

Clifton Middle School

1000 Riverview Farm Road

Covington, VA 24426

Telephone (540) 863-1726

Guidance (540) 863-1727

Cafeteria (540) 863-1729

Nurse (540) 863-1734

Fax (540) 863-1730

www.alleghany.k12.va.us

Principal: Marty Wood

Assistant Principal: Cindy Fox

Athletic Director: Charity Hale

School Resource Officer: Sgt. Chris Fisher

2021-2022

Student/Parent Handbook & Code of Conduct Guide

ALL EXPECTATIONS, REGULATIONS OR OTHER STIPULATIONS WITHIN THIS HANDBOOK ARE SUBJECT TO REVISION BASED UPON CHANGES IN STATE OR FEDERAL LAW OR CHANGES AND/OR ADDITIONS TO SCHOOL BOARD POLICY.

Non-Discrimination Statement

The Alleghany County School Board and Alleghany County 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 contact regarding compliance issues associated with this non-discrimination policy and compliance with Title IX: Fred C. Vaughan, Director of Human Resources and Pupil Personnel. For questions and compliance with Section 504 and ADA, contact Jason B. Conaway, Director of Special Education. Alleghany County School Board Office, 100 Central Circle/P.O. Drawer 140, Low Moor, Virginia 24457. 540-863-1800. The Alleghany County Public Schools Title IX Coordinator is Fred C. Vaughan, Director of Human Resources and Pupil Personnel, 540-863-1814 or fvaughan@alleghany.k12.va.us. The Title IX Coordinator's office is located at 100 Central Circle, Low Moor, Virginia 24457.

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2021 – 2022 ACADEMIC CALENDAR

July	5	Mon	Holiday (All Schools and Administrative Offices Closed)
August	16	Mon	New Employees Report (Professional Development)
August	17	Tues	All Teachers Report (Home School)
August	18	Wed	All Teachers Report (Convocation)
August	19	Thurs	All Teachers Report (Home School)
August	20	Fri	All Teachers Report (Home School)
August	23	Mon	All Teachers Report (Open House 11am-6pm)
August	24	Tues	All Teachers Report (Home School)
August	25	Wed	School Opens (Begin First Nine Weeks)
September	6	Mon	Labor Day (All Schools and Administrative Offices Closed)
September	24	Fri	Interim Reports Issued
September	27	Mon	Parent/Teacher Conferences 11:00 a.m. – 6:00 p.m./No School for Students
October	11	Mon	Fall Break (All Schools and Administrative Offices Closed)
October	12	Tues	Fall Break (No School for Students/12 Month Employees Report)
November	1	Mon	End of 1 st Nine Weeks (45 days)
November	2	Mon	Begin 2 nd Nine Weeks
November	5	Fri	Report Cards Issued
November	24	Wed	Holiday (No School for Students/12 Month Employees Report)
November	25	Thurs	Holiday (All Schools and Administrative Offices Closed)
November	26	Fri	Holiday (All Schools and Administrative Offices Closed)
December	6	Mon	Interim Reports Issued
December	20	Mon	Holiday (No School for Students/12 Month Employees Report)
December	21	Tues	Holiday (No School for Students/12 Month Employees Report)
December	22	Wed	Holiday (No School for Students/12 Month Employees Report)
December	23	Thurs	Holiday (All Schools and Administrative Offices Closed)
December	24	Fri	Holiday (All Schools and Administrative Offices Closed)
December	27	Mon	Holiday (No School for Students/ 12 Month Employees Report)
December	28	Tues	Holiday (No School for Students/ 12 Month Employees Report)
December	29	Wed	Holiday (No School for Students/ 12 Month Employees Report)
December	30	Thurs	Holiday (All Schools and Administrative Offices Closed)
December	31	Fri	Holiday (All Schools and Administrative Offices Closed)
January	3	Mon	Schools Reopen after Winter Break
January	17	Mon	Holiday (All Schools and Administrative Offices Closed)
January	21	Fri	End of 2 nd Nine Weeks (90 days, End of 1 st semester)
January	24	Mon	Teacher Workday (no school for students)
January	25	Tues	Professional Development Day- Elem and Middle, Workday AHS (no school for students)
January	26	Wed	Begin 3 rd Nine Weeks
January	27	Thurs	Report Cards Issued
February	3	Thurs	Parent/Teacher Conferences 11:00 a.m. – 6:00 p.m./No School for Students
February	25	Fri	Interim Reports Issued
March	3	Thurs	####Spring Break/12 month Employees Report (Make Up 1)
March	4	Fri	####Spring Break/12 month Employees Report (Make Up 2)
April	1	Fri	End 3 rd Nine Weeks (45 days)
April	2	Mon	Begin 4 th Six Weeks
April	7	Thurs	Report Cards Issued
April	14	Thurs	Early Release
April	15	Fri	Holiday (All Schools and Administrative Offices Closed)
April	18	Mon	Holiday (All Schools and Administrative Offices Closed)
April	19	Tues	#####Holiday (No School for Students/12 Month Employees Report) (Make Up 3)
May	6	Fri	Interim Reports Issued
May	9	Mon	Spring SOL assessments begin
May	30	Mon	Holiday (All Schools and Offices Closed)
June	4	Sat	Graduation
June	9	Thurs	****Anticipated End of Fourth Nine Weeks (45 Days) / Second Semester (90 Days) / School Year (180 Days)/Early Release
June	10	Mon	Workday
**** 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. Seven bank days will be available the first semester and seven bank days will be available second semester. There will be one teacher workday following the last day of school.			
##### These holidays may become regular school days. Please refrain from making plans that cannot be changed.			

Dates are subject to change due to inclement weather and SOL testing.

CMS 2021-2022 DAILY SCHEDULE

REGULAR SCHEDULE					
6th grade		7th grade		8th grade	
Begin Bell	8:15	Begin Bell	8:15	Begin Bell	8:15
Homeroom	8:25-8:45	Homeroom	8:25-8:45	Homeroom	8:25-8:45
Period 1	8:49-9:49	Period 1	8:49-9:49	Period 1	8:49-9:49
Period 2	9:53-10:53	Period 2	9:53-10:53	Period 2	9:53-10:53
Period 3	10:57-11:57	Lunch #1	10:57-11:22	Period 3A	10:57-11:22
Lunch #3	12:01-12:26	Period 3	11:26-12:26	Lunch #2	11:26-11:51
Period 4	12:30-1:30	Period 4	12:30-1:30	Period 3B	11:55-12:26
Period 5	1:34-2:34	Period 5	1:34-2:34	Period 4	12:30-1:30
Period 6	2:38-3:38	Period 6	2:38-3:38	Period 5	1:34-2:34
1st bus	3:38	1st bus	3:38	Period 6	2:38-3:38
2nd bus	3:50	2nd bus	3:50	1st bus	3:38
				2nd bus	3:50

2-Hour Delay					
6th grade		7th grade		8th grade	
begin bell	10:15	begin bell	10:15	Begin Bell	10:15
Lunch	10:25-10:50	period 1	10:25-11:09	period 1	10:25-11:09
Period 1	10:54-11:38	Lunch	11:13-11:38	period 2	11:13-11:57
Period 2	11:42-12:26	period 2	11:42-12:26	Lunch	12:01-12:26
Period 3	12:30-1:14	period 3	12:30-1:14	period 3	12:30-1:14
Period 4	1:18-2:02	period 4	1:18-2:02	period 4	1:18-2:02
Period 5	2:06-2:50	period 5	2:06-2:50	period 5	2:06-2:50
Period 6	2:54-3:38	period 6	2:54-3:38	period 6	2:54-3:38
1st bus	3:38	1st bus	3:38	1st bus	3:38
2nd bus	3:50	2nd bus	3:50	2nd bus	3:50

Early Release					
6th grade		7th grade		8th grade	
Begin Bell	8:15	Begin Bell	8:15	Begin Bell	8:15
Period 1	8:25-9:09	Period 1	8:25-9:09	Period 1	8:25-9:09
Period 2	9:13-9:57	Period 2	9:13-9:57	Period 2	9:13-9:57
Period 3	10:01-10:45	Period 3	10:01-10:45	Period 3	10:01-10:45
Period 4	10:49-11:33	Lunch #1	10:49-11:14	Period 4	10:49-11:33
Period 5	11:37-12:21	Period 4	11:18-12:02	Lunch #2	11:37-12:02
Lunch #3	12:25-12:50	Period 5	12:06-12:50	Period 5	12:06-12:50
Period 6	12:54-1:38	Period 6	12:54-1:38	Period 6	12:54-1:38
1st bus	1:38	1st bus	1:38	1st bus	1:38
2nd bus	1:50	2nd bus	1:50	2nd bus	1:50

Clifton Middle School

School Year 2021-2022

Principal	Marty Wood	
Assistant Principal	Cindy Fox	
Athletic Director	Charity Hale	
Secretary	Tereva Blake	
Bookkeeper	Paula B. Thurston	
School Counselor	Julia Ormandy & Cathy Williams	
School Counselor Secretary	Tori Paxton	
Language Arts Teachers		6th Grade
	Tonya Jones	6th & 7th Grade
	Charity Simmon	7th Grade
	Dawn Belanger	8th Grade
	Lizzie Buchanan	8th Grade
	Elizabeth Knighton	Fusion/iSpire
Math Teachers	Heather Eggleston	6th Grade
	Lorri Saville	6th Grade
	Kristen Tyree	7th Grade
	Crystal Wimmer	7th Grade
	Dave Mundy	8th Grade
	Terry Shepard	8th Grade & Algebra I
Science Teachers	Jeanne Harris	6th Grade
		6th Grade
	Candice Dupoise	7th Grade
	Katie Hinkle	7th Grade
	Samantha Gray	8th Grade
	Dawn Sales	8th Grade
Social Studies Teachers	Jason Bowman	6th Grade
	Michael Higgins	6th Grade
	Garlynda Haynes	7th Grade
	Mary Persinger	7th Grade
Civics Teachers	Tangelia A. Cline	8th Grade
	Tina Fields	8th Grade
Art	Kaarn Thomas	
Band	Julia Fabian	
Business/Digital Applications	Jacy Burdette	
Foreign Language (Spanish)	Rolando Arredondo	

Gifted Tracey O'Connor

Librarian Teresa Weikle

Music Ben Snedegar

Physical Education Brian Ellwood
Charles Leitch

Special Education Kelly Bostic - Team Chair
Michelle Berry
Ann Dujardin
Alyssa Piercey
Lindsay Westervelt

Speech Jessica Parker

TTRT Amy Conner

Technology Jennifer Hannah

Teacher Assistants Karen Bradley
Anneke Burris
Lana Dotson
Sharon Rice

Nurse Deborah Fawcett

Custodians Jackie Brown
Steve Craft
Jeff Irvine
Adam Sweet

Bus Drivers

First Wave (to Covington and Callaghan)

#25 Gini Lekan (YMCA)
#44 Katherine Cottrell
#10 Edie Sizemore
#50 Jim Hallet
#38 Brenda Boone
#45 Stan Sizemore
#23 Theresa Hughes
#19 Christina Lemaster
#26 Whitney Nida
#56 Jessica Tornatore

Second Wave (to Clifton Forge, Selma, Iron Gate)

#30 Chuck Harlow
#55 Jeff Wolfe
#20 Tawnya Ross
#36 Alan Brie
#7 Linda Leeman
#42 Melissa Drennen
#9 Lynn Agee
#53 Deloris Broughman
#46 Debbie Michie
#52 Linda West

Cafeteria Staff

Valerie Jack - Cafeteria Site Manager
Gail Craft
Jennifer Hepler
Leona Horton
Bertha Hosey
Sue Nicely
Olivia Price
Mary Tucker

**ALLEGHANY COUNTY CAFETERIAS
2021-2022 SCHOOL YEAR
LUNCH, BREAKFAST AND A LA CARTE PRICES**

LUNCH AND BREAKFAST PRICES

ELEMENTARY LUNCH	\$2.15
MIDDLE SCHOOL LUNCH	\$2.45
HIGH SCHOOL LUNCH	\$2.45
ADULT LUNCH	\$3.05
REDUCED LUNCH	\$0.40
STUDENT BREAKFAST	\$0.80
REDUCED BREAKFAST	\$0.30
ADULT BREAKFAST	\$1.35

LUNCH A LA CARTE PRICES:

ALL ENTREES	\$ 1.75
SOUP & SALTINES	\$1.75
FRENCH FRIES	\$1.50 All Types
VEGETABLES	\$1.50 Large Bowl \$1.25 Small Bowl
FRUIT	\$1.50 Large Bowl \$1.25 Small Bowl
BAKED POTATO W/Topping	\$ 1.85 Plain \$1.95
TOSSED SALAD	\$ 3.00 Platter \$2.25 Bowl
DESSERT	\$1 .20
COOKIES	\$1.00
ICE CREAM	\$0.70/\$0.95/\$1.00
FRUIT SNACKS	\$1.35
SALTINES	\$0.50
ROLL	\$0.50
WATER (small)	\$1.15
WATER (plain/flav)	\$2.00
TEA or LEMONADE	\$1.00 (served to adults only)
MILK	\$0.45
Pickle Spears	\$0.20 each
Breadsticks	\$0.95 (2 per serving)

BREAKFAST A LA CARTE PRICES:

ALL ENTREES	\$ 1.65
CEREAL	\$1.35
PLAIN BISCUIT	\$0.60
PLAIN TOAST	\$0.50
CARTON JUICE	\$1.00
FRESH FRUIT	\$1.15
MILK	\$0.45

SWITCH DRINKS	\$1.40
MINUTE MAID	\$1.40
CAPRI SUN	\$1.15

ALL CHIPS WILL BE SOLD FOR \$1.00

MISSION STATEMENT

The mission of Clifton Middle School is to provide students in grades 6 - 8 the opportunity and encouragement to develop the skills, knowledge, and attitudes necessary to make responsible decisions and to adapt to the ever-changing challenges of the future through a variety of educational experiences.

PHILOSOPHY

We, the faculty and staff of Clifton Middle School, believe that the purpose of education is to help each student develop his or her potential so that he or she will enjoy school, work well with his or her fellow students, and be prepared to make a positive contribution to society. Our purpose is to provide an opportunity for each student to acquire the fundamental skills of learning and to have a wide range of experiences so that his or her abilities and talents will be challenged.

While all children have different strengths, all should have the same opportunity to obtain the skills they will need to enter the adult world. Clifton Middle School will offer programs that provide for varied interests and abilities, keeping in mind that the equality of the program deserves as much consideration as the quantity. The board accepts the premise that the center of the school curriculum is the student and that the instructional program should be tailored to fit each child's developmental pattern of learning.

GOAL & OBJECTIVES

The goal of Clifton Middle School is to provide an environment within which each student has the opportunity to develop intellectually, physically, socially, morally, and emotionally to his or her maximum potential. Clifton Middle School will continue to focus on the educational goals established by the Commonwealth of Virginia. These goals are stated in the Standards of Quality and are designed to help students to:

- develop competence in the basic learning skills
- develop the intellectual skills of rational thought and creativity
- acquire knowledge of science and technology
- progress on the basis of achievement
- qualify for further education and/or employment
- establish personal standards of ethical behavior and moral choice
- participate as a responsible family member and citizen
- acquire an appreciation of quality in the environment
- develop an appreciation for the arts
- acquire a basic understanding and appreciation of democracy

STUDENT TRANSPORTATION

Students who will be riding a bus that is not their regular bus or will be getting off at a stop other than their regular stop must bring a written note. The note must state the name of the accompanying student or the established bus stop, date(s) covered, and is signed by the parent/guardian. Students should bring their written notes to the office each morning as soon as they enter the building. When bus routes are impacted by inclement weather or other emergencies, transportation arrangements of affected students to school or home will be determined by the Director of Transportation Supervisor or his/her designee. All students to be transported will be done so by an Allegheny County School Board employee with a valid driver's license. Bus passes will **NOT** be taken over the phone; however, you can send them via email or fax at (540) 863-1730.

ARRIVAL AND DISMISSAL FOR CAR RIDERS

Students being dropped off in the morning by parents will use the front entrance at Clifton 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 8:00 AM.** Students who are car riders in the afternoon will be released at 3:38 and will be picked up at the Mt. View entrance by the cafeteria.

CHECKING-OUT/LEAVING SCHOOL WITH FRIENDS OR RELATIVES

Our primary concern is for the safety and welfare of all students. When picking up your child from school, please buzz in at the front office and a staff member will assist you. Parents/Guardians and adults listed on the Emergency Contact List on the Student Demographic Form are the **only** persons permitted to pick up students unless we have written permission to allow another person to do so. Students will NOT be allowed to leave the building until someone comes in and signs them out.

All children leaving school for any reason prior to dismissal must follow the procedures outlined below:

1. We must have **written** permission from a parent/guardian for an adult other than the parent/guardian to pick up a child. Please state the person's name and approximate time they will be picking up the child.
2. **ID WILL BE REQUIRED...** The person picking up the child must report to the office and sign the child out. The office will then call the child to the office. **Children will not be called to the office before the ID is shown. For the safety of all children, please be prepared to show a picture ID, as this will be required when checking out a student.**
3. The office will call the child's classroom giving the child permission to leave.
4. If you need to add someone to the Emergency Contact List, please send a letter stating the person's name and phone number and your desire to have them added to the list. If your child's mode of transportation needs to be changed, a written notification from the parent/guardian is required, no phone calls will be accepted. We will accept an email or fax.

ADDRESS/PHONE NUMBER CHANGES

Any changes in a student's residence, mailing address, or parent contact numbers after enrolling in the school division must be reported promptly to the school so records can be corrected and kept current. In case of an emergency, it is important to have a current working phone number. For students spending time between both parents, please provide the address of each residence.

ATTENDANCE INFORMATION

Regular class attendance is considered by Alleghany County Public Schools to be essential to the educational process and to the satisfactory completion of the requirements of any class and subject offered. Regular school attendance is also directly related to the development of good habits, which are important in the world of work and in higher education.

Student Absences/Tardies/Early Dismissals

Student absences, tardies, check-ins, and checkouts will be recorded on a daily basis for each class in the following manner: A daily record will be maintained for student absences, tardies, and early dismissals, noting the time and reason given by the parent/guardian. Per ACPS Attendance Policy, 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.**

When a student is absent from school, parents or guardians should call the school to report the student's absence by 10:00 am. When the student returns to school, the parent or guardian must provide a written note stating the reason for the student's absence. Parents or guardians will be notified by telephone whenever a student does not attend school.

Documenting Absences

School officials shall identify absences as excused or unexcused. All absences shall be identified as documented (note/excuse received) or not documented (no note/no excuse received). Each student should present to the main office documentation within 2 days of the absence.

A student is considered Present if he/she:

1. reports to the classroom or other approved area at the time of the tardy bell
2. attends a school sponsored event

A student is considered Tardy if he/she:

1. reports to school after 8:25
2. reports to class after the tardy bell

A student is considered Absent if he/she:

1. does not report to school
2. fails to report to class (skipping) during the class period

Students and their parents/guardians shall be notified by phone or in writing by the principal or the principal's designee when a student's total absences have accumulated to the levels stated below:

Five (5) Absences:

1. Direct Contact with parent/guardian

Seven (7) Absences:

1. A letter is mailed home to set up a conference with the parent and student

Ten (10) Absences:

1. After the tenth unexcused absence, a possible referral to the attendance officer

If a student is absent for three (3) or more consecutive days without contact from the parent/guardian, the School Resource Officer will be asked to visit the home and conduct a well-being check.

MAKE-UP WORK

If your student is absent and you would like to request make-up work, please call the CMS Office at (540) 863-1726 before 9:00 AM. You will be expected to pick up work by 4:30 PM that day unless other arrangements are made.

ACCESS CONTROL SYSTEM FOR ENTERING CMS

An access control system is in operation at Clifton Middle School. The main entrance will be locked each morning when the tardy bell rings and will remain locked. An intercom box and camera have been mounted under the awning to the entrance of the Main Office. Anyone entering the building will follow the instructions to alert the office that they are outside. The entrance will be unlocked by a remote control to allow authorized visitors access to the building. This system will provide a more secure environment for students and staff.

VISITORS

Clifton Middle School is a closed campus. All visitors will be required to enter the building through the front office entrance. **Please have your driver's license or some form of identification, as unknown persons or those who cannot produce proper identification will be asked to leave school property.**

The following individuals may also be asked to leave the property:

- Anyone whose purpose is unclear or does not have a legitimate reason to be visiting the school.
- Any parents/guardians without custodial rights.
- Individuals who are not listed on emergency care forms.
- Minors who are not students of CMS and are not accompanied by an adult who does not have a legitimate reason for being at the school.
- Students may not bring guests to school.
- Students who are suspended or expelled are not allowed on campus anytime during the suspension or expulsion.

PARENTAL INVOLVEMENT

Our goal is for students to enjoy a successful school experience at CMS. We hold high expectations for our students and we welcome the opportunity to work cooperatively with parents/guardians as we maintain quality programs and seek to make needed improvements. The support of family and the community is important to school success, and parents and guardians are encouraged to take an active role in their children's education.

- Parents/guardians are encouraged to call or email teachers, guidance counselors, and administrators to ask questions, share concerns, schedule appointments, and make suggestions at any time. If a parent/guardian would like to contact an individual teacher, please call the main office and leave a message for the teacher or send an email directly to the teacher.
- Non-custodial Parents/Guardians as specified by the Code of Virginia and the Family Education Rights Privacy Act (FERPA), non-custodial parents have the full rights as parents for access to student records and for participating in school activities, "unless otherwise ordered by the court for good cause shown." It is the responsibility of the custodial parent to provide documentation of any restrictions on a non-custodial parent. Duplicate copies of report cards and other written communication will be made available to the non-custodial parents upon their requests. If a person not known to school officials' attempts to contact or pick up a child at school, a photo ID and other verification of identity/relationship to a student (including confirmation with the custodial parent) may be required before releasing the student.

PARENTAL INVOLVEMENT (Continued)

If a student or parent/guardian has a concern about a school policy or an employee, they are strongly encouraged to contact the staff member with whom they have a complaint to discuss the problem as quickly as possible. If either person feels the need to include a third party, or they are unable to resolve the problem, they should contact the school principal.

ELECTRONIC COMMUNICATION

Each CMS staff member has an email address. Email addresses, along with other useful information related to school activities, may be found on the CMS website at <http://cms.alleghany.k12.va.us/>.

Parents/guardians have access to their child's school information and progress through ParentPortal, which can be accessed through the CMS website. Through a secure connection over the Internet, authorized parents/guardians will be able to view and monitor their child's attendance, assignments, class schedule and grades. Student information is available in "real time" for parents/guardians to view as soon as it is posted by teachers. The PowerSchool database encourages communication between the school and home. More immediate access to student records provides the means for teachers and parents/guardians to work together to better address the instructional needs of students and to keep them on track for success in school. Teachers will do their best to grade assignments and post grades or update grades weekly. ***A blank space in the grade book indicates that the assignment has not yet been graded or posted. A zero in the grade book means that the assignment wasn't turned in or the student earned a zero.***

STUDENT INFORMATION

An *Emergency Care Form* is distributed to students at the beginning of each school year. Please make sure this is completed and turned in. Parents and students who change their residence, mailing address, home/work telephone numbers, or email after enrolling in the school division must report the change promptly to the guidance office so that records can be corrected and kept current.

CHROMEBOOKS/TEXTBOOKS/CALCULATORS

Chromebooks, textbooks, and calculators are provided to every CMS student. All lost or damaged items, including chargers, must be replaced. Fees will be charged according to the extent of the damage and replacement costs will be figured based upon the cost of the item broken or not returned. The cost of a lost chromebook is \$350.00. The cost of a lost charger is \$40.00.

CLASSROOM MATERIALS

It is the responsibility of each student to bring his/her pen or pencil, Chromebook, textbook and any other appropriate materials to each class session. Additional materials may be required for certain courses. Each teacher will have their own means of addressing failure to be prepared for class.

LOCKERS

Lockers will not be assigned (except for PE lockers). If you feel your student needs a locker, please contact the office. Students are encouraged to provide their own combination lock for PE. If this is an issue, let your student's PE teacher know and one will be provided.

VALUABLES

Parents should discourage students from bringing large amounts of cash or expensive jewelry/possessions to school. Students are to lock physical education lockers and should report any missing items to an administrator immediately. ***Money or valuables should never be left in any unsecured location.*** If a theft occurs, the administration will make an effort to find and return the valuables. ***The school and/or school system will not be held responsible for the theft or replacement of the valuables.*** In all cases, the student is ultimately responsible.

SCHOOL SERVICES

Pictures

School pictures are offered each year to parents. Information will be sent home prior to pictures being taken. Fall pictures will be taken on September 8, 2021. Retakes and Spring pictures will be taken at a later date.

Insurance

Student insurance is available to students who wish to participate. Information forms will be sent to parents at the beginning of the school year. Parents desiring insurance should call the toll free number 877-444-5014 or enroll online at <http://markel.sevencorners.com>. It is suggested that student insurance be taken out if participation in athletics is anticipated. Medical bills are the responsibility of the parents.

PBIS (Positive Behavioral Interventions & Supports)

PBIS is an approach schools can use to improve school safety and promote positive behavior. It also helps schools decide how to respond to a child who misbehaves.

At its heart, PBIS calls on schools to teach kids about behavior, just as they would teach about any other subject—like reading or math. PBIS recognizes that kids can only meet behavior expectations if they know what the expectations are. A hallmark of a school using PBIS is that everyone knows what appropriate behavior is. Throughout the school day—in class, at lunch and on the bus—kids understand what’s expected of them.

Parent Teacher Organization

We are always in need of volunteers who would like to help with the PTO. Parents and teachers are encouraged to become members of the Clifton Middle School PTO. An organizational meeting will be scheduled after school has begun.

Parent Advisory

The administration will hold meetings during the school year with parents to discuss concerns, as well as to keep parents informed about Clifton Middle School. These meetings are open to all parents. Dates and times of these meetings will be announced. Meetings will be cancelled when weather conditions are bad.

Work Permits

Work permits are required for any student under the age of 16 years to work in any business. To obtain a work permit, the student must get the Intent to employ and Parental Permission forms from the office and have them properly filled out and signed by the parent and potential employer. These two forms and a certified copy of the student’s birth certificate must be brought to the office secretary as proof of age. The work permit will then be prepared for the student by the office secretary.

SCHOOL NURSE

A school nurse is scheduled to be at CMS between the hours of 8:00 AM until 4:00 PM every day. The school nurse will administer medications, investigate and evaluate student complaints of illness, evaluate and treat injuries, and make other health-related decisions. Students may also schedule an appointment with the school nurse to ask health-related questions. Students who wish to see the nurse during the school day must come with a pass from their teacher before reporting to the nurse. Except in the case of an emergency, the nurse will not see a student without a pass. All efforts will be made to contact parents should “checking out” be necessary. School employees do not make medical diagnosis or prescribe any medication. Specific non-medically trained persons will give medication in the absence of the school nurse. It is our intent to ensure that students have the opportunity to attend class while requiring medication and that we are not in violation of our substance abuse policy. If your student is required to take medication during the school day, the medication must be brought by an adult in the original container with the student’s name, medication name, and dosage. Appropriate paperwork must be completed before bringing in medication. These forms can be picked up in the office.

GUIDANCE & COUNSELING PROGRAM

The counseling program at Clifton Middle School assists students in the development of academic, career and personal/social areas through the guidance curriculum; individual student planning and counseling and responsive services. The guidance curriculum focuses on teaching students competencies in areas such as study skills, communication, problem-solving, conflict resolution, responsibility and career development through individual, small group and classroom instruction. Counselors may assist students in resolving personal and social issues that impact upon their educational performance through short-term individual counseling.

SCHEDULING PROCESS

Counselors will have group and individual conferences with each CMS student, as well as rising fifth grade students. The conclusion of the conferences will occur when final choices of course selections are made and prioritized, including alternate choices for electives. The school reserves the right to assign students to their alternate choice of scheduling if conflicts occur. Higher-grade level students will be given selection priority should conflicts occur.

STUDENT SCHOLASTIC RECORDS

The content of the scholastic record shall be limited to data needed by the school to assist the student in his/her personal, social, educational, and vocational placement. The scholastic records for students are retained in the office. Information maintained within cumulative records shall include the following:

- Name and address of the student
- Birth date
- Name and address of parent/guardian
- Scholastic work completed
- Level of achievement (grades)
- Attendance
- Standardized Achievement Test scores
- Results of required standardized group tests and inventories
- Health-physical fitness data including the preschool physical exam and certification of immunization
- Report of assessment for special programs
- Permission to test for special programs
- Placement permission for special programs
- Record of parent conference to discuss special education placement
- Eligibility committee recommendations
- Annual review report of placement
- Appeals and reports
- IEP
- Discipline records

PARENT PORTAL

Parents may access student grades and attendance information on the internet at www3.alleghany.k12.va.us. A user name and password are required. Contact the Guidance Office at (540) 863-1727 for more information. If you are unable to access grades by the computer, please contact the school.

ACTIVITY BUS

Clifton Middle School offers Activity Buses for students involved in after-school activities. The Activity Buses follow a general route through the 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 Clifton Middle at 6:15 and then go to Alleghany High School. They depart from AHS at 6:30. Activity bus schedules may be obtained from the office or from coaches. Students must abide by Alleghany High School expectations when changing buses. Students will be referred to the Clifton Middle School office if expectations are broken. Proper behavior is expected at all times.

GRADING POLICY/REPORT CARDS

Progress reports will be provided at the end of each 9-week grading period according to the ACPS calendar. The principals, teachers, and school counselors will review all student failures at the end of each grading period. This committee (principals, teachers, and counselors) may suggest differentiation in the classroom, remedial work, ACE Tutoring, and/or other alternatives for the student, or further referral to the School Based Intervention Team (SBIT).

1st 9 Weeks	9/24/21 - Interim Report	11/5/21 - Report Cards Home
2nd 9 Weeks	12/6/21 - Interim Report	1/27/22 - Report Cards Home
3rd 9 Weeks	2/25/22 - Interim Report	4/7/22 - Report Cards Home
4th 9 Weeks	5/6/22 - Interim Report	6/20/22 - Report Cards Home

Grading Scale

The letter grades A, B, C, D, & F are based on a 10-point grading scale. The number requirement for each grade is as follows:

A	90-100
B	80-89
C	70-79
D	60-69
F	59 and below

Honor Roll

Honor roll status is granted to pupils who achieve nine week grades of all A's or all A's and B's including all electives and core subjects. The honor roll will be published via local media.

ANNOUNCEMENTS

Every effort is made to minimize the disruption of instructional time with announcements. School-wide announcements will be made over the intercom each morning and prior to bus dismissal. The Pledge of Allegiance and Moment of Silence will follow the announcements.

FAMILY LIFE EDUCATION

Specially trained teachers will teach the sensitive topics in gender-separated classes in grades 6-8. Objectives will be sent home by the family life teachers before the sensitive areas are taught. Parents are welcome to preview the material at any time. Parents wishing to opt-out their child from family life will need to come to the school to sign an opt-out form.

EMERGENCIES

If there were to be an emergency situation all parents/guardians will be notified by ACPS. If you do not receive any type of notification then we are conducting a drill. Students are not to use their cell phones during either scenario because it only causes unnecessary confusion.

INCLEMENT WEATHER

When inclement weather is an issue you can find information or be notified by the following:

- A. All local Media stations (Q99, K92, Big Country, Alleghany Journal, etc.)
- B. All local television stations (Channels 7 & 10)
- C. School system website
- D. The rapid notification system home and/or cell phone*
- E. Text message*
- F. Email

***Please note: If you do not provide ACPS with the most current phone numbers and/or email address you will not receive these messages**

FIRE DRILLS/EMERGENCY EVACUATION PROCEDURES

Important points to remember:

1. The signal for an emergency exit from the building is a fire alarm.
2. Students will leave the room in single file, to a specific location away from the building.
3. Students should be quiet so that any directions from the teacher will be heard.
4. Teachers will take their grade book to call roll.
5. Students should be aware of the fire exits from every classroom that they occupy.
6. The signal for the return to the building will be given by administration.
7. Students should return to the building in the same orderly, quiet manner in which they left the building.

NOTE: If an emergency drill occurs when you are in the halls, join the nearest line and exit the building. Inform the nearest adult of your name and what class you should be in at this time.

STUDENT ATHLETICS

Students are encouraged to participate in sports. Clifton Middle School's athletic program offers competitive opportunities for students to participate in a variety of sports including football, volleyball, cheerleading, cross country, basketball, wrestling and track and field. Only 8th grade students will have the opportunity to participate in soccer, softball, and baseball at the JV level. Students participating in athletics are required to have completed Virginia High School League physical certification forms on file as well as signed documentation of concussion awareness. Participation in competitive sports programs is contingent on successful tryouts. Clifton Middle School follows the same VHSL guidelines as Alleghany High School.

ELIGIBILITY FOR ATHLETES

In order to be eligible for any athletic team or season, students must have been enrolled and passed a minimum of three out of four core classes from the previous semester. **Any student who accrues three office referrals or is suspended from school during their season will be removed from the sport he/she is participating in for the remainder of that season.** Students may try-out and participate in another sport the following season. Because CMS students represent our school, appropriate behavior is expected in the classroom and during practices and sporting events.

ABSENCES AND PARTICIPATION

Students/Athletes that wish to stay after school for practice or a game must be present for at least four (4) class periods. In order to participate in both practices and games, you cannot check out and check back in unless you have a doctor, dentist, or professional appointment. Students are expected to return in a reasonable amount of time. If you have any questions about this, please contact the Athletic Director. **CHRONIC ABSENTEEISM:** Students who have missed more than 10% of school will not be allowed to participate in any extracurricular activities (sports, dances, lock-ins, etc).

SCHOOL SPONSORED ACTIVITIES

All students at CMS are encouraged to enjoy the extra-curricular opportunities offered during or after school. Students need to take a break from the academic side and have some fun! School sponsored activities are an extension of the school day and all school expectations and regulations apply. Students owing fines (textbooks, chromebooks, chargers, library books) may be denied the privilege of attending after school activities. **Any student who accrues three or more office referrals or is suspended from school during the first semester will lose the opportunity to participate in an activity during that semester (games, dances, field trips, etc.).** At the start of the second semester, the consequence sequence will reset itself. Appropriate conduct, academic effort, and positive attitudes are prerequisites for participation in any co-curricular or extra-curricular activity.

ATTENDANCE AT EXTRA-CURRICULAR EVENTS

A student must be present at school on the day of or the day before (if the event is on a weekend) an extracurricular school activity (i.e. sporting event, dances, band performances, etc.) in order to attend the event that evening. Students that wish to stay after school for an activity must be present for at least four (4) class periods. If you have a doctor, dentist, or professional appointment, you should make every effort to return to school in a reasonable amount of time.

Students who plan to attend athletic or other school sponsored events that do not begin immediately after school **must leave the building and grounds and return closer to the event start time. Failure to follow this directive will result in disciplinary action.**

HONOR CODE

The purpose of this honor code is to stress honesty in all schoolwork and activities. This code will be posted throughout Clifton Middle School. The Clifton Middle School Honor Code was written with the help of a former student, Josh Hurley. He attended Sharon Elementary, the former Clifton Middle School, Allegheny High School and VMI. As a VMI cadet, Josh aided the CMS SCA in writing an honor code that CMS students could build a life principle of honesty. Josh was killed in action in Iraq. This honor code is dedicated to the memory of Josh Hurley:

**I will not lie, cheat, or steal nor tolerate those who do.
Above all, I vow to be honest with myself.**

STUDENT DRESS

(Policy-JFCAA)—Based on the belief that school is a place of business where students are learning both academic and social skills, the school board requires that they dress appropriately.

1. 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.
2. Appropriate dress is clothing that does not present a substantial risk of disruption to the educational process. The braless look, see-through apparel, tube tops, halter tops and mid-cut shirts/tops are not acceptable.
3. Shorts must be of appropriate length; very short shorts, such as the thin, nylon, athletic-type shorts with side slits, are not acceptable.
4. Underwear must be covered by clothing.
5. For health and safety, appropriate footwear must be worn at all times, and shoes with laces must be tied correctly to secure the footwear to the foot. – bare feet are not acceptable.

Decisions regarding the appropriateness of clothing, footwear and accessories will be made by the building principal or a designee. The first time a student violates this policy, he/she shall be required to make appropriate adjustments, and their parents will be notified. Additional violations will be managed in accordance with the Standards of Student Conduct. (Policy JFC and Regulation JFC-R.)

STUDENT DRESS (Continued)

Students are expected to dress appropriately for a K-12 educational environment. Any clothing that interferes with or disrupts the educational environment is unacceptable. Clothing with language or images that are vulgar, discriminatory, or obscene, or clothing that promotes illegal or violent conduct, such as the unlawful use of drugs, alcohol, tobacco, vapor products, or drug paraphernalia or clothing that contains threats such as gang symbols is prohibited.

Clothing should fit, be neat and clean, and conform to standards of safety, good taste and decency. Clothing that exposes cleavage, private parts, the midriff, undergarments, or that is otherwise sexually provocative is prohibited. Examples of prohibited clothing include, but are not limited to: sagging or low-cut pants, low-cut necklines that show cleavage, tube tops, halter tops, backless blouses or blouses with only ties in the back, clothing constructed of see-through materials, and head coverings unless required for religious or medical purposes.

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 good causes should contact the principal. School administration provides further clarification for student dress and identifies specific restrictions and rules concerning dress code:

- No sagging pants—pants must be pulled up to the waist above the underwear.
- Sweaters and sweatshirts may be no longer than midway past the pants pocket opening when wearing pants with pockets.
- All shirts must cover the midriff; no belly button or skin is allowed to be showing.
- Must have a shoulder strap/fabric of at least 3 inches in width.
- No spaghetti strap, strapless, or backless shirts or dresses. (We are also teaching professionalism, decorum, personal awareness, and dignity.)
- Pajama pants/sleepwear are prohibited.
- No excess cleavage should be revealed. Shirts must pass the “fingertip test”. (Thumbs should be placed at the armpit and hands extended straight across the chest parallel to the floor. If the shirt is below the fingers, then it is too short.)
- Shirts or blouses with sleeves cut off and/or armholes cut out will not be permitted.
- No tank tops.
- No undergarments should be showing. This includes when a student is seated.
- Shorts and skirts can be NO MORE than 8” from the kneecap from a kneeling position. This includes when used with leggings, hosiery, and tights.
- Tight fitting pants that are used solely as outerwear (i.e. yoga pants, jeggings, etc.) must have a shirt length (front and back) that reaches the fingertips of the student.
- No non-prescription glasses are to be worn inside the building in any capacity.
- No visible body piercings, except face and ears. No spiked, connecting, or chain piercings. If the piercing(s) become(s) a distraction or negatively affect(s) the learning environment, they will need to be removed. Band-Aids will not be permitted to cover a piercing.
- No picks are to be worn in the hair.
- No towels are to be worn around the neck.
- No bandanas.

STUDENT DRESS (Continued)

- No chains are to hang from pants pockets. No chains that could be used as weapons are to be worn, including spiked bracelets. This is all at the discretion of the administration and School Resource Officer.
- **No hats or head coverings of any type may be worn in the building.** (Headbands are not considered head covers.)
- No untied shoes to be worn on the school campus. Shoes with laces must be tied correctly to secure the footwear to the foot.
- No fish hooks are allowed on hats or other places. Any hooks seen will be confiscated by the administration and not returned.
- Lightweight coats, letter jackets and pullovers are acceptable. Heavy jackets or jackets hanging beyond the pockets will not be permitted. Exceptions may be made during different weather conditions.
- Ill-fitting and inappropriate footwear, flip flops and shower shoes will not be permitted. Shoes must be secured to the front and back of the foot.

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.

Rule of thumb: If you are not sure whether it's appropriate to wear or not, it probably isn't. Choose something else!

Students failing to adhere to these expectations will be subject to the following discipline procedures:

- **First offense – Request change of clothing. If the student does not have a change of clothes, the parent/guardian will be called to bring in appropriate clothing.**
- **Second Offense – Request change of clothing. 1 Day of ISS.**
- **Third Offense – Request change of clothing. 1 Day of Saturday School with Parent/Guardian Notification.**

Parents will be contacted when the clothing worn is too revealing, offensive or endangering the health and welfare of students. This would occur as soon as the violation was noted and bypass the above steps.

The administration recognizes the parents' responsibility to clothe students. The administration is responsible to ensure a safe and healthy learning environment for students. The regulation of student dress is a key element of this responsibility. The school administrators appreciate your support concerning this matter. Anyone that has questions may contact the school.

ADMINISTRATION RESERVES THE RIGHT TO ASK A STUDENT TO CHANGE CLOTHING IF IT IS DEEMED INAPPROPRIATE*

HALL BEHAVIOR/CHANGING CLASSES

Students are to walk in the building on the right side of the hall at all times. They must avoid disrupting any class that is in session by looking in, signaling a friend, yelling, or making any disruptive noises. As students change classes, they need to do so quickly and quietly. Class changes will be controlled with a bell. Students should not leave their hall during the changing of classes unless it is noted in their schedule. Students must have a hall pass or written permission to be in the hallways while classes are in session. Failure to comply with these guidelines will result in disciplinary action. Students are not permitted to buy or sell items in the halls, classroom, or any other location on Clifton Middle School property or on the bus.

TELEPHONE

The telephones in the school offices are usually quite busy. Students needing to call home may come to the office and ask to use the phone after they have been given permission from their classroom teacher. **Students should not be using the phone to request permission to stay after school.** Written permission should be brought from home for staying after school, riding home with someone, or riding a different bus. **Verbal permission will not be accepted over the phone.** Permission by fax or email is acceptable. We ask that you encourage your child not to use their cell phone to call or text you.

CAFETERIA PROCEDURES AND CONDUCT

The cafeteria will prepare a nutritious breakfast and lunch each day. The menus are printed for the week in the local newspaper. A monthly menu will be posted on our school website for each month. Students may participate in the school lunch program or bring lunch from home.

Food delivered to students during the day from fast food restaurants is not permitted.

All food purchases should be made the initial time through the line with the exception of ice cream. Students should not make repeated trips through the line. Students should not pick up any items unless they wish to purchase them. **Once an item is picked up it must be purchased.**

Students are to eat lunch in the cafeteria. No food or drink item should be taken from the cafeteria. Tables, chairs, and floors are to be left clean. All trash is to be placed in a trash container.

USE OF THE ELEVATOR

The use of the elevator is restricted to use for staff and students with special needs. Students must provide the office with a note from a doctor stating the specific dates that they are to use the elevator. The student will be given an elevator pass to carry with them.

STUDENT CELL PHONES

Cell phones will not be allowed in the hallways or stairwells at any time. Students requesting to go to the bathroom or any other area of the school will be required to leave their cell phone in the classroom. Each teacher will have a "cell phone caddy" in their room where students can place their cell phone.

If students are caught with cell phones in the hallway or stairwell, the following consequences will be given:

1st Offense - Verbal Warning

2nd Offense - Confiscation of the cell phone and students can pick it up at the end of the day.

3rd Offense - Confiscation of the cell phone and a parent will be called to pick it up at the end of the day.

ACPS STUDENT CONDUCT

Please refer to the Allegheny County Public School Parent-Student Handbook.

DISCIPLINE GUIDELINES

The following pages summarize some of the levels of disciplinary action for violations of school expectations, the Code of Student Conduct, School Board policies and school division regulations, and/or local state, or federal laws. It is very important that the 2021 - 2022 Parent-Student Handbook for Allegheny County Public Schools be reviewed. The attached list does not include all infractions. Other disciplines may be assigned. If you ever have any questions or need more information, please contact the school.

DEFINITIONS OF BULLYING & CYBER BULLYING

Bullying – Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time.

Cyber bullying – Cyberbullying is bullying that takes place over digital devices like cell phones, computers, and tablets. Cyberbullying can occur through text, apps, or online in social media, forums, or gaming where people can view, participate in, or share content. Cyberbullying includes sending, posting, or sharing negative, harmful, false, or mean content about someone else. It can include sharing personal or private information about someone else causing embarrassment or humiliation. Some cyberbullying crosses the line into unlawful or criminal behavior. Cyberbullying is a phenomenon that includes:

- Electronically sending memes, vulgar, or threatening messages or images
- Online posting of sensitive, private information about someone
- Pretending to be someone else online in order to make that person look bad
- Using photoshop tools to create harassing images
- Publishing jokes about another person on the Internet
- Using the Internet to entice a group to physically harm another person
- Can be done using email, IM's, text messages, blogs, etc.

The most common places where cyberbullying occurs:

- Social Media, such as Facebook, Instagram, Snapchat, and Twitter
- SMS (Short Message Service) also known as Text Message sent through devices
- Instant Message (via devices, email provider services, apps, and social media messaging features)
- Email

Discipline Chart

Infraction	Definition	1st Offense	2nd Offense	3rd Offense
Bus Misconduct	Violation of ACPS Bus expectations.	1 day ASD and/or 1-10 Days Bus Suspension. May result in loss of privilege to ride the bus.	2 days ASD and/or 1-10 Days Bus Suspension. May result in loss of privilege to ride the bus.	1-10 Days Bus Suspension. May result in loss of privilege to ride the bus.
Bomb Threats or Bomb Facsimile, Possession, False Fire Alarm	Bomb threats or false information concerning the placement of explosives or destructive substances.	10 Days OSS Recommendation of Expulsion, Refer for criminal charges.	10 Days OSS Recommendation of Expulsion, Refer for criminal charges.	10 Days OSS Recommendation of Expulsion, Refer for criminal charges.
Cell Phones, Other Electronic Devices such as iPods, PSP players, laser pointers, etc.	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 on designated days, after school, and at the teacher's discretion.	Warning	Confiscation—Pick up from the office by parent/guardian.	Confiscation—Pick up from the office by parent/guardian. 1 Day After School Detention
Cheating	Copying another's work or answers, giving or receiving unauthorized information, cheat sheets, plagiarism	1 Day ISS, Parent/Guardian notification. "0" on assignment.	1 Day ASD. Parent/Guardian notification. "0" on assignment.	2 Days Saturday School. Parent/Guardian notification. "0" on assignment.
Disrespect/Insubordination/Defiance to teacher, administrator or other school employee	Offensive, Discourteous, Insulting, Rude Remarks (including racial, sexual, and discriminatory statements.) Refusal to carry out a request by any staff member. Failure to report to the 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.
Disruptive Behavior, Minor Misconduct during class	Failure to follow classroom expectations or teacher directions; disrupting instruction. Running, shouting, other minor misconduct.	1 Period ISS. Parent/Guardian notification	1 Day ISS. Parent/Guardian Notification	1 Day Saturday School. Parent/Guardian Notification
Dress Code Violation	Failure to adhere to Dress Code Policy.	Request change of clothing. Parent/Guardian notification. Warning documented.	Request change of clothing. Parent/Guardian notification. 1 Day ISS during elective classes only.	Request change of clothing. Parent/Guardian notification. 1 Day Saturday School.
Drugs in School: alcohol, controlled substance, imitation controlled substance or marijuana or drug paraphernalia	Violation of ACPS Policy JFCF	10 Days OSS, Recommendation of Expulsion, Refer for criminal charges	10 Days OSS, Recommendation of Expulsion, Refer for criminal charges	10 Days OSS, Recommendation of Expulsion, Refer for criminal charges
Failure to attend an assigned ASD or Saturday School	Not reporting to an assigned ASD or Saturday School	Double the assignment of ASD	1 day ISS	1 day OSS which will count toward student's attendance and reassignment of ASD or Saturday School
Fireworks, stink bombs, etc.	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.
Forgery	Signing notes or use of forged or altered documents.	1 Days ISS. Parent/Guardian notification.	1 Day OSS. Parent/Guardian notification.	3 Days OSS. Parent/Guardian notification.
General Misconduct	Examples include but are not limited to: failure to work in class, sleeping in class, spreading rumors, horseplay, minor insubordination, throwing 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.

Hitting someone with an object such as a book, backpack, pencil, rocks, food, etc.	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.
Incorrigible Behavior	Continued violation of the ACPS Student Code of Conduct – (Student has reached the 10 th referral).	Refer to the Division Discipline Hearing Officer. Parent/Guardian notification.	Refer to the Division Discipline Hearing Officer. Parent/Guardian notification.	Refer to the Division Discipline Hearing Officer. Parent/Guardian notification.
Lewd Behavior	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.
Medication Policy Violation	Carrying in one's possession non-prescription medication, prescription medication for self.	1 Day Saturday School. Parent/Guardian Notification.	1 Days OSS. Parent/Guardian Notification.	3-5 Days OSS. Parent/Guardian notification.
PE non-dress	Not changing from one's street clothing to gym clothing for participation in class.	Warning - Students will receive a grade of "0" for non-participation. Parent/Guardian notification.	1 period ISS and 1 Day ASD. Parent/Guardian notification.	1 period ISS with writing assignment and 2 Days ASD. Parent/Guardian notification.
Public Displays of Affection	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.
Profanity and/or obscenity (Indirect Use)	Use of inappropriate language and/or material.	Warning. Parent/Guardian notification.	1 Day Saturday School. Parent/Guardian notification.	1 Day ISS with writing assignment. Parent/Guardian notification.
Profanity and/or obscenity (Directed Use)	Use of inappropriate language, obscene gestures, and/or material directed toward another person.	1 Day ISS. Parent/Guardian notification.	1-3 Days OSS. Parent/Guardian notification.	5-10 Days OSS. Parent/Guardian notification.
Sexual/Racial Harassment	Unwanted and/or unwelcome behavior as defined by ACPS Policy JFHA.	As determined by the Compliance Officer. Responses may range from mediation and/or counseling to recommendation of expulsion with referral for criminal charges.	As determined by the Compliance Officer. Responses may range from mediation and/or counseling to recommendation of expulsion with referral for criminal charges.	As determined by the Compliance Officer. Responses may range from mediation and/or counseling to recommendation of expulsion with referral for criminal charges.
Skippping Class	Not reporting to class, leaving class without permission, not returning to class from lunch, clubs, etc.	1 Day ASD. Parent/Guardian notification.	1 Day Saturday School. Parent/Guardian notification.	2 Days Saturday School. Parent/Guardian notification.
Technology Violation	Inappropriate conduct and misuse of computer technology as described in ACPS Policy IIBEA and Regulation IIBEA-R.	1 Day ISS. Parent/Guardian notification. Temporary loss of privileges.	1 Day Saturday School. Parent/Guardian notification. Extended loss of privileges.	1-3 Days OSS. Parent/Guardian notification. Extended loss of privileges.
Theft	Stealing property belonging to another person or school.	1-3 Days OSS. Parent/Guardian notification.	3-5 Days OSS. Parent/Guardian notification.	5-10 Days OSS. Parent/Guardian notification.
Tobacco	The use and/or possession of tobacco products in and on school property is prohibited as described by ACPS Policy JFCH.	2 days ASD with CSB Prevention Specialist. 1st and 3rd Tuesday each month. Failure to attend will result in the student being referred for criminal charges as well as further disciplinary action by administration.	Saturday School with parent/guardian in attendance with CSB Prevention Specialist. 3rd Saturday each month. Failure to attend with a parent/guardian will result in the student being referred for criminal charges as well as further disciplinary action by administration.	2 Saturday schools with required parents/guardians in attendance with CSB Prevention Specialists. Failure to attend with a parent guardian will result in the student being referred for criminal charges, case manager provided through CSB, and further disciplinary action by administration.
Vandalism	The willful destruction or defacement of school property.	1-3 Days OSS. Parent/Guardian notification. Restitution as necessary.	3-5 Days OSS. Parent/Guardian notification. Restitution as necessary. Refer for criminal charges.	5-10 Days OSS. Parent/Guardian notification. Restitution as necessary. Refer for criminal charges.

Verbal Confrontation	Verbal confrontation without the use of profanity.	1 Day Saturday School. Parent/Guardian notification..	1-3 Days OSS. Parent/Guardian notification.	5-10 Days OSS. Parent/Guardian notification.
Violence: Fighting, Stalking	Participating in, instigating, or aiding in a fight.	3 Days OSS. Possible referral for criminal charges. Parent/Guardian Notification.	5 Days OSS. Possible referral for criminal charges. Parent/Guardian Notification.	10 Days OSS. Recommendation of suspension for the year. Possible referral for criminal charges. Parent/Guardian notification.
Violence: Fighting, Failure to cease upon employee direction and/or injury to an employee.	Participating in, instigating, or aiding in a fight. Failure to cease upon employee direction and/or injury to an employee.	10 Days OSS. Recommendation of expulsion. Possible referral for criminal charges. Parent/Guardian notification.	10 Days OSS. Recommendation of expulsion. Possible referral for criminal charges. Parent/Guardian notification.	10 Days OSS. Recommendation of Suspension for the year. Possible referral for criminal charges. Parent/Guardian notification.
Violence: Physical Abuse or Attack	Physically assaulting or abusing any person on school grounds or in conjunction with a school activity.	10 Days OSS. Possible referral for criminal charges. Parent/Guardian notification.	10 Days OSS. Recommendation of expulsion. Possible referral for criminal charges. Parent/Guardian notification.	10 Days OSS. Recommendation of expulsion. Possible referral for criminal charges. Parent/Guardian notification.
Violence: Verbal/Electronic Abuse and/or Threat, Bullying, Hazing, Cyber bullying, etc.	Threatening, insulting, or in any other manner verbally abusing another person.	3-5 Days OSS. Possible referral for criminal charges. Parent/Guardian notification.	5-10 Days OSS. Possible referral for criminal charges. Parent/Guardian notification.	10 Days OSS. Recommendation of Expulsion. Possible referral for criminal charges. Parent/Guardian notification.
Violence: Premeditated, Violent Physical Attack; Threatening a school employee.	Premeditated violently attacking any student or staff member in a violent manner.	10 Days OSS. Recommendation of Expulsion. Possible referral for criminal charges.	10 Days OSS. Recommendation of Expulsion. Possible referral for criminal charges.	10 Days OSS. Recommendation of Expulsion. Possible referral for criminal charges.
Weapons in School	Violation of ACPS Policy	Category A: 10 Days OSS. Recommendation of Expulsion. Possible referral 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. Possible referral 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. Possible referral for criminal charges. Category B: Disciplinary action up to and including a recommendation for expulsion and refer for criminal charges.

Infractions listed are not all inclusive. Disciplinary action for infractions not included will be at the discretion of the administration. Administration may take other disciplinary actions based on special circumstances or for other good and just cause.

SCHOOL RESOURCE OFFICER

Clifton Middle School will have a School Resource Officer (SRO) who represents the Sheriff’s Department of Allegheny County. 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, safe and lawful manner. Duties that will be performed include the following:

- Monitoring the halls and grounds of CMS
- Presentation of information to classes relative to legal and safety issues
- Surveillance of the parking lot and roads 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 Sheriff’s Department of Allegheny County.

SECURITY CAMERAS

Video surveillance cameras are installed at Clifton Middle School. This is a passive surveillance system that will allow administrators the ability to retrieve archived data for security and/or disciplinary reasons. Real time monitoring of the cameras will not occur except as determined necessary by the administration. Access to the video data will be limited to administrators.