Pulaski County Middle School Handbook 2026-2027

Pulaski County Middle School

4396 Lee Highway
Pulaski, VA 24301
(540) 643-0767- Phone
(540) 643-0805- Fax
https://www.pcva.us/o/pcms

Becky Blevins, Principal
Bethany Christian, Assistant Principal
John Jewell, Assistant Principal
Michael Souma, Assistant Principal

PCPS Vision:

Pathway to a Brighter Tomorrow

PCMS Mission Statement:

Together PCMS educators, staff and community will take a proactive approach to prepare students to fulfill their potential, to become valuable members of society, and to foster a lifetime of learning.

PCMS Student Expectations- P.R.I.D.E

Cougars are **P**repared, **R**espectful, have **I**ntegrity, are **D**etermined, and strive for **E**xcellence.

Welcome from the Principal

Welcome to the 2026-2027 school year. This handbook has been prepared for parents and students to provide a general understanding of the expectations at our school. It is our goal to provide students with experiences that help them develop academic and social skills, as well as establish a set of values. The faculty and staff are willing to work with you in any way to make the middle school years inspiring, productive, and personally rewarding.

Table of Contents

Academic **3**

- Courses 3
- FLE 4
- Testing 4
- Grades (Gradebook) 4
- Academic Recognition 4
- Summer School 5
- Parent Portal 5

Attendance **5**

- Compulsory Attendance 5
- Truancy 5
- Chronic Absenteeism 6
- Attendance Assistance 6
- Parent's Role in Student Attendance 6
- Tardiness 7

Computer Policies and Chromebooks **7**

Discipline **8**

- After School Detention 8
- Restorative Academy 8
- Student Responsibility Center 9
- Out of School Suspension 9
- Night School 9
- Leaving School Grounds 9
- Student Dress Code 10

Loss of Privileges **11**

Extra Curricular **13**

- Athletics 13
- Clubs 14
- Yearbook 14
- School Pictures 14

Financial **14**

- Fees 14
- Field Trips 15
- Restitution 15
- School Cash Online 15
- Fundraisers 15

School Procedures **15**

- Lockers 15
- Lost and Found 16
- School Nurse 16
- School Counselor 16
- E-Hall Pass 17
- Emergency Drills 17
- Immunizations 17
- Inclement Weather 17
- Parent Drop off/Pick Up 18
- Transportation Changes 18
- Personal Property 18
- School Nutrition 18

- Phones 19
- Visitors 20
- Volunteers 20

School Transportation **20**

- School Transportation Contact Information 20
- School Transportation Expectations 20
- School Transportation Discipline 21

Bell Schedules **22**

- Regular Bell Schedule 22
- 2 Hour Delay 22
- 2 Hour Early Release 23
- Club Day Schedule (1 Hour Early Release) 23

Acknowledgement of Receipt **24**

Academics:

Courses of Study

Required **Academic Courses** in all three grade levels include:
Language Arts
Social Studies/Science
Mathematics.

Exploratory Classes are offered on an A/B schedule. Exploratory classes offered:

Health/PE	***REQUIRED*** *for all 6th graders for 1 semester & 7th graders for 3 nine weeks*
Band	*Year long class; available for all grades*
Choir	*Year long class; available for all grades*
Career Investigation	*Available for all grades*
Agriscience	*Available for all grades*
Make It Your Business	*Available for all grades*
Technology Education	*(STEM & Robotics) Available for all grades*
Art	*Available for all grades*
Family & Consumer Science (FACS)	*Available for all grades*
Spanish	*Spanish 1 for High school credit in 8th grade only available in 2nd semester*

6th Grade
All 6th grade students will participate in Health/PE class. Exploratory classes are offered on a *nine week rotation* (except for Band and Choir). ***Band and Choir are semester long classes.***

7th Grade
All 7th grade students will participate in Health/PE class yearlong. Exploratory classes are offered on a semester basis or year long classes.

8th Grade
All 8th grade students will participate in semester long/year long exploratory rotations. **Spanish I**, a high school bearing credit, is only offered 2nd semester.

Family Life Education (FLE)

Information on the Family Life Education Curriculum is available to all families on the Pulaski County Public Schools website. Parents and Guardians may opt their student out of the FLE lessons using the grade level Opt Out Forms available on the Pulaski County Public Schools website or in the Main Office.

To view the Middle School FLE Curriculum use this QR Code/link:

https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/1424325/MiddleFamilyLifeCurriculum.pdf

High School Credit Classes and Opt Out Form

High school credit-bearing courses offered at the middle school are **Algebra I**, **Geometry**, and **Spanish I**. Students must meet certain criteria to take high school courses at the middle school. For any high school credit-bearing course taken in middle school, parents may request that grades be omitted from the student's transcript and that the student not earn high school credit for the course. The deadline to notify the PCHS guidance department is June 30th prior to the student entering the 9th grade. Forms are located in the school counseling office.

Testing

Students will be taking various tests throughout the school year. Testing includes division wide and state required tests. In December, 7th grade students enrolled in Social Socials will take the Civics and Economics SOL assessment. Eighth grade students who are enrolled in Science will take the 8th grade Science SOL assessment In the second semester, an Integrated Reading-Writing Test will be given for grade 8 students. SOL Testing for required subjects will be given at the end of the school year in May. Students will also participate in STAR Math and Reading Tests and CIP (Comprehensive Instructional Program) BenchmarkTests for all subjects. The STAR Math and Reading tests provide us with information about grade level equivalency and learning gaps for each student. The CIP Benchmark Tests are SOL-like tests that help us measure mastery of SOL Standards throughout the year and helps us prepare for Spring SOL Testing.

Grades (Gradebook)

Recognition for Academic Achievement

The middle school encourages every student to set high personal goals in school and to direct his/her efforts toward achieving those goals. Academic achievement is recognized in several ways. Students who have excelled in their work, showed marked improvement during the school year, participated in projects, and/or entered contests are recognized in team meetings and assemblies. Middle school students may be eligible for the Presidential Educational Excellence Award at the end of the eighth grade.

The following are the calculator for student grades:

A	90-100 (Mastery of Standards)
B	80-89 (Proficient with Standards)
C	70-79 (Approaching Proficiency of Standards)
D	60-69 (Beginning to understand Standards)
F	0-59 (Not meeting goals and expectations)

Summer School/Camp Ignite

Summer School will be offered to students needing additional instruction in preparation for the next school year. Priority will be given to students that do not pass either the math/reading SOL tests and/or who were considered chronically absent. Letters will be sent home or mailed with Report Cards at the end of the school year for students meeting this criteria.

Parent Portal

Pulaski County Public Schools provides parents an opportunity to access student information online. The online portal allows parents to view information such as their child's attendance, grades, and assignments. Student records are updated in real time so this will be the most up-to-date method for obtaining information regarding the progress of your child. This portal login follows the student from elementary to middle and to high school. Due to security and confidentiality requirements, parents will have to personally visit the school to pick up their parent portal password. These will be available during Open House.

Attendance:

Compulsory Attendance

Attendance is required under the current laws of the Commonwealth of Virginia Section 22.1-254. When a student is absent, and a call-in has not been received, the school staff makes every effort to contact a parent on the day of the absence, using the automatic computer call-out system. All students should make attendance and punctuality a priority for the school year. *All absences will be considered unverified unless appropriate documentation is provided*. To be counted present for the class a student must be in attendance for two-thirds (2/3) of the class period. Compulsory Attendance-Board Policy JED

Truancy

A student is considered **TRUANT** when he/she has 5 UNV absences. Reasonable efforts will be made via phone calls, texts through the KINVO system and other communication to build cooperation between the parents/guardians and the attendance officer and other school officials to remedy the student's attendance problem. Where direct contact with a parent cannot be made, despite reasonable efforts, or where parents otherwise fail to cooperate in remedying the student's attendance problem, the Superintendent or the Superintendent's designee may seek immediate compliance with the compulsory school attendance laws. The attendance officer, with the knowledge and approval of the Superintendent, shall institute proceedings against any parent who violates these laws. Where the complaint arises out of the parent's failure to comply with the requirements of §22.1-258, the attendance officer shall document the school division's compliance with this Code section.

Chronic Absenteeism

Chronic Absenteeism is defined as missing 10% or more of the school year. This is equal to approximately 2 days per month or 16-18 days per year. Chronic Absenteeism is looking at all types of absences (UNV= Unverified Absence; PC= Parent Contact; Note= Professional Note; S= Suspension; T= Tardy, CI= Check In; CO= Check Out. Absences due to Activities will NOT count toward Chronic Absenteeism). In accordance with the Every Student Succeeds Act (ESSA), attendance is an *integral part of every schools' accreditation*. **All types of absences will count as a loss of an instructional day toward chronic absenteeism.** Students who do not attend school will be considered chronically absent and may be contacted by school officials to discuss Attendance Awareness and/or Chronic Absenteeism. *Students deemed as Chronically Absent may be placed on the Loss of Privilege (LOP) List until time is made up in Night School*.

Attendance Assistance

Step One: *Attendance Success Plan*

Students who reach **four(4) absences of any kind** will be placed on an Attendance Success Plan. This plan is developed with the student, parent/guardian and school personnel to bring awareness of the attendance policy and explore ways to support the student with improved attendance.

Step Two: *Attendance Improvement Plan*

Any student who reaches **five(5) unexcused (UNV) absences** will be placed on an Attendance Improvement Plan. The parent/guardian will be contacted by an administrator to complete an Attendance Improvement Plan. The Attendance Improvement Plan is the first step in ensuring that the student and parent/guardian are complying with Compulsory Attendance Law. The AIP is designed to address unexcused absences and avoid continuance and referral to the FAST Team and possible Court Services intervention.

Step Three: *Referral to FAST Team*

Any student who reaches **seven(7) unexcused absences** will be referred to the PCPS Family & Attendance Support Team, or **FAST**. The PCPS Coordinator of Student and Family Services will contact the parent/guardian to schedule a meeting with the FAST Team. The FAST Team is composed of members that represent the school division, related agencies, and

government representatives. The goal of the FAST Team is to provide support to families and implement interventions to avoid Court Services involvement.

Parent's Role in Student Attendance: Call-In & Notes

When a student is absent, their parent/guardian should **call the main office at 643-0747 (*press option 7)** to report the absence between 8:00 a.m. and 4:00 p.m. *on the day of the absence*. Phone calls prior to 8:00 a.m. will be directed to an answering service and information regarding your student can be left via voicemail.

A note from the parent/guardian or Doctor may substitute for a call-in when the note is sent on the day the student returns. A note must contain the current date, the date of the absence, the reason for the absence, a parent or guardian's signature, and a phone number where the parent or guardian can be reached to verify the note. The student must present the note to the main office upon his/her return to school.

Tardiness

On a regular school day, students are **expected to be in the classroom and ready to begin work by 8:30am promptly**. If students are tardy to school they must report to the office to sign in to receive a Tardy Slip before reporting to class. Parents are responsible for calling or sending a note of explanation for the student's tardiness.

Students are expected to be in the classroom on time for each block. Students are provided adequate time to switch classes between bells. The PCMS Faculty & Staff will work with students at the start of the school year for a period of time before fully implementing the Tardy Policy. Students who accumulate 5 tardies in a semester will be placed on the Loss of Privileges list.

Computer Policies:

Students and parents must sign the ***Acceptable Computer Use Policy*** before being issued a network account and Chromebook. When a student accesses computers, computer systems, and computer networks owned or operated by the Pulaski County School system, he or she assumes certain responsibilities and obligations. All access of this type is subject to school policies and to local, state, and federal laws. The school division expects that student use of computers, including Chromebooks, provided by the school will be ethical and will reflect academic honesty. Students must demonstrate respect for intellectual property, ownership of data, system security mechanisms, and rights to privacy.

Each student will be issued a Chromebook to be used for instructional purposes. You can review the Chromebook policy located on the PCPS website. Here is a link to that policy or you can scan the QR Code:

SCAN ME

https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/1424595/chromebook-1-to-1-policy-rev1.pdf

Computer use is a privilege, not a right. Inappropriate use will result in disciplinary action and/or cancellation of the privilege.

Chromebooks

Students are issued Chromebooks daily as a privilege to complete school related assignments. Students are not allowed to take their Chromebooks home unless permission is granted from a teacher or administrator. Any student who violates the Acceptable Use Computer Policy or intentionally damages a Chromebook will lose this privilege. However, some Chromebooks may need to be repaired or replaced due to normal usage or equipment malfunction. Below are the steps to take if your chromebook needs to be repaired or replaced:

1. Students will turn in their Chromebooks into Mr. Orren in the library.
2. Mr. Orren may issue a loaner Chromebook to the student until their assigned Chromebook has been repaired or replaced when given approval from administration.

- If damage is determined to be intentional the student's parents/guardian will be responsible for the cost. In addition, students will not be issued a loaner until the cost of the damages has been paid and a meeting is held with PCMS administration.
- Any student who violates the Acceptable Use Computer Policy will lose Chromebook privileges for a time period to be determined by PCMS administration.

Discipline:

Violations to the Student Code of Conduct

Please refer to the *Pulaski County Public Schools Student Code of Conduct* for more information. These will be sent home with every student.

Restorative Academy Program (RAP)

RAP is an alternative in school program provided at each secondary school level. Students are placed in the RAP program based on behavior incidents or as a transition upon return from an out of school suspension.
The following procedures will be implemented when Restorative Academy Program (RAP)

1. A conference will be held with the student and administrator.
2. The parent/guardian will be contacted as soon as possible.
3. On the day(s) RAP is assigned, the student will report to RAP when they arrive at school.
4. Students are expected to complete all assignments while in RAP and will meet with a School Counselor.

5. If the student does not complete their assignments or interrupts the learning environment, additional time/days of RAP may be added.

In School Suspension (ISS)

The in school suspension is a Time Out Space for students needing redirection and an opportunity to regroup. A student can be assigned for multiple days depending on the level of infraction or student need.

The following procedure will be implemented when ISS is assigned. A conference will be held with the student and administrator.

1. The parent/guardian will be contacted as soon as possible.
2. On the day(s) ISS is assigned, the student will report to ISS for the time period they are scheduled.
3. Students are expected to complete all assignments while in ISS.
4. If the student does not complete their assignments or interrupts the learning environment, additional time/days of ISS may be added.

Out of School Suspension (OSS)

Out of school suspension is the temporary removal of a student from his or her regular educational setting for a violation of school policies or rules.

The following procedure will be implemented when suspension occurs.

1. A conference will be held with the student and administrator.
2. The parent/guardian will be contacted as soon as possible.
3. A letter detailing specific dates of the suspension will be sent to the parent as soon as possible.
4. The suspended student cannot be on any property of Pulaski County Schools nor attend any school functions until he/she has been reinstated (Unless assigned to Night School).
5. Upon the student's return, a conference may be held with the student and/or the parent to review re-entry requirements, as needed.
6. Classwork assigned during a suspension can be completed for credit. Students on suspension have as many days as they were out to complete missed work.

Night School

Students will be assigned to night school in the place of out of school suspension. Students may also be assigned by PCMS or PCPS administration as a temporary placement or to make up

Leaving School Grounds

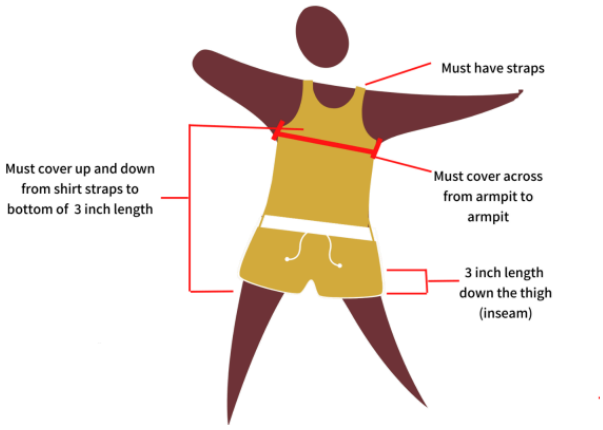
Students are not permitted to leave the school grounds during normal operating hours unless expressed parental permission is secured by the school. Any student who must leave the school

grounds because of illness or other emergency must be signed out through the office by a parent, guardian or someone designated by the parent or guardian.

It is essential that each student be accounted for at all times during the school day. Any student leaving school property without permission of school authorities or without proper sign-out procedures may be suspended or assigned RAP.

Student Dress Code

"All students who attend Pulaski County Public Schools are expected to respect the school community by dressing appropriately for a Pre K-12th grade educational environment. Pulaski County Public Schools respects students' rights to express themselves in the way they dress and affirms the expectation that students have a right to an environment that is safe, drug-free, and conducive to learning. Student attire should facilitate participation in learning as well as the health and safety of students and staff members. This policy applies to any student, PK-12, who is in or on school property, going to and from school (including bus stops), or at a school-sponsored activity (including field trips).



Minimum Requirements:
1. Clothing must cover areas from one armpit across to the other armpit, down to approximately 3 inches in length on the upper thighs. Tops must have shoulder straps. Rips or tears in clothing should be lower than 3 inches in length. See-through/mesh garments must have coverage underneath that meets the minimum requirements of this standard.

2. Shoes must be worn at all times and should be safe for the school environment (soft-soled bedroom shoes or slippers shall not be worn, except for school activities approved by the principal).

3. Headgear including hats, hoodies, and caps are not allowed unless permitted for religious, medical, or for other reasons approved by school administration as noted in Code of Virginia § 22.1-279.6

4. Specialized courses may require specialized attire, such as sports uniforms, safety gear, or personal protective equipment.

5. Clothing and accessories that endanger student or staff safety may not be worn.
Additional Requirements:
1. Clothing may not depict, imply, advertise, or advocate violence, illegal activity, lewd conduct, weapons, or the use of alcohol, tobacco, marijuana, or other controlled substances.

2. Clothing may not depict or imply vulgarity, pornography, obscenity, discriminatory language/images, or sexual acts.

3. Clothing may not state, imply, or depict hate speech/imagery targeting groups based on race, gender, intellectual & physical abilities, sexual orientation, religion, socioeconomic status, physical appearance, gender expression, family configuration, ethnicity, age, the language spoken in their homes, or any other protected classification.

4. 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, promotes illegal behavior, and/or advocates disruptive behavior is prohibited.

The administration at each school 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."

Blankets

For the safety, security, and overall learning environment of all students, blankets are not permitted at school. Students are expected to dress appropriately for the school setting. Blankets can present safety concerns, distract from instruction, and are not considered appropriate school attire.

Students who bring blankets to school may be asked to put them away or have them confiscated until the end of the day. Repeated violations may result in disciplinary consequences.

Drawing on Skin

To maintain a respectful and distraction-free learning environment, students are not permitted to draw on themselves or others while at school. Writing or drawing on skin can be disruptive, inappropriate, and may raise health or safety concerns.

Students found drawing on themselves or others may be asked to wash it off and could face disciplinary action if the behavior continues.

Toys

Toys are not permitted at school. Students should leave toys, games, collectibles, and other non-instructional items at home unless they are specifically requested by a teacher for a classroom activity or school event. The school is not responsible for lost, damaged, or confiscated personal items brought to school in violation of this policy.

Loss of Privileges:

Pulaski County Middle School strives to offer as many extracurricular activities as possible. However, PCMS also believes these activities are privileges and students must meet certain requirements to participate in them. The Loss of Privileges List addresses behaviors that will exclude students from participating in these activities for a specific amount of time.

I. Definition: LOP means that students may not attend or participate in extracurricular school activities on or off campus before, during, or after school.

Events include:

- Participation in Games, Performances, Plays, Academic Competitions, etc.
- Practices and Rehearsals
- Attendance at Dances, Concerts, Productions, and Games/Competitions
- PCMS reserves the right to include other events as necessary

II. How is a student added to the LOP list?

1. **Restitution and Fines**-*Students are taken off the LOP list as soon as payment is received.*

2. **Absences**- students are added to the LOP list after their sixth absence to school. *Students remain on the list until the absence(s) is made up via Night School attendance.*

3. **Tardies**- students are added to the LOP list after their fifth tardy in a semester. *Students will remain on the list until they have been tardy free for five consecutive school days.*

4. **Missing assignments**- students are added to the LOP list if they reach three missing assignments in a class. *Students remain on the list until assignments are completed.*

5. **Office referrals** - students are added to the list after their second office referral. *Students will remain on the list for two weeks and will be taken off if they have zero referrals during that period. A third office referral will lead to a student being on the LOP list for the remainder of the semester.*

6. Other reasons deemed appropriate by the PCMS Administration

7. Students can be placed on the LOP list by the Superintendent and/or PCMS Administration

III. The LOP list is cleared at the end of the first semester with the following exceptions:

- unpaid restitution and fines carry over
- long-term placement on the list by the Superintendent or PCMS Administration

Extra Curricular Activities:

Athletics

Students are encouraged to participate in a variety of athletic activities.An official VHSL physical examination is required for participation in interscholastic sports. Forms can be picked up in the office or can be found at www.VHSL.org.

Fall Season: Cross Country, Cheerleading, Football, Golf, and Volleyball

Winter Season: Basketball, Cheerleading, and Wrestling

Spring Season: Baseball, Soccer, Softball and Track & Field

More information is available on the *Athletics and Activities* page on the school website.

Ticket sales for sporting events support our athletic programs by covering the costs of uniforms, equipment and game officials/referees.

Athletic Eligibility

Students' eligibility will be based on VHSL guidelines. Entering 7th and 8th grade students' fall and winter eligibility will be based on their prior year's final grades. The requirement will be that a student athlete has earned no more than one failing grade on their report card. All students' spring eligibility will be based on their first semester grades for the current year. Again, the requirement will be no more than one failing grade on their report card. Entering 6th grade students will automatically be eligible for fall and winter athletics.

As a Reminder: Loss of Privileges is applied to extracurricular activities, as stated in the Loss of Privileges section of the PCMS Student Handbook.

Sportsmanship

As a student athlete your actions on the playing surface are a direct reflection of Pulaski County Middle School. Student athletes are expected to exhibit the qualities of P.R.I.D.E within the school building, and in competition. Student athletes at Pulaski County Middle School will be expected to exhibit qualities of being great teammates,competitors, and display good sportsmanship with another opponent. Failure to exhibit these qualities may result in disciplinary action, and may result in the inability to participate in athletics at Pulaski County Middle School.

Extracurricular Activities

During the school year a number of extracurricular activities are provided for middle school students. These activities may include athletics, after-school clubs, academic competitions, theater performances, concerts and more. Students and their parents are encouraged to be alert to other

opportunities throughout the school year. Students are encouraged to try out and to participate as often as possible. Information regarding extracurricular activities will be posted on Canvas Announcements page, PCMS webpage, and PCMS social media.

Student Activities and Clubs

Faculty sponsors, upon securing the approval of the principal, may organize after-school clubs and activities.

Once per month, all students will participate in Club Day during school hours. Students will choose from a variety of clubs at the beginning of the school year. This will remain their club for the entire school year. Club Day will begin in September.

Yearbooks and School Pictures

School pictures will be taken in the fall and spring. Information regarding these pictures will be sent home prior to the photos being taken. All students will participate in Fall Pictures. Spring Pictures will be on a prepaid basis. Fall pictures will be featured in the school yearbook. Yearbooks will be for sale beginning in the Fall. Purchased yearbooks will be distributed to students in the spring closer to the end of the school year.

Financial:

Fees

There are fees to cover the cost of materials for certain classes. Below is the list of some classes requiring fees and the fee per class. Fees can be paid online through School Cash Online at https://pcva.schoolcashonline.com/. You can also send a check made payable to Pulaski County Middle School and **please add** the class (Art, FACS, Technology Education or Agriscience) and student's full name to the Memo Section of the check. You may send cash if the prior two options are not possible, but be sure to include a note with information on the class and the student's full name.

Art Fee - $6.00
FACS Fee - Grade 6 - $4.00
Grade 7 - $5.00
Grade 8 - $7.00
Technology Education (STEM) Fee - $6.00
Agriscience Fee - $6.00

Field Trips

Teachers may plan field trips for students that are intended to enhance the learning experience. All students will need to have a signed permission form to attend a field trip. Fees for field trips can be paid for online through *School Cash Online (*https://pcva.schoolcashonline.com/). If you are having difficulty with the cost of a field trip, please contact an administrator. We do not want the cost to be prohibitive. There will be fundraisers for the more costly field trips.

Restitution

Students and families are responsible for the cost of any intentional property damage of an PCPS property or that of others. Students and families will meet with PCMS administration to reconcile payments. Students will be placed on the LOP list until payment is received.

School Cash Online

We use **SchoolCash Online** for all school purchases, field trips, fundraising and activity fees. We encourage all parents to register now (pcva.schoolcashonline.com or scan QR code), so you'll be ready to make online payments from home.

SCAN ME

Fundraisers

School approved fund raising activities may take place. However, students are not permitted to sell or trade any unapproved items while on school property or buses.

School Procedures:

Lockers

Lockers are provided to store book bags, backpacks, purses and any other items belonging to students. **Backpacks, purses, or any other bag are not to be taken into classrooms due to space and school safety** . Lockers should be closed and locked at all times. **Students are advised not to share combinations with anyone because they will not be changed during the school year.** Items found in the locker assigned to a student are considered property of that student. Sharing lockers, even when agreed upon between students, does not change this policy. Personal locks are not permitted.

Lockers are to be kept clean and neat. Students should not tape anything to the inside or outside of lockers. The school administration reserves the right to inspect lockers at any time. Problems with lockers should be reported immediately to a teacher.

Lost and Found

Students who have lost articles of clothing or other personal items are asked to check with the office staff for assistance. Since articles cannot be kept in Lost & Found indefinitely, students are expected to claim them as quickly as possible. Lost items such as jewelry, radios, and music devices are kept

in the office until claimed. The school accepts no responsibility for loss or theft of these valuable items and suggests students not bring them to school.

School Clinic/School Nurse

Should a student become ill while at school, he/she will be given permission by a teacher or administrator to report to the clinic with a pass. If the student is ill, the school nurse will contact the parent, and the parent must come to the school and sign the student out. Students are not to call a parent without first reporting to the school nurse.

State law prohibits the dispensing of any medication to students without a valid doctor's order. In the event that a student must receive medication during the school day, parents are expected to personally deliver the medication to the school along with a doctor request. **Under no circumstances are students to bring medication to school.**

All students are required to have a current health form on file. Students will be given a form at the beginning of the school year and are expected to return this form within the first few days of school. **Students who do not turn in this form will not be allowed to participate in sporting activities, field trips, and be placed on the LOP list** until the form is completed and turned into the School Nurse.

Unless an opt out form has been received by the nurse, rising 7th graders are required to have the HPV vaccination. All rising 7th graders must have the T-DAP and Meningococcal vaccination in order to attend school.

Clinic Staff
Nurse Darcy Simmons 540-643-0832
Nurse Jane Farmer 540-643-0865
The school nurse is in the clinic from 8:15 a.m. to 3:00 pm each school day.

School Counselors

Middle school counselors address all students' academic, career, and social/emotional developmental needs by developing, implementing, evaluating, and enhancing a comprehensive school counseling program that promotes and enhances student success.

School counseling services are available to all students. Services include academic planning/goal setting, short-term individual/group counseling, referrals for long-term support, and collaboration with families, school staff, and the community to enhance student success. School counselors also provide classroom guidance lessons to help all students apply academic achievement strategies, manage emotions, apply interpersonal skills, and provide career planning guidance.

School Counselors

Grade 6: Mrs. Carmen Haas	540-643-0609
Grade 7: Mrs. Ashley Jones	540-643-0834
Grade 8: Mrs. Amy Gore	540-643-0661

Blocksi Pass

Pulaski County Middle School utilizes an electronic hall pass called Blocksi Pass. Blocksi Pass helps the school monitor students throughout the building which promotes safety and protects instructional time. Students make requests for a hall pass by first asking the teacher for permission and then submitting the request. Students can request an appointment with an administrator or school counselor. School Nurses can create appointments for students receiving regular medications at school. The appointment feature also sends an email to students to remind them of their appointments.

Emergency Drills

Several types of emergency drills are held periodically during the school year. The following drills will occur at some time during the school year: fire drill, tornado drill, earthquake drill, shelter in place drill, evacuation drill, and intruder lockdown drill. Each student will be informed of the proper drill procedures by his/her teacher. School administration, faculty, and staff believe these drills are of the utmost importance in regards to providing a safe learning environment for our students. All students are to take these drills seriously, any misbehavior during these drills will result in disciplinary action.

Immunizations for Middle School Students

Immunizations are required for all students entering the 7th grade. Students will not be permitted to attend school until verification of immunization has been provided by a medical professional such as a doctor's office or health department. The required immunizations are the TDap, Meningococcal and HPV Vaccine.

https://www.vdh.virginia.gov/immunization/requirements/

HPV Letter and Information from VDH:
https://www.vdh.virginia.gov/content/uploads/sites/11/2021/03/HPV_Letter_Spring.pdf

Inclement Weather

When weather conditions exist that would make it hazardous for students to get to school safely, students and parents should refer to local radio and television stations, social media outlets and smartphone apps for notification of school closing.

Parents are asked to inform their students as to the procedures to follow in case school is dismissed early because of inclement weather conditions. This will help keep our telephone lines open in case of emergencies.

If schools are closed due to inclement weather, school work may be provided asynchronously on *Canvas* or through a snow packet provided by teachers. This will be announced along with the inclement weather announcements. Students should follow directions given by teachers.

Parent Drop Off/Pick Up

Parent Drop Off and Pick Up is located in the rear of the school. Please follow the blue line to minimize traffic backup on Route 11. Parents may drop off students in the mornings between 7:45 and 8:25. Students arriving after 8:25 will need to be signed into the office by a parent or guardian to receive a Tardy Pass. Parent Pick Up starts at 3:10. Parents may start lining up at 3:00. If you are early, you are welcome to park in our parking lot until 3:00. Students will exit the rear to meet parents at Parent Pick Up. To keep the line moving, a parent/guardian may be asked to pull over to the side if a student is delayed on their way to Parent Pick Up. Please drive slowly and be mindful of adults or students walking across the parking lot or parent drop off/pick up area.

Transportation Changes

If there is a need to make changes to transportation on a specific day, a parent/guardian will need to send the request in writing or call the school by 10:00 am. If a student is going home with another student, notes from parents of both children must be signed by front office personnel or a school administrator. **Any changes in transportation arrangements or other messages must be called into the school by 10:00 a.m. to ensure that the message can be delivered by the end of the school day.** If a transportation change request is sent with a student, it is the student's responsibility to bring the note to the office requesting alternate transportation by 10:00 am. Office staff will not contact parents/guardians to arrange alternate transportation.

Personal Property

Students should not bring expensive electronic equipment, toys, expensive jewelry, large sums of money or other expensive items to school. **The school will not be responsible for retrieving lost or stolen property of this nature.**

School Nutrition

Breakfast

Breakfast is free to every student and will be available from 7:45 – 8:25 each morning in the cafeteria. Students arriving late will be offered a bag breakfast that can be picked up from the cafeteria, and will eat breakfast in their classroom. Breakfast menus are available on the Pulaski County Public School's website. (or scan the QR code)

SCAN ME

(http://www.schoolnutritionandfitness.com/index.php?sid=1494430420757&page=menus)

Lunch

Lunch will be served in the cafeteria each day by grade level. Information concerning the cafeteria program will be sent home to parents during the first week of school. Lunch menus are available on

the Pulaski County Public School's website. (http://www.schoolnutritionandfitness.com/index.php?sid=1494430420757&page=menus) Lunch is free to all students. Students can buy items separately or purchase extra items. Parents may send checks or cash to the school, or they may pay online at www.myschoolbucks.com.

Outside Food & Drinks

To support student health and maintain a focused learning environment, energy drinks, soft drinks, and fast food are not permitted at school. Students are encouraged to bring nutritious meals and beverages from home or enjoy the options provided in the school cafeteria.

Any energy drinks, sodas, or fast food items brought to school will be confiscated. Students may not bring fast food to school when checking in late and students may not have fast food delivered. Repeated violations may result in disciplinary action.

Telephones/Cell Phones

School Board Policy: JFC-R9 Communication Devices:

> Students in grades 6-8 may possess cellular telephone, smartphone, tablet, Personal Digital Assistant (PDA), or other communications device on school property, including school buses, provided that the device must remain off and out of sight from the time the student arrives at school until the student leaves the school building.
>
> **The division is not liable for lost or stolen devices brought to school or school activities**. If a student uses such a device in violation of this policy, additional disciplinary sanctions may be imposed and the device shall be confiscated from the student and returned only to the student's parent/guardian.

Communication and electronic devices are NOT permitted from the time students arrive at school through the end of the instructional day, which ends at 3:05 pm . Communication Devices include, but are not limited to, cell phones, smart phones, smart watches, bluetooth earbuds/earphones, bluetooth headphones, etc.

If parents need to contact a student during the day, please call the school office.

School Telephones

Students are not allowed to use school telephones in the classrooms or in the office without permission. School telephones are also for emergency use only.

Unified Communications: Kinvo

Our school uses an electronic messaging system to send important updates by text message and/or email. Messages may be sent by your child's teacher, a school administrator, or other authorized staff members.

If you receive a message through this system, you may simply reply to the text or email. Your response will be delivered directly to the specific teacher or administrator who sent the original message, allowing for convenient two-way communication.

Visitors in School

All visitors must have a photo ID to receive a Visitors Badge. This also includes any parent or guardian coming to the school for a meeting. Visitors will obtain a visitors badge from the main office upon arrival.

Volunteering at School

PCMS welcomes volunteers. If you are interested in Volunteering in our School, including joining the PTO, you will need to complete a background check through our Secure Volunteer System (Board Policy GCD-R: Hiring Procedures). You can sign up on the Pulaski County Public Schools website by clicking on "Volunteers" and following the instructions provided.

After completing the process you will follow the *Procedures for Visitors* listed above each time you come to the school.

School Transportation:

School Transportation contact information

Students/parents who have questions regarding bus transportation, routes, etc., should first call Vickie Jarrells, Transportation Manager at 540-643-0815.

Bus Routes are posted on the school division website.

School Transportation Expectations

Be Safe:

Keep voice level at 0 or 1
Stay seated and facing forward until bus comes to a complete stop
Keep aisles clear
Walk

Be Respectful:

Keep body and belongings to self
Listen and follow directions
Use kind language

Be Responsible:

Get to bus stop on time
Wait for driver's signal to cross the road
Clean-up after yourself

Students should refrain from the following activities:

Eating food or consuming drinks, except water (food is a choking hazard)
Food and beverages must be kept in lunch boxes or book bags while on the bus
Smoking or use of tobacco products
Audible music
Using profane or obscene language
Arguing or fighting
Harassing other students
Vandalism to any part of the bus
Failure to obey bus driver's instructions
Making excessive noise
Throwing objects

Boarding and Exiting Buses
Students must remain on the sidewalk in an orderly manner at the bus loading zone until the bus comes to a complete stop. The door will not be opened until students are lined up to get on the bus. Students must exit the bus without running or pushing and always cross in front of the bus.

Riding another Bus or Getting Off at another Stop
Students who need to ride a different bus from the one regularly assigned must have a written note each time from a parent/guardian and have this signed by an administrator or office staff. Notes must be brought to the office before afternoon dismissal to ensure time for a signature.

Technology Bus Use Guideline:
Students may possess an electronic device on the school bus as long as the following guidelines are followed:

No audible sound allowed at any time
No headphones worn until the student is in the appropriate seat
Headphones are to be worn only in one ear
No picture taking
No talking on the phone

School Transportation Discipline

Students shall not behave in a disruptive manner or otherwise violate the Standards of Student Conduct while waiting for a school bus, while on a school bus, or after being discharged from a school bus. The driver of the bus has the authority to maintain order and the responsibility for providing a safe environment. The drivers may give assigned seats, require zero voice level, restrict water consumption, confiscate technology/personal items, and request a conference with administration, students, or guardian if students are not following the above behavioral expectations. The school served by the driver will render discipline assistance when the driver issues a bus referral.

<u>Riding a school bus is a privilege, not a right</u>. Students who do not behave at the bus stop or on the school bus may have the privilege of riding revoked for a specified time period which could be extended to permanent exclusion.

School Transportation Discipline Consequences:

1. Defiance or Disrespect:
    a. 1st Offense = 5 school days removal from school transportation
    b. 2nd Offense = 20 school days/1 month removal from school transportation
    c. 3rd Offense = Expulsion from school transportation
2. School Transportation Safety Infraction (fighting, assault, destruction of property, etc.):
    a. 1st Offense = 45 school days removal from school transportation
    b. 2nd Offense = 90 school days removal from school transportation
    c. 3rd Offense = Expulsion from school transportation

Bell Schedules

Regular Bell Schedule

1st Block	**8:30 - 10:08 (98 min)**
2nd Block	**10:12 - 11:37 (85 min)**
	Special 1: 10:12 - 10:53
	Special 2: 10:56 - 11:37
3rd Block	**11:41 - 1:36 (115 min)**
	Special 1: 11:41 - 12:22
	Special 2: 12:25 - 1:06
	8th Grade Lunch: 11:41 - 12:06
	6th Grade Lunch: 12:23 - 12:48
	7th Grade Lunch: 1:06 - 1:31
4th Block	**1:40 - 3:05 (85 min)**
	Special 1: 1:40 - 2:21
	Special 2: 2:24 - 3:05

2 Hour Delay

1st Block	**10:30 - 11:30 (60 min)**
2nd Block	**11:34 - 12:34 (60 min)**
	Special 1: 11:34 - 12:03
	Special 2: 12:05 - 12:34
3rd Block	**12:38 - 2:01 (83 min)**
	Special 1: 12:38 - 1:06
	Special 2: 1:08 - 1:36
	8th Grade Lunch: 12:38 - 1:03
	6th Grade Lunch: 1:07- 1:32
	7th Grade Lunch: 1:36 - 2:01
4th Block	**2:05 - 3:05 (60 min)**
	Special 1: 2:05 - 2:34
	Special 2: 2:36 - 3:05

2 Hour Early Release

1st Block	**8:30 - 9:30 (60 min)**
2nd Block	**9:34 - 10:34 (60 min)**
	Special 1: 9:34 - 10:03
	Special 2: 10:05 - 10:34
3rd Block	**10:38 - 12:01 (83 min)**
	Special 1: 10:38 - 11:06
	Special 2: 11:08 - 11:36
	8th Grade Lunch: 10:38 - 11:03
	6th Grade Lunch: 11:07 - 11:32
	7th Grade Lunch: 11:36 - 12:01
4th Block	**12:05 - 1:05 (60 min)**
	Special 1: 12:05 - 12:34
	Special 2: 12:36 - 1:05

Club Day

1st Block	**8:30 - 9:44 (74 min)**
2nd Block	**9:48 - 11:02 (74 min)**
	Special 1: 9:48 - 10:24
	Special 2: 10:26 - 11:02
3rd Block	**11:06 - 12:52 (106 min)**
	Special 1: 11:06 - 11:43
	Special 2: 11:45 - 12:22
	8th Grade Lunch 11:06 - 11:31
	6th Grade Lunch 11:43 - 12:08
	7th Grade Lunch 12:22 - 12:47
4th Block	**12:56 - 2:10 (74 min)**
	Special 1: 12:56 - 1:32
	Special 2: 1:34 - 2:10
Club	**2:15 - 3:05 (50 min)**

Acknowledgement of Receipt Signing Page
PCMS School Handbook

I acknowledge that I have received a copy of the *Pulaski County Middle School Handbook*.

_____	_____
Student's Name and Grade	Student's Homeroom Teacher
_____	_____
Student Signature	Date
_____	
School Parent/Legal Custodian	
_____	_____
Parent/Legal Custodian Signature	Date

Please return this page to your child's teacher during the first week of enrollment.