

# **COVINGTON MIDDLE SCHOOL**

**2023-2024**

***Parent-Student Handbook***

# **Covington Middle School**

606 South Lexington Avenue

Covington, Virginia 24426

Main Office—540-965-1410

Counseling Office—540-863-1703

FAX: 540-863-1705

<https://cms.ahps.k12.va.us/>

## **Office Hours**

Office Hours: 7:30 am--4:00 pm (Monday through Friday)

## **WELCOME FROM THE ADMINISTRATION**

Welcome to Covington Middle School! The Parent-Student Handbook is designed to provide both parents and students with the policies and procedures which are necessary for the day-to-day operation of CMS. This handbook, along with the division's Parent-Student Handbook, should be kept for future reference regarding all aspects of the school operation. We recommend that students and parents read and review this handbook thoroughly. Parents and students are also encouraged to keep up to date with CMS by visiting the school's website listed above.

We encourage all students to strive to be the best they can be. For students to reach their best, they will have to make a dedication to work hard and have a commitment to apply themselves at the highest level on a daily basis. Students must demonstrate good character, show respect and make smart decisions to achieve this goal.

A strong partnership between home and school, with an open and honest line of communication, will help facilitate meeting the needs of each student as well as promoting the positive development of the individual learner.

We look forward to a successful and rewarding school year.

Karen C. Staunton, Principal

Lori Mattson, Assistant Principal

Marty Wood, Assistant Principal

Ty Dobbs, Athletic and Activities Director

## COVINGTON MIDDLE SCHOOL BELIEFS

- Each student is a valued individual with unique physical, social, emotional and intellectual needs.
- Students learn in different ways and should be provided with a variety of instructional approaches to support their learning.
- Teachers, administrators, parents and the community share the responsibility for advancing the school's mission.
- A student's self-esteem is enhanced by positive relationships and mutual respect among and between students and staff.
- A safe and physically comfortable environment promotes student learning.
- Students learn best when they are **actively engaged** in the **learning process**.
- The commitment to continuous improvement is imperative if our school is going to enable students to become confident, self-directed, lifelong learners.

## PHILOSOPHY

The educational process attempts to satisfy the intellectual, recreational and emotional needs of the student body. Through curricular and extracurricular activities, students are provided with opportunities to function in a democratic and pluralistic society. Continued evaluation of the school's philosophy is necessary to make periodic adjustments that reflect changing expectations.

To assure student progress, Covington Middle School is implementing the state's requirements regarding the Standards of Learning and has designed a curriculum to accommodate the types of diplomas recommended by the State Department of Education. Occupational trends, as directed by the community's culture, industry and growth, are considered essential in preparing students for a career.

The home, school and community share the obligation of assisting students to develop an appreciation of individual worth, a knowledge of local traditional values and an awareness of the standards of ethical behavior. These are reflected in the total school program. To ensure the success of this educational program, it is also essential that the community furnish desirable resources. The success of the school program is dependent on a positive relationship among educators, students and parents. Maintaining consistent communication with all levels of school personnel and the home is necessary to achieve the desired goals of the educational program.

## GOALS

- Furnish an atmosphere suitable for a productive educational experience.
- Guide students in developing skills which will enable them to establish realistic goals relative to career choices and advanced education.
- Provide practice in critical thinking and problem solving so that students can prepare themselves for changes which may occur in a democratic society.
- Offer a diverse and comprehensive academic curriculum including courses in programs for those varying ability levels and those possessing specific needs and problems.
- Provide a broad extra-curricular program that permits students to pursue experiences that will cultivate an appreciation for athletic values and cultural opportunities.
- Develop an awareness of the importance of achieving total mental, physical and emotional health for each individual.
- Provide channels of communication among the staff, the students and the patrons concerning suitable program and activities.
- Encourage continuous professional growth of each staff member.
- Provide quality educational experiences that will meet or exceed the guidelines of the State and Federal Boards of Education.
- Strive to develop independence, self-worth and the knowledge that there is joy in reaching for excellence.

## OBJECTIVES

- Continue to establish better communications among students, parents, teachers and administrators.
- Develop a positive school atmosphere where all will seek to do their best.
- Continue to evaluate our curriculum to meet the needs of our students and community as they relate to the Standards of Learning.
- Continue to improve state SOL scores and to seek 100% pass rates.
- Promote good work ethic.
- Improve attendance.

## STATEMENT OF EDUCATIONAL OPPORTUNITIES

### Non-Discrimination Statement

The Alleghany Highlands School Board and Alleghany Highlands Public Schools do not discriminate on the basis of race, color, creed, religion, national origin, ancestry, sex, sexual orientation, pregnancy, childbirth or related medical conditions, political affiliation, gender, gender identity, marital status, genetic information, disability, age or military status in its programs and activities. The following has been designated as the contacts regarding compliance issues associated with this non-discrimination policy and compliance with Title IX: Fred C. Vaughan, Director of Human Resources and Pupil Personnel and Shannon L. Fuhrman, Director of Accountability and Technology. For questions and compliance with Section 504 and ADA, contact Jason B. Conaway, Director of Special Education. Alleghany Highlands School Board Office, 100 Central Circle/P.O. Drawer 140, Low Moor, Virginia 24457. 540-863-1800.

The Alleghany Highlands Public Schools Title IX Coordinators are Fred C. Vaughan, Director of Human Resources and Pupil Personnel, 540-863-1800, fred.vaughan@ahps.k12.va.us and Shannon L. Fuhrman, Director of Accountability and Technology, 540-863-1800, shannon.fuhrman@ahps.k12.va.us. The Title IX Coordinators offices are located at 100 Central Circle, Low Moor, Virginia 24457.

Updated 7/1/2022

## ACTIVITIES, ATHLETICS, AWARDS AND DANCES

### ACTIVITY BUSES

Covington Middle School offers activity buses for students involved in after-school activities. The activity buses follow a general route throughout the city and county. Students who abuse this special service may lose their privilege to ride the activity bus. Activity buses run Monday through Thursday. They depart from the front of the school at 6:15 pm headed east toward Clifton Forge and 6:30 pm for the Covington area. A bell will ring to notify buses the time to leave. Activity bus schedules may be obtained from athletic coaches and the main office.

### CONDUCT AT ATHLETIC EVENTS

Students are expected to demonstrate good sportsmanship at all athletic events, both home and away. If a student is removed from a game for inappropriate behavior, the student(s) will meet with administration and may or may not be permitted to attend any future athletic events and is subject to permanent restriction from all extra-curricular events. A student removed from an athletic event may also be subject to other school discipline and/or charges by law enforcement.

### DANCES

CMS students in good standing may attend dances. No tickets will be sold at the door. Those students or guests who do not follow all CMS guidelines or whose behavior is inappropriate at the dance will be asked to leave and will not receive a refund. If a student is asked to leave a dance, that student will not be permitted to attend the next dance sponsored by any CMS organization. No entry will be permitted after one hour past the posted start time of the dance.

All dancing must be face to face. There should also be no straddling of one's dance partner. Anyone dancing in an inappropriate manner will be asked to leave the dance.

Please see the dress code guidelines as these are in effect for school events and activities. ***Students who arrive and do not meet the dress code guidelines are subject to being excluded from the event and no refund will be provided as agreement is provided on the dance memorandum. We want everyone to enjoy a night of fun. Please consider your attire.***

### FUNDRAISERS

All clubs, organizations, co-curricular and extra-curricular groups may conduct fundraising projects at CMS, providing Lori Mattson, Assistant Principal, has approved them. Each group may conduct one fundraiser per semester. Athletic groups may have one fundraiser per season. No student may sell any food item during school hours. All money and/or any unsold products must be returned to the sponsor. All fundraisers must be paid for ahead of time. Any organization who wishes to have a fundraiser should see Ms. Mattson for an application and further information.

### ATHLETICS/ACTIVITIES

There is a great deal of pride within the school and community for our athletic/activity programs at CMS and students are encouraged to participate in athletics and activities. Any eligible student meeting VHSL requirements may try out and participate on CMS teams. Refer to the VHSL website: <http://www.vhsl.org/> for specific eligibility requirements including academic requirements and limitations, physicals and concussion training. All student-athletes and their parents/guardians interested in trying out must read and sign the athletic pledge and participate in all preseason training, including concussion awareness training. Student-athletes wishing to participate must also have a completed VHSL physical on file dated after May 1, 2023.

Questions about athletic eligibility should be posed before the semester of planned participation. Coaches, administrators and school counselors may be of assistance in planning for athletic eligibility. Transfer students should consult their school counselor and/or the athletic director upon enrolling to determine the status of athletic eligibility.

In order to be eligible for any athletic team or season, students must have been enrolled and a passed a minimum of four out of seven classes on the seven period day or three out of four classes on the block schedule from the previous semester.

Students interested in athletics/activities at CMS may pick up an athletic handbook at any time outlining important information. Students participating in athletics and activities must be present for at least two blocks in order to participate in practices, games or other activities. Students cannot check out and then check back in to participate in extra-curricular activities. Exceptions to this are doctor, dentist or professional appointments (hair appointments, etc., are not considered professional appointments for this requirement). Students are expected to return in a reasonable amount of time. If students have questions, they should contact the athletic director.

Students wishing to secure voluntary accident insurance coverage may complete an online application with the division's approved insurance company. Participation is voluntary and the school division assumes no cost or obligation. You can access this information at <http://markel.sevencorners.com>.

## **BAND**

Eighth grade band students will only be permitted to participate in high school band in special circumstances.

# GENERAL INFORMATION

## ADDRESS CHANGES

Students who change their residence, mailing address or home/work/cell telephone numbers after enrolling in the school division must report the change promptly to the attendance office and counseling office so that records can be corrected and kept current. Changes in addresses outside of Alleghany Highlands Public School's residency will require a non-resident form being completed and approved.

## ANNOUNCEMENTS

Announcements are read each morning at the beginning of first block and in the afternoon at the end of fourth block. Announcements must be written legibly on a form obtained in the office and signed by a teacher or administrator. Students are expected to remain quiet and attentive during the reading of announcements. Announcements from the previous day can be accessed on the students' Chromebook by email.

## ARRIVAL TO AND DEPARTURE FROM SCHOOL

When students arrive at school, they must report directly to the school building. When leaving, students must immediately leave school grounds without re-entering the building. *Car riders may be dropped off each morning beginning at 7:50 am.*

## ASSESSMENT

Students will earn numeric averages based on the division's scale for **Grades 6—12**:

All classes: 10 point Grading Scale

		GPA
100-90	A	4.00
89-80	B	3.00
79-70	C	2.00
69-60	D	1.00
59-0	F	0.00

Therapeutic special education (VAAP Students), remediation and computer lab courses will receive:

P	Pass
F	Fail

1. Transcripts will display letter grades only. Transcripts will also display overall grade point averages and their equivalent points relative to the weighted four-point scale only.
2. Report cards will display letter grades only. Report cards will reflect no grade lower than 40 (F) for the first nine weeks of a course (first three 9-week periods for a year-long course). Midterms may reflect the most appropriate measure of the student's performance after four and a half weeks. The 5 point add-on to final grade for passing the SOL assessment/career credentialing exam has been eliminated starting with the 2019-2020 school year. Any student working below grade level will be recommended for intervention/remediation.
3. Students may not earn in excess of 100 points in a given course

## ATTENDANCE POLICY

Students are expected to be in school, in class and ready for instruction. Daily and punctual attendance is essential to each student's academic success. Absence from school is detrimental to student achievement. The value of the experiences and benefits of classroom instruction may not be measured completely by tests and assignments. Therefore, students who fail to attend school (or given classes) may be denied credit for their respective class(es) or grade level. Chronic absence from school is defined as missing at least 10 percent of school days in a year **for any reason, excused or unexcused**.

As required by law, each parent/guardian is responsible for regular and punctual attendance of any child in their charge within the compulsory age for school attendance. Emancipated students are responsible for their own regular and punctual attendance. Parents and emancipated students are expected to work cooperatively with school personnel to correct attendance problems, including meetings with teachers, counselors or administrators.

Each member of a school's faculty is expected to avoid causing a student to be tardy or absent from a colleague's class. If a student is tardy or absent because of being detained by a faculty member, they will be considered excused and the absence will not be included in the count for excessive absences.

Students shall not be in an unauthorized area of the school without prior permission and shall not leave a classroom, building or assigned area without proper permission. Students who do not comply with this section will be subject to disciplinary action in accordance with the Standards of Student Conduct.

## **A. Absence Defined**

A student who is not present for any portion of the school day is counted absent. Excessive tardies or early releases from any class will be compiled and included in the count for excessive absences. Six tardies and/or checkouts will constitute one day of absence.

At the middle school, absences are computed for each class in addition to the daily attendance report. More than three tardies and/or early releases from any class shall be compiled and included in the count for excessive absences.

## **B. Excused Absences**

Personal illness, illness or death in the family, exposure to contagious disease, medical appointments, recognized religious holidays, required court appearances or school sponsored/related activities shall be considered legitimate excuses for a student's absence. The parent or legal guardian shall provide written notice within two days to the school of the reason for the absence or tardiness.

**Excuses must be submitted within two (2) days of an absence.**

**Notes from home must contain the following:**

- student name
- grade
- current date
- parent's signature
- date(s) of absence

## **C. Unexcused Absence**

Absences for reasons other than those listed above.

## **D. Parent/Guardian Notification of Absences**

If the parent/guardian does not acknowledge and assume responsibility for student attendance and all intervention strategies pursued by the school are unsuccessful, the principal may refer the student to the Truancy Officer to consider initial proceedings as specified in the Code of Virginia. Procedures for compliance with this statute are found in Alleghany Highlands School Board Policy JED.

## **E. Excessive Absences**

### **1. Definition**

All excused and unexcused absences will be included in computing excessive absences except as follows:

- School-sponsored/related activities
- Authorized visits of students with school personnel
- Recognized religious holidays

Students who are absent more than 10% of the school days are considered chronically absent.

### **2. Resulting Actions**

A. When a student's absences equal 10% of the number for excessive absences, the school will notify the parent in writing of the number of absences and will be responsible for working with the student and the parent in developing a plan of corrective action as appropriate. Such intervention may include, but is not limited to:

- Parent/guardian conference with school administrator, teacher and/or school counselor;
- Referral of student to school counselor;
- Referral of student to the truancy officer;
- Denial of student privileges, such as participation in extracurricular activities, pending Improvement in student's attendance;
- Referral to the school nurse for possible development of an individualized health plan in Collaboration with the student's physician;
- Referral of student to the school based intervention team
- Referral of student for possible placement in alternative education program.

B. The principal or their designee will advise the parent/guardian of the appropriate following action:

Students having excessive absences will participate in a corrective action plan with strategies to improve attendance. At the end of the year, students who continue to have excessive absences may be considered for grade retention.

C. In high school and middle school courses, students having excessive absences will participate in a corrective action plan with strategies to improve attendance.

### 3. Waiver of Grade Retention

- A parent/guardian may request a waiver of the attendance regulation for extenuating circumstances beyond their control and/or the student's control. Each school shall have the Alleghany Highlands Public Schools' Attendance Waiver Request Form available in the main office and/or guidance office.
- A parent/guardian may submit a waiver request to the principal prior to the close of a semester or school year, but no later than ten (10) calendar days after the close of the semester or school year.
- Teachers or administrators will provide attendance records and documentation of absences to the principal for review in response to a waiver request. A parent/guardian may provide additional documentation in conjunction with the waiver request.
- Each waiver will be considered on an individual basis taking into consideration documentation provided and extenuating circumstances beyond the control of the parent/guardian and/or student. The principal may request additional documentation from a medical professional when absences due to illness are excessive and/or a pattern appears to exist.
- The principal shall act upon a waiver request and the parent/guardian shall be notified of the decision in writing within fifteen (15) business days after it has been received.

### 4. Appeal of Waiver Decision

A parent/guardian may appeal the decision of the principal by submitting a written appeal to the superintendent's designee within five (5) days of receipt of the decision from the principal. The superintendent's designee shall act upon a waiver request and the parent/guardian shall be notified of the decision in writing within fifteen (15) business days after it has been received. The decision of the Superintendent's designee is final.

### G. Suspension

Absence required due to an administrative decision to suspend a student for violation of the Standards of Student Conduct and in accordance with discipline guidelines.

### H. Recordkeeping for Absences

Each principal is responsible for establishing a recordkeeping system for all student absences which complements the school division's system for state reporting purposes.

Excused absences for school sponsored/related activities, authorized visits of students with school-personnel, school-directed out-of-school suspensions and recognized religious holidays should be noted as such.

All absences require written confirmation from the parent/guardian. All absence notes will be preserved until the close of the academic school year. When a signature is in question, the principal will be the judge of its validity.

### I. Make-Up Work

Refer to Alleghany Highlands School Board Policy JGE and Alleghany Highlands School Board Regulation JGE-R.

### CHECKING IN OR OUT

1. All students and visitors who are checking in or out or visiting will report and leave via the entrance door that is located at the front of the school, closest to Curfman Hall (directly across the street from the City of Covington Recycling Center). This entrance and exit door channels visitors toward the main office. All visitors will need to check in and check out through this door during the school day along with showing their driver's license or ID card. Any visitors going beyond the main office will be required to sign in and leave their driver's license or ID card until they return to check out. The parent or guardian's identification will cover minor children. If a visitor does not have a driver's license or ID card, then the visitor must be screened by a member of the CMS Administration and/or the School Resource Officer and accompanied by a staff member to and from their destination.
2. Any student arriving late or leaving early **must have a note** from a parent/guardian. Notes will be classified in accordance with the attendance policy and must include the date and specific reason for leaving. To leave early, a student must present a note to the attendance office prior to 8:25 am. Parents are asked to send notes in the morning for all anticipated early dismissals. Students who check out are required to sign out in the main office and leave school property immediately unless they are waiting for transportation. Students waiting for transportation should wait in the office. Failure to do so will result in disciplinary action. **FOR EMERGENCY SITUATIONS:** Parents/Guardians must speak with a school administrator BEFORE a student will be allowed to leave campus. **Texts and instant messages are not acceptable.** A signed note faxed or sent in the next day the student is in school will also be required.
3. Students checking in late must report to the attendance secretary first before going to class.
4. Students checking out of a class three (3) times will have an absence in that class, regardless of the amount of time spent in class. **Three check outs from a class will count as one (1) absence.**



5. Students must be present at least 60 minutes of each block to be counted present. Those students attending school-sponsored activities will be counted present in each class.
6. Students reporting to school after 8:25 am must check in at the attendance office to be counted present for the remainder of the school day. Students who do not follow proper check-in or check-out procedures will be given an unexcused absence and will be processed for skipping school.
7. Any student wishing to inquire about their attendance record must make an appointment with the attendance office.
8. Students may leave grounds temporarily only when a parent or guardian accompanies them. An administrator will grant exceptions only on an emergency basis.
9. Students that wish to stay after school for an activity must be present for at least two (2) blocks. The absence may only be for a doctor, dentist or professional appointment.
10. Athletes and those involved in other extra-curricular activities cannot check out and check back in and participate in a sporting or extra-curricular event, unless they have a doctor, dentist or professional appointment. Students are expected to return in a reasonable amount of time.
11. Students that check out and want to check back in must have a note from a parent, doctor, dentist or other professional appointment.
12. Regarding phone calls: **In cases of emergency, report to the main office for assistance.**
13. Parents, guardians and approved individuals who check out their student must come into the school and sign them out.
14. **Students are not permitted to leave the school with anyone other than those that are listed on their student information form that is filled out at the beginning of the year.** In the event that something changes during the school year, please notify the school office.
15. Students who check out are expected to leave school grounds immediately unless they are under the supervision of a parent or guardian.
16. The school reserves the right to ask for identification from any person checking out a student.

## PERFECT ATTENDANCE

Students who are on time and present for the entire day each day during the school year will earn perfect attendance honors. Excused absences for professional appointments do not count against students in regards to perfect attendance.

## ATTENDANCE AT AFTER SCHOOL ACTIVITIES

A student must be present at school on the day of an after-school activity (i.e. sporting event) in order to attend the event that evening. The only exception is if the student is absent due to a school related activity or a professional appointment (doctor, dentist, etc. Hair appointments, dress fittings, etc., do not count as professional appointments).

Students who participate in athletics and activities have specific rules for attendance as defined by the VHSL. Please see the Student Athlete/Activities Handbook.

## BUS TRANSPORTATION

- Students loading and unloading from buses must stay in the pedestrian zone. The entire front sidewalk borders this zone. Do not step into the road.
- Students are under the direct authority of the bus driver while on the bus. The driver is to control student conduct and report behavior problems to the principal and/or their designee. The principal and/or their designee shall be responsible for disciplinary action. Failure on the part of any student to follow the rules and regulations dealing with school bus operation may result in termination of the privilege to ride the school bus in addition to other appropriate disciplinary measures.
- In the event of an accident, transportation arrangements of affected students to school or home will be determined by the Director of Maintenance and Transportation and/or their designee. All students to be transported will be done so by an Allegheny Highlands School Board employee with a valid driver's license.

## BUS PASSES

Any student may request to get off a bus at a regular stop. No new stops may be created. All notes for bus passes must be placed in the bus pass box (located on the counter in the main office) **before 10:00 am to be honored**. The passes may be picked up during lunch or during class changes.

Notes for bus passes must indicate:

- |                    |                                      |  |
|--------------------|--------------------------------------|--|
| • Student's name   | • Bus number                         | * Parent/guardian contact information (Phone Number) |
| • Name of bus stop | • Parent/guardian signature and date | • Reason   |

## ARRIVAL AND DISMISSAL FOR CAR RIDERS

Students being dropped off in the morning by parents will use the front entrance at Covington Middle School. Any student not being transported by bus must have a parent note on file in the office stating their mode of transportation. Students are not to leave with anyone that has not been documented in writing by the parent. **Students must not be dropped off in the mornings prior to 7:50 am.**

## CHECK POLICY

Due to the large number of checks that are written to Covington Middle School, an **additional \$35.00 charge** will be assessed for any returned check.

## CHROMEBOOKS

As part of our vision for the future, Allegheny Highlands Public Schools is transitioning to a student centered, technology enriched and project and/or problem based learning environment. The use of technology and technology resources in instruction enhances individual learning, student engagement and results in students developing a personal motivation to learn. As such, Chromebooks are an essential tool for teaching and learning in AHPs. Covington Middle School students will have access to a Chromebook in each of their classrooms.

## CODE OF CONDUCT

Covington Middle School students and faculty together maintain a positive learning environment through mutual respect and courtesy. CMS students are expected to show maturity and pride in themselves by conducting themselves in an acceptable manner.

Each student has the right to expect an educational environment in which they can strive to achieve their intellectual potential. The student is expected to attend school regularly, be diligent in their studies and conduct themselves in such a way that the rights and privileges of others are not violated. The student is expected to accept and demonstrate the obligation of good citizenship to help prevent problems from happening and help solve problems if they occur.

All parents are expected to assume responsibility for the student's behavior and assist the school in enforcing the Standards of Student Conduct. Parents are also expected to maintain regular communication with school authorities, monitor and require daily attendance and bring to the attention of the school authorities any problem that affects the student or other children in the school. It is the parents' responsibility to notify the school of any unusual behavior pattern or medical problem that might lead to serious difficulties. Students are subject to corrective action for any misconduct that occurs:

- in school or on school property;
- on a school vehicle;
- while participating in or attending any school sponsored activity or trip;
- on the way to and from school; and
- off school property, when the acts lead to: (1) notification pursuant to Va. Code § 16.1-305.1 or a conviction for an offense listed in Va. Code § 16.1-260, (2) a charge that would be a felony if committed by an adult or (3) disruption of the learning environment.

A student with behavior problems or with questions concerning general school matters will, in most cases, be referred to an assistant principal.

## DESCRIPTION OF CMS REGULATIONS

In addition to the regulations concerning student conduct set by the Allegheny Highlands School Board, Covington Middle School provides additional guidelines for student management. The behaviors listed below are unacceptable at CMS. Many are against the law; none will be tolerated. Administration may take disciplinary action for other good and just causes.

**Authority**—Each employee at Covington Middle School and the SRO has the obligation to exercise authority over students regarding conduct. This obligation is not limited to particular classrooms, areas or times. Students are expected to respond positively to discipline by any teacher or school employee including giving staff members their name. Continued failure to do so will result in suspension.

**Bullying**—This is any aggressive and unwanted behavior that is intended to harm, intimidate or humiliate the victim; involves a real or perceived power imbalance between the aggressor or aggressors and victim; and is repeated over time or causes severe emotional trauma. Bullying includes cyber bullying. Bullying does not include ordinary teasing, horseplay, argument or peer conflict.

**Cell phones and other electronic devices**—Students in grades 6-12 in Allegheny Highlands Public Schools are allowed to be in possession of a personal cell phone device. However, no student is allowed to use that device within a classroom instructional setting during instructional time. ***The only exception to this is during a deemed emergency situation when the safety of self or others is in danger.***

- **Cell phones in the classroom:**
  - Phones must be putaway (in a backpack, etc.) for the entire instructional period ("bell to bell").
  - Phones must be set to silent mode with vibration off. "Do Not Disturb" mode is best.
  - Phones **cannot be used outside the classroom during the instructional period**, including when going to the restroom, fountain, nurse or any other location outside the classroom.
  - Headphones, earbuds, AirPods, Bluetooth headphones and other accessories connected to cell phones cannot be used by students during the instructional class and/or period. At the teacher's discretion, headphones, earbuds, AirPods, and Bluetooth headphones can be connected to school-issued chromebooks **for instructional purposes only**.

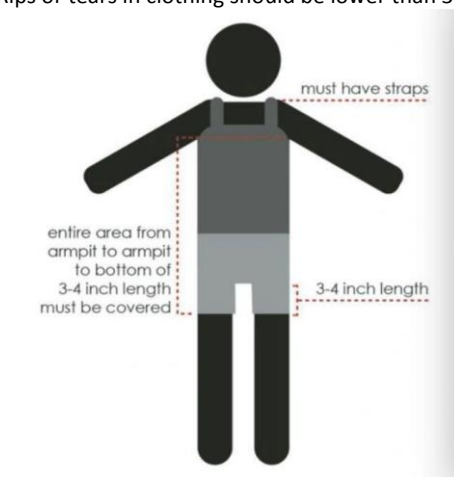
- **Allowed cell phone use:**
  - Phones may be used on the bus, before and after school, between class periods and during lunch.
  - *Note:* Headphones, earbuds, AirPods, Bluetooth headphones should not be used in the hallway, as this presents a safety issue during travel.
- **Restricted Areas:**
  - Cell phones can **never** be used in bathrooms, locker rooms, health clinics, state testing situations, many work-based learning opportunities or other areas and situations where student privacy and/or safety may be violated by the use of a cell phone.
- **Disciplinary Actions:**
  - **First Offense:** Verbal warning by the teacher
  - **Second Offense:** Referral to school administration and assignment of after-school detention. Parents and/or guardians will be notified.
  - **Third Offense (and beyond):** Referral to school administration, confiscation of phone until the end of the day and assignment of Saturday School or two After-School Detention sessions.
  - **Failure to turn over phone to administration upon third offense and beyond:** Discipline administered for Insubordination.

These items will be confiscated if seen at any other locations and times of the school day. It is considered cheating to have a cell phone or other electronic device out on test days. All cell phones and other communication devices will be collected on all testing days and returned at the completion of the test. Confiscated items will be returned to a parent/guardian. Laser pointers are not allowed at school.

**Dishonesty**—No student will lie to any school employee. No student will take, or attempt to take, any property, including money, which does not rightfully belong to them.

**Dress Code**—Covington Middle School recognizes students' rights to express themselves in the way they dress. All students who attend Covington Middle School are also expected to respect the school community by dressing appropriately for a K-12 educational environment. Student attire should facilitate participation in learning as well as the health and safety of students and the adults that supervise them. This policy revision is intended to provide clarity to the previous policy and guidance for students, staff and parents.

1. Clothing must cover areas from one armpit to the other, down to approximately 3 to 4 inches in length on the upper thigh. Tops must have shoulder straps (3 fingers across). Rips or tears in clothing should be lower than 3 to 4 inches in length.



2. Messages on clothing and jewelry and personal belongings that relate to drugs, alcohol, tobacco, vapor products, sex, vulgarity, profanity or that reflect adversely upon persons because of their race, sex, color, creed, national origin or ancestry are not permitted.
3. See through or mesh garments must not be worn without appropriate coverage underneath that meet the minimum requirements of the dress code.
4. For health and safety, appropriate footwear must be worn at all times and should be safe for school. Bedroom shoes or slippers shall not be worn except for dress up days.
5. Due to safety concerns, any hoods cannot be worn inside the building (amended and revised on August 24, 2023).
6. Specialized courses may require specialized attire, such as sports uniforms or safety gear.

**Additional Requirements include:**

7. Clothing may not depict, imply, advertise or advocate illegal, violent or lewd conduct, weapons or the use of alcohol, tobacco, marijuana or other controlled substances.
8. Clothing may not depict or imply pornography, nudity or sexual acts.
9. Clothing may not state, imply or depict hate speech or imagery targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation or any other protected classification.
10. Sunglasses may not be worn in the building.
11. Clothing and accessories that endanger student or staff safety may not be worn
12. Additionally, disciplinary action will be taken against any student taking part in gang-related activities that are disruptive to the school environment, which includes the display of any apparel, jewelry, accessories, tattoos or manner of grooming that, by virtue of its color, arrangement, trademark or any other attribute, denotes membership in a gang that advocates illegal or disruptive behavior.

Parents of students requiring accommodation for religious beliefs, disabilities or other causes should contact the principal.

No rule or regulation can adequately address changes in style or other inappropriate wearing of apparel. The administration will utilize its discretion in dealing with circumstances not specifically addressed by this policy. The dress code is in effect from the time students get on the bus until the time they get off the bus in the afternoon. The dress code is also in effect for students attending any after school activities.

The administration reserves the right to determine what constitutes appropriate dress. Students who do not adhere to these guidelines will not be allowed to attend class. Parents will be called if appropriate clothing is not available or the student refuses dress code appropriate clothing.

**Note:** *The printed dress code in the handbook previously is not in effect and is being replaced by this document. Please know that no students were held to the version printed in the 2023-2024 Covington Middle School handbook.*

**Excessive Display of Affection**—Only handholding is allowed at any time on school grounds.

**Honor Code**—“On my honor I will neither give nor receive any unauthorized help with any assigned school work. I will not lie, cheat or steal nor tolerate those who do.”

**Incorrigible Behavior**—Students shall abide by all School Board Policies and Regulations and school rules while on school property or at school sponsored activities. Continued violations of these rules may result in recommendations of long-term suspensions up to and including expulsion from school. Administrators may consider long-term sanctions in response to any number of accumulated incidents. An accumulation of 10 or more disciplinary referrals shall result in a high likelihood of long-term suspension out of school, subject to the facts associated with each case.

**Out-of-Bounds**—Hall passes are required of all students in the halls or other areas considered out-of-bounds. During lunch periods, only two students are allowed in first floor bathrooms at a time.

**Morning Areas**—For the continued safety of all CMS students, students are required to report to and remain in designated areas in the school from 7:50 to 8:20 am.

The three areas are:

- 1) the cafeteria for those electing to eat breakfast.
- 2) the gymnasium for those that do not want to eat breakfast or after they have finished breakfast.
- 3) various classrooms or counseling office with note from teacher, counselor or administrator and chaperoned while in these added locations by staff member

**Plagiarism/Cheating**—No student will present academic work for credit which is not the original work of the student. Please see the article “What is Plagiarism?” included at the end of this handbook.

**Skippping**—Students who do not properly check in or out of school through the attendance office, those who leave a class without the teacher’s permission and those in the hall without a valid pass will be considered skipping. Those who leave the grounds without proper authorization will also be considered skipping.

**Trespass**—The principal or designee, has complete control over the use of school grounds and property by any persons and is authorized to control conduct of people while on school property. When the presence or conduct of any person is detrimental to the orderly operation of the school, the person in charge is authorized to request such person to leave school property; and if they fail to comply, advise them that they are trespassing. If they fail to leave immediately, a warrant can be obtained for their arrest.

**Twilight Zone—Any student who remains at school past 4:00 pm must be under the direct supervision of their teacher, coach or sponsor until their transportation arrives.** A student waiting for a ride must be seated in the office until that ride arrives. The school will be locked down at 4:30.

**Dismissal Bells**—For the continued safety of all CMS students, there will be two release bells at the end of the day. The first bell, at 3:40 pm, will dismiss students who are car riders, who ride first wave buses or that participate in sports or activities that are practicing/playing/competing on that day. First bell dismissal students **MUST** report directly to the front of the school (car riders on Lexington Avenue); to the locker room, field or classroom; or to their buses (in front of the gym). Students are not allowed to loiter in any area inside or outside the building in between the first release bell or second release bell. Students caught loitering in the hallways between the two release bells will be considered out of bounds and result in a discipline referral for General Misconduct and assignment to after school detention or Saturday school. The second release bell will ring at 3:45 pm for all students riding buses in the second wave, attending tutoring or attending after school detention. Second bell dismissal students should report immediately to the gym and sit in the bleachers to wait on their buses to arrive. They will be chaperoned by school personnel.

Students leaving on the first dismissal bell without cause will receive a discipline referral that may result in an out of school suspension.

**Unexcused Tardies**—All CMS students are required to be inside the classroom when the tardy bell rings. Students are expected to follow each teacher's policy on tardiness once inside the classroom. It is against school regulations for students to loiter in the hall. Students must be on their way to class or in a classroom.

**Vandalism**—No student will maliciously or willfully injure, damage or destroy school property or personal property of others. Each pupil will be asked to reimburse the appropriate party/parties for any breakage or willful destruction of property. **Areas of Covington Middle School may be monitored by surveillance video cameras.**

**Note: Consequences** (for the above offenses) – depending upon the severity of the offense and circumstances involved, the administration will use a continuum of disciplinary reasons ranging from verbal warning through recommendations for long term suspensions up to and including expulsion from school.

## **DEFINITION OF CONSEQUENCES**

**Verbal Warning**—Discussion of inappropriate behavior with indication of future consequences.

**Detention**—This is an assignment to a specific area monitored by a staff member which may occur in the morning, during lunch or after school. After school detention will be on Tuesdays and Thursdays from 4:00—6:00 pm in the CMS Library. Students may ride the activity bus home. If a student's ride has not shown up by 6:10, the student will ride the activity bus home. **Failure to attend will result in one day of OSS which will count toward the attendance policy plus the requirement to make up the missed detention.**

### **In-School Suspension (ISS) Guidelines**

A student may be assigned to In-School Suspension (ISS) by an administrator for behavior which interferes with the education of others, prevents the orderly operation of the school, threatens any individual's physical well-being or violates a school rule. The student is assigned to a specific room monitored by a staff member during the school day. Class work will be assigned and graded. A student having more than one full day may not participate in extracurricular activities until ISS is completed.

1. The minimum ISS assignment will be one block per class. Additional behavioral problems will result in Out-of-School Suspension. Parental notification will be made upon each ISS assignment.
2. The student will be provided with assignments from their classes. The student is responsible for any additional assignments made during the classes missed. Students will receive credit for completed assignments.
3. Failure to adhere to the policies and/or regulations of ISS will result in OSS.
4. If suspended while in ISS, the remaining time will be completed upon the student's return to school.
5. A student who is absent from school while assigned to ISS must complete the ISS assignment when they return to school.

**Out-of-School Suspension (OSS)** – The student is restricted from all AHPS property and all activities until suspension is completed. Students will be required to complete class assignments and turn them in upon return to school. When a student receives OSS, a parental conference with a principal may be required before the student is readmitted. Students returning to school grounds prior to suspension being completed may be charged with trespassing and suspension days extended.

Assignments may be picked up in the office by someone other than the suspended student. Assignments are due the day of a student's return to school. Tests and quizzes missed during the suspension must be taken the day of return unless a student's teacher gives them permission to take them at a later time (no more than five days).

**Saturday School**—This is an alternative assignment that may be assigned as a means of discipline. All Saturday School assignments will start at 8:00 am and end at 12:00 noon (this is subject to change depending on school schedules) at CMS. (Students assigned to Saturday School for Tobacco or Vaping will attend the Allegheny High School session of Saturday School in order to participate in the Community Services Board's Tobacco Prevention session). Students arriving late to Saturday School will not be admitted. Failure to attend Saturday School will

result in one (1) day out of school suspension immediately following the assigned Saturday School. This day will count toward the attendance policy. Students unable to attend Saturday school due to an emergency that developed Friday evening or Saturday morning (i.e. illness) must call 965-1410 prior to 8:30 am the following Monday to speak to an administrator as to why they were unable to attend Saturday School. There will be no Saturday School if there is no school on the Friday immediately before it, however exceptions are sometimes made.

**Restriction from Extra-Curricular Activities**—Students and visitors may be restricted from participating, attending and/or being involved in any way in extra-curricular and school related activities for any suspendable offense that may occur during an extracurricular activity. This may be in addition to school suspension.

**Activity Restriction**—Students owing money (fines, restitution, fees, dues) or having obligations to the school shall be placed on an arrears list. Students on this list will be automatically placed on activity restriction until their obligations have been fulfilled and their name has been removed from the list. Students may not participate in any extra-curricular and school related activities until their name has been removed from the list.

## **DELIVERIES (FLOWERS, BALLOONS, FOOD, ETC.)**

No deliveries, such as flowers, balloons, food, etc., for students will be accepted at the school. No COD deliveries accepted.

## **FAMILY LIFE EDUCATION CURRICULUM**

All printed materials and descriptions of audio-visual materials used in the Family Life Education Curriculum are available for parents' review during school hours. Parents may opt-out their child.

## **FIRE DRILLS/EVACUATION**

### **When alarm sounds**

- Close all doors and windows.
- Proceed without talking. Leave by the exit that is indicated as the primary route (marked in red).
- If the primary route is blocked, follow the secondary route (marked in green).
- All persons in the classroom when the alarm sounded should be accounted for. Please remain quiet.
- Wait quietly until the bell signals return to the building. Please remain quiet through the halls.
- Students in the cafeteria should report to the circle area in front of the building.
- Students should take time to examine the evacuation routes posted in each classroom.

**If an emergency drill occurs when a student is in the hall, they should join the nearest line and exit the building. The student should inform the nearest adult of their name and which class they should be in at that time.**

## **HONOR ROLLS**

The A Honor Roll and B Honor Roll for each nine-week grading period will be sent to local media for publication one week after report cards are issued. A student with an "I" (incomplete) will not be printed on the honor roll. Teachers, students or parents must bring any and all grade changes to the attention of the counseling office within this one-week period. After this time, corrections or additions will only be made in the newspaper due to an error on the part of the counseling office or misprint by the newspaper.

In order to qualify for the A Honor Roll, a student must have all A's. In order to qualify for the B Honor Roll, a student must have A's and B's. However, an A will bump a C to a B. If a student makes a D or F, they cannot make the Honor Roll.

## **INSURANCE**

Students wishing to secure voluntary accident insurance coverage may complete an online application with the division's approved insurance company. Participation is voluntary and the school division assumes no cost or obligation. You can access this information at <http://markel.sevencorners.com>.

## **LAW ENFORCEMENT**

### **SCHOOL RESOURCE OFFICER (SRO)**

Covington Middle School has a School Resource Officer (SRO) who represents the Covington City Police Department. The primary purpose of the SRO is to work with the administration and teachers of CMS to assure that the education of our students is conducted in an orderly and safe manner. Duties that may be performed include the following:

- Monitoring the halls and grounds of CMS
- Presentation of information to classes relative to legal and safety issues
- Timely resolution of conflicts between students
- Surveillance of the parking lot and roadways leading to and from CMS

Illegal acts that are committed by any student during the school day are subject to both disciplinary actions by the administration of CMS and prosecution by the Covington City Police Department.  
Police dog searches may be used to promote safety, order and discipline in the school.

### **INVESTIGATIONS BY LAW ENFORCEMENT OFFICERS AT SCHOOL**

When it becomes necessary for any law enforcement officer to interrogate a student on school premises, the principal shall be contacted immediately. The principal or their designee shall make a reasonable effort to contact the parent or guardian and have the parent or guardian in attendance for the conference. If the parent or guardian cannot be present for the conference, then the principal or their designee shall be present throughout the interrogation. (POLICY-KNAJ)

### **LOCKERS**

All students may request a locker through the office. Lockers are school property and may be searched at any time by any school official when the administration has reasonable suspicion to do so. Combination locks will be given to anyone requesting a locker. It is imperative that combinations are kept confidential.

Students will be responsible for the contents found in lockers assigned to them. Lockers should not be shared or switched without office approval.

If you have a problem with your locker or combination, please do not kick or hit your locker. Try the combination again. If it does not open, contact the office.

### **LOST AND FOUND**

Found items are to be turned into the office. Anyone who has lost something should inquire in the office. Disposal of lost items will be in accordance with School Board Regulation DN-R.

### **MAKE UP WORK**

All students who are absent for any reason, i.e. excused, unexcused or suspension, will be permitted to make up missed assignments and receive credit for graded work in accordance with regulations developed by the division superintendent. The principal will control the implementation of this policy and applicable guidelines in their school. (Policy-JGE)

The following guidelines shall be followed when implementing Policy JGE for make-up work by students with excused absences, unexcused absences and absences due to suspension.

- The student or parent/guardian is responsible for initiating contact with a school official to make up work.
- For students who make up work following an excused absence, full credit will be available to the student upon successful completion of the work. Students will be given a reasonable amount of time to complete make-up work, generally one day for each day of absence.
- For students who make up work due to an unexcused absence or suspension, all work is due upon the student's return to school. Assignments completed after that date may reflect a grade reduction. Alternate assignments will be available for performance-based classes and labs.
- In-school procedures for handling requests for make-up work will be the same/similar as those used for other absences.
- The student's teacher(s) is (are) not obligated to teach or reteach the student material missed during a suspension. (Policy JGE-R). All incompletes must be made up within one week from the end of the nine-weeks or the grade will be an "F" on all incomplete assignments. A student may appeal a failure due to incomplete grades. Students must see their school counselor. Students who do not wish to make up their work due to absences must sign a release stating this. A parent's/guardian's signature must also be obtained.

### **PARKING**

Parking lots at the back of the school (near Wright Way Motors), the front of the school (near Curfman Hall and the gym) and the parking lot across from the Covington Recreation Center are designated for faculty and staff parking during the school day. There are designated visitor parking spots in the front lot nearest the Curfman Hall entrance.

### **POSTING OF SIGNS AND ANNOUNCEMENTS**

The administration and/or team coach, club sponsor/mentor must approve all posters, signs or announcements. Postings must be attached to designated bulletin boards only. All signs must be removed within **24 hours after the completion** of the event. No signs or posters from outside organizations will be permitted without the prior approval of the administration.

***No signage or posters are to be displayed in the main school foyer near Curfman Hall.***

### **POWERSCHOOL PARENT PORTAL**

Parents may access student grades and attendance information on the internet at <https://ahps.powerschool.com/>. A username and password are required. (See a counselor for assistance).

## RELEASE OF INFORMATION

It is the Policy of Covington Middle School to release, from time to time, directory information to organizations or businesses that have a legitimate educational need for this information. Directory information includes a student's name and address. For students participating in athletics; name, height, weight, grade level and jersey number are also included. Parents may request in writing to have a student excluded from this list. These requests should be directed to the guidance office and must be received within thirty (30) days of the opening of school. For more detailed information concerning disclosure of educational records and related information, please consult Policy-JO.

## SCHOOL COUNSELOR INFORMATION

The Covington Middle School Counseling Department is located on the first floor, next to the main office.

Students with last names A-M

Evelyn Steege

Students with last names N-Z

Catherine Williams

During the course of the year, each counselor will do their best to help students with any problem that they may encounter.

If you have a concern with a schedule, school, class or a personal issue that you would like to discuss, please make an appointment to see your school counselor.

## SICK STUDENTS/MEDICATIONS

The school clinic, staffed by our school nurse, will be open each day from 9:00 am to 3:00 pm, unless there is an emergency.

All medicines, whether prescribed or over the counter, **must** be delivered to the school nurse or guidance office by a parent or guardian prior to school. These medications should be in the original bottle and labeled with the student's name.

## STANDARDIZED TESTING

The Virginia General Assembly through the Standards of Quality for Public Schools in Virginia requires each local school board to assess the educational progress of students as individuals and as groups. Students, therefore, take a variety of standardized tests that are required by either the Virginia Department of Education or the local school division. Additionally, these tests are used to help provide each student with a course of study that best meets their interests, needs and abilities.

## TELEPHONE

Office phones are for official school business and emergency use only. Students must use the telephones in the office or clinic to call home due to illness. Parents or guardians should call the school to get messages to students or staff.

Students will not be permitted to call home to seek permission to stay after school. Notes should be sent to school with the student giving permission to stay. The note should designate which activity in which the student plans to participate.

## VISITORS

In keeping with Covington Middle School's policy to provide maximum assurance for the health and safety of our students, no one will be allowed to visit with students at CMS unless on official business. All students and visitors who are checking in or out or visiting will report and leave via the entrance door near Curfman Hall (across from the Covington Recycling Center). This entrance and exit door channels visitors toward the main office. All visitors will need to check in and check out through this door during the school day along with leaving their driver's license or ID card in the Main Office. If a visitor does not have a driver's license or ID card, then the visitor must be screened by a member of the CS Administration and/or the School Resource Officer.

## WEBSITE INFORMATION

PowerSchool Student/Parent Portal: <https://ahps.powerschool.com/>

Alleghany Highlands Public Schools: <http://www.ahps.k12.va.us/>

Covington Middle School: <https://cms.ahps.k12.va.us/>

Three Rivers District Schools' Sports Information: <http://www.threeriversdistrictva.org>

Virginia Department of Education: <https://www.doe.virginia.gov/>

Virginia Department of Education School Quality Profile: <http://schoolquality.virginia.gov/>

Everyone is reminded to visit the Alleghany Highlands Public Schools website often for the most up-to-date information and forms related to the ever-changing policies, practices and procedures to navigate continuously changing world events.



Regular Bell Schedule 2023—2024			
Block	Start Time	End Time	
Report to cafeteria, gym or a classroom with note	7:50 am	8:20 am Report to class	
1	8:25 am	10:00 am	
2	10:05 am	11:40 am	
3A Lunch	11:40 am	12:10 pm	Students with A Lunch will go directly to the cafeteria from their second block class.
3A Class	12:15 pm	2:00 pm	
3B Class	11:45 am	12:15 pm	
3B Lunch	12:15 pm	12:45 pm	
3B Class	12:50 pm	2:00 pm	
3C Class	11:45 am	12:50 pm	
3C Lunch	12:50 pm	1:20 pm	
Remainder of Third Block	1:25 pm	2:00 pm	
4	2:05 pm	3:40 pm	
First wave buses, car riders, in-season athletes and activities only	3:40 pm loading begins	3:45 pm buses depart	First wave buses depart CMS at approximately 3:45 pm
Second wave buses, ASD and tutoring	3:45 pm second wave students released to the gym or ASD (library)	3:55 pm buses are loaded and depart as soon as possible	Second wave buses depart CMS at approximately 4:00 pm

Activity Bus Leave time 6:30

Club Bell Schedule 2023—2024					
Block	Start Time	End Time		Start Time	End Time
Report to cafeteria, gym or a classroom with note	7:50 am	8:20 am Report to class			
1	8:25 am	10:00 am	CLUB 1	9:30 am	10:00 am
2	10:05 am	11:40 am	CLUB 2	11:10 am	11:40 am
3A Lunch	11:40 am	12:10 pm (30)	Students with A Lunch will go directly to the cafeteria from their second block class.		
3A Class	12:15 pm	1:55 pm			
3B Class	11:45 am	12:15 pm			
3B Lunch	12:15 pm	12:45 pm (30)			
3B Class	12:50 pm	1:55 pm			
3C Class	11:45 am	12:50 pm			
3C Lunch	12:50 pm	1:20 pm (30)			
Remainder of Third Block	1:25 pm	2:00 pm	CLUB 3	1:30 pm	1:50 pm
4	2:05 pm	3:40 pm	CLUB 4	3:10 pm	3:40 pm
First wave buses, car riders, in-season athletes and activities only	3:40 pm loading begins	3:45 pm buses depart	First wave buses depart CMS at approximately 3:45 pm		
Second wave buses, ASD and tutoring	3:45 pm second wave students released to the gym or ASD (library)	3:55 pm buses are loaded and depart as soon as possible	Second wave buses depart CMS at approximately 4:00 pm		

Activity Bus Leave time 6:30

## Two-Hour Delay Bell Schedule 2023—2024

*Note: Lunch is based on second block classes on this schedule.*

Block	Start Time	End Time	
Report to cafeteria, gym or a classroom with note	9:50 am		
1	10:25 am	11:32 am	
2A Lunch	11:37 am	12:06 pm	Students with A Lunch will go directly to the cafeteria from their first block class.
2A Class	12:11 pm	1:14 pm	
2B Class	11:37 am	12:11 pm	
2B Lunch	12:11 om	12:40 pm	
2B Class	12:45 pm	1:14 pm	
2C Class	11:37 am	12:45 pm	Students with C lunch need to take bookbags, etc., with them to lunch. They will report to third block after lunch.
2C Lunch	12:45 pm	1:14 pm	
3	1:19 pm	2:26 pm	
4	2:31 pm	3:40 pm	
First wave buses, car riders, in-season athletes and activities only	3:40 pm loading begins	3:45 pm buses depart	First wave buses depart CMS at approximately 3:45 pm
Second wave buses, ASD and tutoring	3:45 pm second wave students released to the gym or ASD (library)	3:55 pm buses are loaded and depart as soon as possible	Second wave buses depart CMS at approximately 4:00 pm

Activity Bus Leave time 6:30

## Two-Hour Early Release Bell Schedule 2023—2024

Block	Start Time	End Time	
Report to cafeteria, gym or a classroom with note	7:50 am	8:20 am Report to class	
1	8:25 am	9:33 am	
2	9:38 am	10:46 am	
3A Class	10:51 am	11:03 am	
3A Lunch	11:03 am	11:28 am	
3A Class	11:33 am	12:28 pm	
3B Class	10:48 am	11:33 am	
3B Lunch	11:33 am	11:58 am	
3B Class	12:03 pm	12:28 pm	
3C Class	10:48 am	12:03 pm	
3C Lunch	12:03 pm	12:28 pm	<i>Students with C lunch need to take bookbags, etc., with them to lunch. They will report to fourth block after lunch.</i>
4	12:33 pm	1:40 pm	
First wave buses, car riders, in-season athletes and activities only	3:40 pm loading begins	3:45 pm buses depart	First wave buses depart CMS at approximately 3:45 pm
Second wave buses, ASD and tutoring	3:45 pm second wave students released to the gym or ASD (library)	3:55 pm buses are loaded and depart as soon as possible	Second wave buses depart CMS at approximately 4:00 pm

Activity Bus Leave time 6:30

**Covington Middle School**  
**2023-2024**  
**Discipline Chart**

<u><b>Infraction</b></u>	<u><b>Definition</b></u>	<u><b>First Offense</b></u>	<u><b>Second Offense</b></u>	<u><b>Third Offense</b></u>
<b>Bus Misconduct</b>	Violation of AHPS Bus Rules.	1 day ASD and/or 1-10 days bus suspension. May result in loss of privilege to ride bus.	2 days ASD and/or 1-10 days bus suspension. May result in loss of privilege to ride bus.	1-10 days bus suspension. May result in loss of privilege to ride bus.
<b>Bomb Threats or Bomb Facsimile, Possession, False Fire Alarm</b>	Bomb threats or false information concerning the placement of explosives or destructive substances.	10 days OSS. Recommendation of expulsion.	10 days OSS. Recommendation of expulsion.	10 days OSS. Recommendation of expulsion.
<b>Cell Phones, Other Electronic Devices such as MP3 players, handheld game consoles, laser pointers, etc.</b>	Unauthorized display and/or use on school property. Personal electronic devices can be used before school, during the student's lunch period in the cafeteria or picnic area only, after school and at teacher discretion.	Verbal warning by the teacher.	Referral to school administration and assignment of after school detention. Parent/Guardian notification.	Referral to school administration, confiscation of phone until the end of the day and assignment of Saturday School or two after school detention sessions.  <b>Failure to turn over phone to administration upon third offense and beyond will result in discipline administered for insubordination.</b>
<b>Cheating on homework, assignment or classwork including quizzes</b>	Copying another's work or answers, giving or receiving unauthorized information, plagiarism, copyright violation.	1 day ISS. "0" on assignment. Parent/Guardian notification.	1 day Saturday School. "0" on assignment. Parent/Guardian notification.	1 day OSS. "0" on assignment. Parent/Guardian notification.
<b>Cheating on test, paper or project</b>	Copying another's work or test answers, cheat sheets, giving or receiving information during a test, plagiarism, copyright violation.	3 days OSS. Parent/Guardian notification. "0" on assignment.	4 days OSS. Parent/Guardian notification. "0" on assignment.	5 days OSS. Parent/Guardian notification. "0" on assignment.
<b>Disrespect/Insubordination/Defiance to teacher, administrator or other school employee</b>	Refusal to carry out a request by any staff member. Failure to report to administrator upon referral from teacher, lying to teacher or administrator.	1 days OSS. Parent/Guardian notification.	3 days OSS. Parent/Guardian notification.	5-10 days OSS. Parent/Guardian notification.
<b>Disruptive Behavior and Minor Misconduct</b>	Running, shouting, other minor misconduct.	1 Block ISS. Parent/Guardian notification.	1 day ISS. Parent/Guardian notification.	1 day Saturday School. Parent/Guardian notification.
<b>Dress Code Violation</b>	Failure to adhere to Dress Code Policy.	Request change of clothing. Parent/Guardian notification and/or 1 day ISS.	Request change of clothing. 1 day ASD. Parent/Guardian notification.	Request change of clothing. 2 days ASD or 1 Saturday School Parent/Guardian notification.

**Covington Middle School**  
**2023-2024**  
**Discipline Chart**

<u><b>Infraction</b></u>	<u><b>Definition</b></u>	<u><b>First Offense</b></u>	<u><b>Second Offense</b></u>	<u><b>Third Offense</b></u>
<b>Drugs in School: alcohol, controlled substance, imitation controlled substance or marijuana/THC or drug paraphernalia</b>	Violation of AHPS Policy JFCF	10 days OSS. Recommendation of expulsion.	10 days OSS. Recommendation of expulsion.	10 days OSS. Recommendation of expulsion.
<b>Failure to attend an assigned ASD or Saturday School</b>	Not reporting to an assigned ASD or Saturday School.	1 day ISS and reassignment of ASD or Saturday School.	2 days ISS which will count toward student's attendance and reassignment of ASD or Saturday School.	1 day OSS which will count toward student's attendance and reassignment of ASD or Saturday School.
<b>Fireworks, stink bombs, etc.</b>	Possession or use of fireworks, facsimiles, etc.	3 days OSS. Parent/Guardian notification.	5 days OSS. Parent/Guardian notification.	10 days OSS. Parent/Guardian notification.
<b>Forgery</b>	Signing notes or use of forged or altered documents.	1 day OSS. Parent/Guardian notification. 10 days OSS if injury occurs as a result (and may recommend expulsion).	3 days OSS. Parent/Guardian notification. 10 days OSS if injury occurs as a result (and may recommend expulsion).	5-10 days OSS. Parent/Guardian notification. 10 days OSS if injury occurs as a result (and may recommend expulsion).
<b>General Misconduct</b>	Examples include but are not limited to: failure to work in class, sleeping in class, gambling, spreading rumors, horseplay, minor insubordination, throwing items, use of zip ties, possession of lighter or other non-school items, In undesignated areas inside the building before school and between dismissal bells.	1 day ASD. Parent/Guardian notification.	2 days ASD. Parent/Guardian notification.	1 day Saturday School. Parent/Guardian notification.
<b>Hitting someone with an object such as snowball, water balloon, rocks, food, etc.</b>	Striking another person, intentionally or unintentionally with an object.	1 day OSS. Parent/Guardian notification. 10 days OSS if injury occurs as a result.	3 days OSS. Parent/Guardian notification. 10 days OSS if injury occurs as a result.	5-10 days OSS. Parent/Guardian notification.
<b>Incorrigible Behavior</b>	Continued violation of the AHPS Student Code of Conduct.	Refer to Division Discipline Hearing Officer. Parent/Guardian notification.	Refer to Division Discipline Hearing Officer. Parent/Guardian notification.	Refer to Division Discipline Hearing Officer. Parent/Guardian notification.
<b>Lewd Behavior</b>	Any behavior deemed to be inappropriate or offensive.	3 days OSS. Parent/Guardian notification.	5 days OSS. Parent/Guardian notification.	10 days OSS. Parent/Guardian notification.
<b>Medication Policy Violation</b>	Carrying in one's possession non-prescription medication, prescription medication for self.	1 day ASD. Parent/Guardian notification.	1 day Saturday School. Parent/Guardian notification.	3-5 days OSS. Parent/Guardian notification.

**Covington Middle School**  
**2023-2024**  
**Discipline Chart**

<u><b>Infraction</b></u>	<u><b>Definition</b></u>	<u><b>First Offense</b></u>	<u><b>Second Offense</b></u>	<u><b>Third Offense</b></u>
<b>Out of Bounds</b>	Being in an area without permission or an area that is off-limits.	1 day ASD. Parent/Guardian notification.	2 days ASD or 1 day Saturday School. Parent/Guardian notification.	1-5 days OSS. Parent/Guardian notification.
<b>Public Displays of Affection</b>	Any display of affection other than hand-holding.	Warning. Parent/Guardian notification.	1 day ASD. Parent/Guardian notification.	1 day Saturday School. Parent/Guardian notification.
<b>Profanity and/or obscenity (Indirect use)</b>	Use of inappropriate language and/or material.	1 day ISS. Parent/Guardian notification.	2 days ASD or 1 day Saturday School. Parent/Guardian notification.	1-5 days OSS. Parent/Guardian notification.
<b>Profanity and/or obscenity (directed use)</b>	Use of inappropriate language, obscene gestures and/or material directed toward another person.	1-3 days OSS. Parent/Guardian notification.	3-5 days OSS. Parent/Guardian notification.	5-10 days OSS. Parent/Guardian notification.
<b>Sexual/Racial Harassment</b>	Unwanted and/or unwelcome behavior as defined by AHPS Policy JFHA	Responses may range from mediation and/or counseling to recommendation of expulsion.	Responses may range from mediation and/or counseling to recommendation of expulsion.	Responses may range from mediation and/or counseling to recommendation of expulsion.
<b>Skipping Class</b>	Not reporting to class, leaving class without permission, not returning to class from lunch, clubs, etc.	1 day ASD. Parent/Guardian notification.	2 days ASD or 1 day Saturday School. Parent/Guardian notification.	4 days ASD or 2 days Saturday School. Parent/Guardian notification.
<b>Skipping School</b>	Failure to report to school, failure to immediately leave school grounds upon checking out or leaving school property without permission.	2 days ASD or 1 day Saturday School. Parent/Guardian notification.	4 days ASD or 2 days Saturday School. Parent/Guardian notification.	1-3 days OSS. Parent/ Guardian notification.
<b>Tardies</b>	Student is not in the classroom when the bell rings.	1 day ASD for the 3rd and 4th tardy per nine week grading period. Parent/Guardian notification.	2 days ASD for the 5th and 6th tardy per nine week grading period. Parent/Guardian notification.	2 days ASD or 1 day Saturday School for the 7th tardy and 4 days ASD or 2 days Saturday School for the 8th tardy per nine week grading period. Parent/Guardian notification.
<b>Technology Violation</b>	Inappropriate conduct and misuse of computer technology as described in AHPS Policy IIBEA and Regulation IIBEA-R.	1 day ISS. Parent/Guardian notification. Temporary loss of privileges.	1 day OSS. Parent/Guardian notification. Extended loss of privileges.	1-3 days OSS. Parent/Guardian notification. Extended loss of privileges.

**Covington Middle School**  
**2023-2024**  
**Discipline Chart**

<u><b>Infraction</b></u>	<u><b>Definition</b></u>	<u><b>First Offense</b></u>	<u><b>Second Offense</b></u>	<u><b>Third Offense</b></u>
<b>Theft</b>	Stealing property belonging to another person or school.	3 days OSS. Parent/Guardian notification.	5 days OSS. Parent/Guardian notification.	10 days OSS. Parent/Guardian notification.
<b>Tobacco/Vaping</b>	The use and/or possession of tobacco or vapor products in and on school property is prohibited as described by AHPS Policy JFCH.	1 day ISS and 1 day Saturday School with Alleghany Highlands CSB Prevention Services. Saturday School for tobacco education will be served from 8:00 am to 12:00 noon at Alleghany High School. Failure to attend will result in the student being referred for further disciplinary action by administration and/or being placed on activity restriction.	2 days ISS and 1 day Saturday School with Alleghany Highlands CSB Prevention Services and/or activity restriction. Saturday School for tobacco education will be served from 8:00 am to 12:00 noon at Alleghany High School. Failure to attend will result in the student being referred for further disciplinary action by administration and/or being placed on activity restriction..	5 days OSS at CLASS (Clifton Academy) and/or activity restriction. Failure to attend could result in the student being referred to a case manager provided through CSB and further disciplinary action by administration.
<b>Vandalism</b>	The willful destruction or defacement of school property.	1-3 days OSS. Parent/Guardian notification. Restitution as necessary. Possible referral for criminal charges.	3-5 days OSS. Parent/Guardian notification. Restitution as necessary. Possible referral for criminal charges.	5-10 days OSS. Parent/Guardian notification. Restitution as necessary. Possible referral for criminal charges.
<b>Verbal Confrontation</b>	Verbal confrontation without the use of profanity.	1 day ASD. Parent/Guardian notification.	1 day ISS. Parent/Guardian notification.	1-3 days OSS. Parent/Guardian notification.
<b>Violence: Fighting, Stalking</b>	Participating in, instigating or aiding in a fight.	3 days OSS. Parent/Guardian notification.	5 days OSS. Parent/Guardian notification.	10 days OSS. Parent/Guardian notification. May recommend expulsion.
<b>Violence: Fighting, Failure to cease upon employee direction and/or injury to an employee.</b>	Participating in, instigating or aiding in a fight. Failure to cease upon employee direction and/or injury to an employee.	10 days OSS. Parent/Guardian notification. May recommend expulsion.	10 days OSS. Parent/Guardian notification. May recommend expulsion.	10 days OSS. Parent/Guardian notification. May recommend expulsion.
<b>Violence: Physical Abuse or Attack</b>	Physically assaulting or abusing any person on school grounds or in conjunction with a school activity.	10 days OSS. Parent/Guardian notification.	10 days OSS. Parent/Guardian notification. May recommend expulsion.	10 days OSS. Parent/Guardian notification. May recommend expulsion.
<b>Violence: Verbal/Electronic Abuse and/or Threat, Bullying, Hazing, Cyberbullying, etc.</b>	Threatening, insulting or in any other manner verbally abusing another person	3-5 days OSS. Parent/Guardian notification.	5-10 days OSS. Parent/Guardian notification.	10 days OSS. Parent/Guardian notification. May recommend expulsion.



**Covington Middle School**  
**2023-2024**  
**Discipline Chart**

<u><b>Infraction</b></u>	<u><b>Definition</b></u>	<u><b>First Offense</b></u>	<u><b>Second Offense</b></u>	<u><b>Third Offense</b></u>
<b>Violence: Premeditated Violent Physical Attack; Threatening a school employee</b>	Premeditated violently attacking any student or staff member in a violent manner.	10 days OSS. May recommend expulsion.	10 days OSS. May recommend expulsion.	10 days OSS. May recommend expulsion.
<b>Weapons in School</b>	Violation of AHPS Policy JFCD	Category A: 10 days OSS. Recommendation of expulsion. Refer for criminal charges.  Category B: Disciplinary action up to and including a recommendation for expulsion and refer for criminal charges.	Category A: 10 days OSS. Recommendation of expulsion. Refer for criminal charges.  Category B: Disciplinary action up to and including a recommendation for expulsion and refer for criminal charges.	Category A: 10 days OSS. Recommendation of expulsion. Refer for criminal charges.  Category B: Disciplinary action up to and including a recommendation for expulsion and refer for criminal charges.

***Administration may take disciplinary action for other good and just cause to preserve academic integrity and school safety.  
School Administration will refer any cases to law enforcement as required by the Code of Virginia.***

# What is Plagiarism?

*Published May 18, 2017*

Many people think of plagiarism as copying another's work or borrowing someone else's original ideas. But terms like "copying" and "borrowing" can disguise the seriousness of the offense:

## According to the Merriam-Webster online dictionary, to "plagiarize" means:

- to steal and pass off (the ideas or words of another) as one's own
- to use (another's production) without crediting the source
- to commit literary theft
- to present as new and original an idea or product derived from an existing source

In other words, plagiarism is an act of fraud. It involves both stealing someone else's work and lying about it afterward.

## But can words and ideas really be stolen?

According to U.S. law, the answer is yes. The expression of original ideas is considered intellectual property and is protected by copyright laws, just like original inventions. Almost all forms of expression fall under copyright protection as long as they are recorded in some way (such as a book or a computer file).

## All of the following are considered plagiarism:

- turning in someone else's work as your own
- copying words or ideas from someone else without giving credit
- failing to put a quotation in quotation marks
- giving incorrect information about the source of a quotation
- changing words but copying the sentence structure of a source without giving credit
- copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not (see our section on "fair use" rules)

Most cases of plagiarism can be avoided, however, by citing sources. Simply acknowledging that certain material has been borrowed and providing your audience with the information necessary to find that source is usually enough to prevent plagiarism.

## What about images, videos and music?

Using an image, video or piece of music in a work you have produced without receiving proper permission or providing appropriate citation is plagiarism. The following activities are very common in today's society. Despite their popularity, they still count as plagiarism.

- Copying media (especially images) from other websites to paste them into your own papers or websites.
- Making a video using footage from others' videos or using copyrighted music as part of the soundtrack.
- Performing another person's copyrighted music (i.e., playing a cover).
- Composing a piece of music that borrows heavily from another composition.

Certainly, these media pose situations in which it can be challenging to determine whether or not the copyrights of a work are being violated. For example:

A photograph or scan of a copyrighted image (for example: using a photograph of a book cover to represent that book on one's website)

- Recording audio or video in which copyrighted music or video is playing in the background.
- Re-creating a visual work in the same medium. (for example: shooting a photograph that uses the same composition and subject matter as someone else's photograph)
- Re-creating a visual work in a different medium (for example: making a painting that closely resembles another person's photograph).
- Re-mixing or altering copyrighted images, video or audio, even if done so in an original way.

The legality of these situations and others, would be dependent upon the intent and context within which they are produced. The two safest approaches to take in regards to these situations is: 1) Avoid them altogether or 2) Confirm the works' usage permissions and cite them properly.

***The above is from Plagiarism.org and is cited below:***

What is Plagiarism? (2017, May 18). Retrieved July 14, 2020, from <https://www.plagiarism.org/article/what-is-plagiarism>

## Allegheny Highlands Public Schools

### 2023-2024 Calendar

July	4	Tues	Holiday (All Schools and Administrative Offices Closed)
August	15	Tues	New Employees Report (Professional Development)
August	16	Wed	All Teachers Report (Home School)
August	17	Thurs	All Teachers Report (Convocation)
August	18	Fri	All Teachers Report (Home School)
August	21	Mon	All Teachers Report (Open House 11am-6pm)
August	22	Tues	All Teachers Report (Home School)
August	23	Wed	School Opens (Begin First Nine Weeks)
September	4	Mon	Holiday (All Schools and Administrative Offices Closed)
September	25	Mon	Interim Reports Issued
October	2	Mon	Parent/Teacher Conferences 11:00 am-- 6:00 pm/No School for Students
October	9	Mon	Holiday (All Schools and Administrative Offices Closed)
October	27	Mon	Early Release PD, End 1 <sup>st</sup> Nine Weeks (45 days)
November	3	Fri	Report Cards Issued
November	10	Fri	Holiday (All Schools and Administrative Offices Closed)
November	22	Wed	Holiday (All Schools and Administrative Offices Closed)
November	23	Thurs	Holiday (All Schools and Administrative Offices Closed)
November	24	Fri	Holiday (All Schools and Administrative Offices Closed)
December	5	Fri	Interim Reports Issued
December	21	Thurs	Holiday (No School for Students/ 12 Month Employees Report*)
December	22	Fri	Holiday (No School for Students/ 12 Month Employees Report*)
December	25	Mon	Holiday (All Schools and Administrative Offices Closed)
December	26	Tues	Holiday (All Schools and Administrative Offices Closed)
December	27	Wed	Holiday (All Schools and Administrative Offices Closed)
December	28	Thurs	Holiday (No School for Students/ 12 Month Employees Report*)
December	29	Fri	Holiday (No School for Students/ 12 Month Employees Report*)
January	1	Mon	Holiday (All Schools and Administrative Offices Closed)
January	2	Tues	Holiday (All Schools and Administrative Offices Closed)
January	3	Wed	School Reopens
January	15	Mon	Holiday (All Schools and Administrative Offices Closed )
January	18	Thurs	End of 1 <sup>st</sup> Semester (90 days)
January	19	Fri	Teacher Workday
January	22	Mon	Professional Development Day-Elementary, Workday for Middle and High School (no school for students)
January	26	Fri	Report Cards Issued
February	22	Thurs	Interim Reports Issued
February	26	Mon	Parent/Teacher Conferences 11:00 am—6:00 pm/No School for Students K-5; Prof Development Day for Middle and High School
March	7	Thurs	#Spring Break/12 month Employees Report*
March	8	Fri	#Spring Break/12 month Employees Report*
March	28	Thurs	Early Release PD, End 3 <sup>rd</sup> Nine Weeks (45 days)
March	29	Fri	Holiday (All Schools and Administrative Offices Closed)
April	1	Mon	Holiday (All Schools and Administrative Offices Closed)
April	2	Tues	Holiday (All Schools and Administrative Offices Closed)
April	8	Mon	Report Cards Issued
May	3	Fri	Interim Reports Issued
May	27	Mon	Holiday (All Schools and Administrative Offices Closed)
June	1	Sat	Allegheny High School Graduation 10:00 am
June	5	Wed	**Anticipated End of Fourth Nine Weeks (45 Days) / Second Semester (90 Days) / School Year (180 Days)/Early Release
June	6	Thurs	Workday
June	19	Wed	Holiday (All Schools and Administrative Offices Closed)

\*\* The last day of the first semester and the last day of school are subject to change in order to maintain 90 days in each semester in order to meet state mandates for instructional time.

A certain amount of bank time will be available each semester to account for school closures due to weather or other emergencies. Other assignments of bank days not utilized will be left to the discretion of the board.

\*12 month employee report work days may be adjusted throughout the year

# These holidays may become regular school days. Please refrain from making plans that cannot be changed.