We have included the process that the staff takes to notify the students of our policy and how we maintain our records of damages. If you have any questions or concerns please feel free to contact the library.

- Replacing plastic cover (\$3.00)
- Page/corner damage (\$1.50 or up to replacement cost)
- Permanent marks in book (\$1.00 up to replacement cost)
- Irreparable Damage (Replacement cost of book)
- Book-binding damage (\$3.00 up to replacement cost)
- Lost book (Replacement cost of book)
- Spine Damage (\$2.00 up to replacement cost)

Distribution of Policy

Our Damage and Fine Policy is given to each student at the beginning of the school year. We discuss how we arrive at the fees, what the fees are, and why we have a set fee policy. The process of keeping a Damage Record (see below) is discussed as well as their roll is checking through books for damage before they leave the library. If the student finds damage before they leave the library, then it is noted on the record. Included in our beginning of the school year activities we greatly emphasis book-care rules and how particular care must be given in placing books in their backpack/locker and how the weakest part of a book is the spine.

Damage Fine Record

After all books are returned they are thoroughly checked by our Circulation Specialist. Particular

notice is given to the outside cover, spine, binding, and damage throughout the pages. The book is then given to the Library Media Specialist who will then meet with the student individually to discuss the damage.

Damage fines are determined by the preceding chart. It is also taken into consideration if the damage is repairable without having to use any book-repair materials. Once a fee has been determined, the damage is recorded on the student's patron record. All library borrowing privileges are suspended until the library fine is paid.

GUIDANCE SERVICES

Guidance is recognized as a developmental and continuous process composed of organized services in the school, which enable students to make wise choices in solving their educational, vocational and personal problems. It constitutes an integral part of the entire school organization. A counselor is assigned to each grade level and any questions regarding selection of subjects or graduation requirements should be channeled through the individual student's guidance counselor. Students should see the counselor regarding personal, social, emotional and educational areas before or after school. Counselors are available throughout the day to help with educational and vocational planning as well as personal or social problems. Appointments can be made by signing a request-for-conference on individual counselor's weekly calendar located outside their office.

CONFLICT MEDIATION

WBMS offers an effective alternative for students to solve their own problems. This program has been proven to aid the reduction of violence in our society. Because students who are involved in conflict are not focused on class work, conflict mediation offers an immediate method enabling them to work toward finding their own solutions rather than allowing their emotions to overshadow reason. This program encourages students to listen to another's point of view in a structured, non-threatening environment.

This positive way to resolve conflict involves training students to serve as peer mediators thus helping empower other students to solve their own

problems. Students, teachers, parents, counselors, and administrators may recommend someone for mediation. After completing a form with a brief explanation of the problem, a conflict mediation session is conducted.

NATURAL HELPERS

Natural Helpers are a cross-section of 7th and 8th grade students, identified through a survey, as people with whom it's comfortable to discuss personal problems. Natural Helpers receive training in communication and decision-making skills. They assist others in decision-making when needed. The roles of a helper differ from school to school. They include touring new students, being available to be matched with someone wanting help, tutoring, assisting with support groups, and helping to organize special events for the student body.

STUDENT ASSISTANCE PROGRAM (SAP)

The primary purpose of the Student Assistance Program is to provide education, assistance, and support for students affected by their own or others' drug and alcohol-related problems. Students and family members are encouraged to contact the program with the assurance that such contacts will be handled sensitively and confidentially. To schedule an appointment with the SAP Coordinator, Mrs. Claytor, please contact by calling the main office at 890-1035.

ACTIVITIES

SCHOOL ACTIVITIES

William Byrd offers students a variety of activities. Numerous athletic events are scheduled each season. All students are encouraged to become involved in an area that is of interest to them. Participation in activities is a privilege. Students who are absent from school are not permitted to participate in after school activities that day (e.g. school socials, ball games). Special circumstances may be reviewed by the school administration.

All school rules and guidelines apply at all school activities and students may also be prohibited from participation for disciplinary reasons. When participating in an after school activity, students must plan to have transportation provided at the correct time. Coaches and sponsors cannot leave

until all students they are supervising have left. Please do not detain sponsors and coaches. Phones are available for student use if needed.

ASSEMBLIES

Students will receive instruction from their teachers regarding assemblies. All students are expected to exhibit courteous and appropriate conduct at all times.

SCHOOL SOCIALS

School socials are designed to provide students with an opportunity to socialize and meet new friends. School socials are for William Byrd Middle School students only. Information regarding socials will be sent to parents during the week prior to the social. Socials are monitored by school staff and parent volunteers. Students are not permitted to leave the social and reenter while the social is in progress. All school rules apply at a school social including appropriate clothing. Students with recent assignments to ISD, detention, or repeated behavioral problems may be restricted from attending these activities.

ATHLETICS

William Byrd Middle sponsors football, basketball, wrestling, soccer, baseball, and track for boys; cheerleading, volleyball, basketball, softball, soccer, and track for girls. Team membership is open to any 7th or 8th grade student. All participants in the athletic program must meet all requirements established by the Virginia High School League and the Roanoke Valley Middle School League. These requirements include but are not limited to receiving a passing grade in at least five (5) classes at the end of each semester and having a physical examination completed by a doctor after May 1 of the current year. The school requires that any participant in the athletic program, including cheerleaders, whether practicing or taking part in interscholastic contests, be properly covered for accidents. Student accident policies are offered through the school.

An athlete must be in school by 12 noon on the school day he/she expects to participate in an interscholastic contest, practice or conditioning program. Students who leave school early may not participate in that day's after-school activities. Students assigned to ISD may not participate in any

after school activities during the period of time assigned to ISD.

FOOD SERVICES PROGRAM

CAFETERIA

Full lunches consist of an entrée, 2 side items, and milk. Food items meet the requirements of the RCPS Wellness Program. A la carte items are also available. The cafeteria operates on a daily cash basis. Students are encouraged to deposit money into their account for the week. Please write checks to WBMS Cafeteria for exact amount only. No change will be given.

CAFETERIA RULES

1. Students are not permitted to take open food containers or drinks out of the cafeteria.
2. Students are not permitted to rearrange the chairs and tables.
3. Students are expected to demonstrate appropriate behavior at all times. Running, pushing, or skipping line is not allowed.
4. Students are to be respectful of adults and must stop talking immediately whenever an announcement is made.
5. Students are expected to maintain cleanliness and place trash and trays in the proper place.
6. Students should leave the cafeteria in an orderly manner and go quietly to their next class.
7. Students are not allowed to bring glass containers into the building.
8. Students must ask permission to leave the cafeteria. Students must have a signed pass in order to visit a classroom during lunch.

TRANSPORTATION

Students are not permitted to leave school with anyone other than their parents unless written permission from their parent has been received.

BUS REGULATIONS

1. Students are expected to follow directions from the bus driver.

2. Students must remain inside the bus at all times.
3. Students must remain seated until the bus comes to a full stop.
4. Students waiting to get on the bus must line up and enter the bus in an orderly manner.
5. Students must take the seat assigned by the driver and remain in that seat until changed.
6. Students must ride the bus assigned unless changed by the driver or principal.
7. Students are expected to demonstrate appropriate behavior at all times. Running, pushing, throwing objects, and using inappropriate language is not allowed.
8. Students are not allowed to eat, drink or have open food containers on the bus.
9. When a student refuses to cooperate, he/she will be required to furnish his/her own transportation.
10. If a student plans to ride a bus other than his/her regular bus, he/she must bring a written request from home and have the note signed by an administrator prior to loading the bus at the end of the day.

DISCIPLINE

**ROANOKE COUNTY STUDENT CONDUCT
CODE**

Each student will receive a copy of the Roanoke County Student Conduct Code. Students' parents must sign and return a form indicating their family has read and understands the guidelines contained within the booklet.

DISCIPLINE PHILOSOPHY

The faculty and administration believe that helping students develop self-discipline must be a team effort. If the school is to achieve its goal of preparing students to succeed and be contributing members of society, it is the responsibility of both the school and the parents to provide the guidance necessary. While such self-discipline is not quickly or easily accomplished, students must know that the school and the family are working together to provide guidance and direction. When a student displays behavior which is not acceptable, a response from the teacher or administrator involved should be expected. Below are listed some disciplinary options available to the school staff.

A table is reserved in the cafeteria at which no communication is allowed. Students report to silent lunch after purchasing lunch.

Students are assigned hours after school for failure to abide by school rules. The teacher or principal who assigns the detention will notify parents. Notice will be given and the student will be expected to furnish his/her own transportation. Failure to stay for detention will result in additional disciplinary action.

Should a teacher find that a behavior problem does not improve after his/her attempts to deal with it; a referral may be made to the appropriate principal. The principal will evaluate the facts involved and determine the appropriate disciplinary measures. These measures may include, but are not limited to, restrictions on participation in activities, assignment to in-school detention, suspension, or request for expulsion.

Behaviors Resulting in Disciplinary Action

The following William Byrd Middle School Conduct Rules are supported by the Roanoke County Student Conduct Code.

Alcohol/Controlled Substances/Counterfeit Substances*

Using and/or possessing alcohol or other drugs or paraphernalia, including medications that are not prescribed and held by the proper school official(s), is prohibited. Students shall not use, be under the influence of, or have in their possession on school property or while engaged in or attending a school-sponsored activity, alcoholic beverages, marijuana, or any controlled substance or drug paraphernalia. They shall not give, sell, distribute or intend to distribute alcoholic beverages, marijuana or any controlled substance. This shall also apply to any substance intended to look like alcohol, marijuana or controlled substance. Misuse, possession, or distribution of other medications, over the counter medications or substances is a violation of school rules.

Arson*

Causing or attempting to cause damage to school and personal property of others is illegal.

Assault*

Assaulting students, employees, or other persons through physical or verbal means with intent to do harm is prohibited.

Bullying/Threatening or Intimidating Acts

Threatening or intimidating another person is prohibited. See section regarding Anti-Bullying Guidelines on page 14 of this handbook.

Cell Phones

Cell phone use is not permitted during the school day. If a cell phone is confiscated the first time, it will be returned at the end of the day. The second offense will result in one hour of ASD and the parent will have to pick up the phone. The third offense will result in In-school detention and the parent will have to pick up the phone.

Cheating

Cheating is a very serious offense. Cheating on a test or assignment by giving, receiving, offering, and/or soliciting information is prohibited. Students found guilty of cheating may receive a zero on the assignment and disciplinary consequences.

Discriminatory Acts

Using abusive language, including remarks or gestures intended to demean a person's race, religion, sex, national origin, disability, or intellectual ability, is prohibited.

Disorderly Conduct*

Causing or making any physical or verbal disturbance interrupting or interfering with teaching and/or the orderly conduct of school is prohibited.

Disrespect

Exhibiting rudeness or other unacceptable behavior to ANY teacher or other staff member, student, or guest in our school is prohibited.

Extortion

Using verbal or physical threats to extort money or property is prohibited.

False Alarms*

Initiating and/or aiding and abetting a false alarm are strictly prohibited.

False Reports

Making false statements on any assigned school work, tests, or other school documents is not

permitted.

Fighting*

Threatening, causing, or attempting to cause physical injury to other students, employees, or other persons are prohibited.

Fireworks/Incendiary Devices*

Using or possessing any explosive device or incendiary items (i.e. lighters, matches, caps, etc.) is prohibited.

Forgery

Using, falsely, in writing, the name of another person is prohibited.

Gambling

Gambling is prohibited. Ex. making bets.

Horseplay/Roughhousing

Physical behavior such as hitting, kicking, wrestling, pushing, shoving or tripping intended, as play is not permitted.

Self-Identification*

Failure to identify oneself to any school employee or other responsible adult is unacceptable and will not be tolerated.

Inappropriate Display of Affection

Embracing, kissing, or caressing another is inappropriate on school grounds or at school sponsored events. The following behavior is not allowed in school: holding hands, hugging, caressing, and kissing.

Inciting Others to Violence of Disobedience

Inciting or instigating actions against persons through comments, written messages, or actions is prohibited.

Insubordination

Failing to follow reasonable directions given by teachers/administrators is prohibited.

Interference with the Educational Process

Interfering with the educational process by conduct, behavior, or attire is not permitted. Ex. Using obscene, suggestive, profane language or gestures advocating disruptive or illegal activity is prohibited.

Littering

Throwing or leaving waste, debris, or other litter on school property, except in the proper waste receptacle, is prohibited.

Obscenities

Possessing sexually explicit materials or illustrations, or using profane and obscene language is prohibited.

Physical/Verbal Attack on Staff Member*

Exhibiting physical or verbal aggression toward any employee or resource officer is prohibited.

Possession of Stolen Property*

Possessing items that belong to another person or organization without the consent of the rightful owner is prohibited.

Prohibited Equipment

Students may NOT possess items such as laser pointers while on school property. Such items will be confiscated.

Sexual Assault*

Committing sexual assault by exhibiting inappropriate behavior of a sexual nature, but not limited to touching of private areas of one's body, is strictly prohibited.

Sexual Harassment

Making unwelcome sexual slurs, epithets, threats, derogatory comments, sexually degrading descriptions, or using verbal abuse is prohibited.

Tardiness

Arriving late and unexcused to school, class, homeroom, or any other part of the student's schedule is prohibited.

Theft*

Stealing the personal property of another person without consent under duress, threat, or otherwise is prohibited.

Tobacco

Possession, use, or transmission of tobacco or tobacco products while on school property or while engaged in or attending a school sponsored activity is prohibited.

Truancy/Skipping

Having unexcused absences without justifiable reasons is considered truancy or skipping.

Vandalism/ Criminal Damage*

Causing or attempting to cause damage to school or personal property of others is illegal and will not be tolerated.

Weapons*

A student shall not possess, handle, or transmit any object that can be considered a weapon or dangerous instrument on school property or during any school activity. This applies to any firearm, any stun gun, and any explosive including firecrackers. This also applies to any REPLICA of a weapon or TOY representing a weapon.

VIOLATIONS OF LAW

In addition to school penalties, violations of law will be turned over to the Roanoke County Police Department.

SCHOOL RESOURCE OFFICER

A Roanoke County Police Officer is assigned to each middle school to assist in maintaining safe school environments and to support the administration and staff whenever this area of expertise is required.

Consistent discipline supports classroom instruction and creates a positive school atmosphere. Public education involves students from diverse backgrounds. While the school allows for individuality, it must have rules to function effectively and safely. Our philosophy is that no individual shall be allowed to disrupt the learning environment at William Byrd Middle School.

**These are considered serious offenses that warrant out-of school suspension. The School Resource Officer may evaluate any of the above that are considered to be of a serious nature and criminal charges may be pursued.*

WBMS COMPUTER USE POLICY

Use of computers, networks and access to the Internet are considered a privilege that should be

taken very seriously. In order to protect these valuable resources as methods of enhancing learning in support of the instructional program, students are not permitted engage in the following activities:

- Play unauthorized games
- Unplug and/or removing computer components
- Visit unauthorized websites
- Download unauthorized files, images, or programs Fail to follow teacher instructions

- Alter (or attempt to alter) basic setup (backgrounds, screensavers, themes, desktop, etc.)
- Destroy equipment (marking on monitors, removing keys, etc.)

Teachers will implement consequences based upon the offense which can include but not limited to loss of privileges, silent lunch, detention, referral to the office.

ANTI-BULLYING GUIDELINES

Bullying occurs when an individual is exposed repeatedly and over time to negative actions on the part of one or more persons and there is a real or perceived imbalance of power. Negative actions may refer to any word, look, sign, misuse of technology that hurt a person's body, feelings, and or property. Prohibited conduct includes conduct consisting of action and/or comments regarding the race, gender issues, religion, physical abilities or characteristics of associates of the targeted person. Relational bullying is defined as the use of peer pressure and manipulation to isolate and/or harmfully target an individual. Verbal bullying is defined as mocking, threatening, and spreading gossip/rumors/lies. Physical bullying refers to hitting, shoving, or other physical aggression intended to harm. Cyberbullying is harassing, humiliating, intimidating and/or threatening others on the Internet or through any technological device (i.e. phones, Palm Pilots, pocket PCs, etc.). It can also be sexual in nature. It can involve someone a student knows or a complete stranger. Cyberbullying can include cruel jokes, malicious gossip, cruel and harmful messages,

embarrassing information or photographs, and/or Web sites designed to target a specific child or teacher which could involve racial, religious, or cultural slurs. A Bystander is a person who knowingly or unknowingly encourages the bully by participating, or standing and observing and does not help the victim.

William Byrd Middle School has established and maintains a bullying prevention/intervention committee. The committee is made up of students, staff and members of the community and meets on a regular basis. The purpose of the committee is to establish and maintain procedures for bullying prevention education for students, staff, and parents and to monitor ongoing prevention/intervention procedures.

Any person who believes that he/she has been the victim of bullying by a student or an adult at school or at a school sponsored activity shall make an oral or written report of the alleged bullying to an administrator or counselor. Any student or school personnel (bystander) who has knowledge of conduct which may constitute bullying should report such conduct to the building administrator or designee.

Upon receiving a complaint of an alleged bullying infraction, the counselor, administrator or designee shall investigate the situation to determine whether bullying has or has not occurred. The investigation may consist of separate personal interviews with the complainant, the person who has been reported as a bully, and any others (bystanders) who may have knowledge of the incident. Depending upon the age of the student and the severity of the incident, student bullying could be classified at a class 1, class 2, or class 3 levels.

When a student is referred for a first offense of bullying, it may be considered a Class One Level. Class One Level is usually appropriate when the incident is the first offense and/or for young children, the student shows contrition, and offers to extend an apology. When appropriate, the student is given the opportunity to "right the wrong" (at the discretion of the building administrator). Parents and notified Students, (bully and victim) shall participate in separate counseling sessions and may serve detention. When a student is referred to the principal for a second incident of bullying, it will be

considered a Class Two Level. Parents are notified and principals should request a conference with the parents. Parents and the student will complete the Stop Bullying Contract. The Class Two Offense may result in completion of detention, suspension, exclusion from special privileges or extra curricular activities for up to 30 days (can be longer if behavior is not modified), SRO/SAP Coordinator consulted and separate counseling sessions are provided for the bully and the victim. When a student is referred to the principal for a third incident of bullying, it will be considered a Class Three Level. Parents are notified. The Class Three Offense may result in extension of Class Two consequences and/or in recommendation for expulsion to the school board. Bystanders who fail to report incidences of bullying may be subject to disciplinary actions. Depending on the severity of offense, principal or assistant principal may determine which level the offense is categorized.

The faculty and staff at William Byrd Middle School will continue to emphasize the policy of positive interaction between students through character lessons and parent communication in an effort to teach and model appropriate expectations for students so that all students can achieve in a positive school environment.