

# **George H. Moody Middle School**

## **Parent Handbook**

### **2011-2012**

Principal – Arthur G. Raymond, III  
Associate Principal – Ann Greene  
Assistant Principal – Tim Lewis  
IBMYP Programs Specialist – Nancy LaVier  
IBMYP Site Coordinator – April Craver  
Director of School Counseling – Sarah Massie



7800 Woodman Road  
Henrico, VA 23228-3829

Main Office (804) 261-5015  
Fax number (804) 261-5024  
Office Hours 8:00am – 4:30pm

School Counseling (804) 261-5019  
School Counseling Fax (804) 515-1121  
School Colors - Burgundy and Gold  
School Mascot - The Raider

**Henrico County Public Schools will be the PREMIER school division in the United States.**

# Table of Contents

Welcome  
Forward  
Mission Statements  
Henrico County Public Schools Calendar  
Henrico County Public Schools' Student Dress Code  
School-Related Acronyms and Terminology  
    Our School Day  
    Got Questions?  
After-School Policy  
Agenda Books  
Arrivals and Departures  
Athletics  
Attendance Policies  
Behavior and Discipline  
Bus and Transportation Information  
Cafeteria Procedures  
Cell Phones  
Citizenship and Responsibilities  
Changes in Family Information  
Clinic and Health Services  
Clubs  
Communication Contacts  
Community and Service  
Directions to AWAY games  
Early Dismissals  
Electronics and Other Valuables  
Grading and Reporting Grading System  
Locks and Lockers  
Lost and Found  
Off-Campus Behavior  
Physical Education  
Promotion Policy  
School Crisis Plan  
School Counseling  
School Dances  
Search and Seizure  
Special Months  
Technology and Laptop Information  
Use of Phones  
Visitors  
Volunteering at MMS  
What can I do to help my child be successful at school?  
What to do in inclement weather

# Welcome

Dear Parents and Guardians:

Middle school is a journey of wonder and discovery during which your child will experience intellectual and social growth. Along this journey, you will find that parenting the young adolescent is both rewarding and challenging. The information in this handbook will help you support your child as he or she travels on the path towards high school.

We have found that a partnership between school and home serves as the foundation of support for our students. Communication builds effective support structures. One of the best ways that we as a school can support our parents is by keeping you informed.

We hope that you find the information in this handbook helpful. If you are unable to find the answers to your questions, please do not hesitate to call the main office at 261-5015 or 261-5019 for the school counseling office.

Sincerely,

Arthur G. Raymond, Principal

## Keep Informed and In Touch

| Method of Communication                                  | Purpose  |
|--|--|
| <a href="http://www.gomoody.com">www.gomoody.com</a>     | Here you'll find event announcements, the school calendar, student handbook, parent handbook, athletic information, and links to other websites.                             |
| HCPSLink   | This site contains a listing of your child's grades, assignments, important dates, and announcements   |
| <a href="http://www.mmspta.com">www.mmspta.com</a>       | This site is your connection to the MMS PTA. Here you will find announcements, volunteer needs, and a whole lot more.  |
| <a href="http://henrico.k12.va.us">henrico.k12.va.us</a> | This is our school district's main site.   |
| e-mail   | We encourage you to e-mail your child's teachers. Teacher e-mail addresses can be found on HCPSLink and are also found in the Student Directory, published by the Moody PTA. |
| Dynacal  | This is our calendar of events.  |

# Forward

This handbook will provide you with the information you may need to help your child be successful at George H. Moody Middle School. Parents and teachers, the home and the school, are partners in the education of your child.

## Henrico County Public Schools Mission Statement

Henrico County Public Schools, in partnership with the community, will inspire, empower, and educate every student to be prepared for success in the 21<sup>st</sup> century.

We Believe:

- Every student can learn.
- Students should develop 21<sup>st</sup> century skills.
- Student success requires a shared responsibility by students, teachers, parents, and community.
- Students develop best in a positive learning environment that is safe, clean, and well-maintained.
- Our diversity will be our strength.
- In unity of purpose and equity of opportunity.
- A well-educated, highly motivated, and strongly supported staff is critical for a quality education.
- Strong community support should be cultivated and maintained.
- Each member of our school community should be treated with dignity and respect.
- In continuous improvement and life-long learning.

## George H. Moody Middle School Mission Statement

We believe that all children will respond to high expectations within a program that:

- fosters the discovery of individual strengths;
- creates autonomous, reflective learners;
- promotes collaboration and communication for the 21<sup>st</sup> century; and
- encourages active involvement in a culturally diverse international community.

## International Baccalaureate Mission Statement

The International Baccalaureate Organization aims to develop inquiring, knowledgeable, and caring young people to create a better and more peaceful world through intercultural understanding and respect. To this end the IBO works with schools, governments and international organizations to develop challenging programs of international education and rigorous assessment. These programs encourage students across the world to become active, compassionate, and lifelong learners who understand that other people, with their differences, can also be right.

## About our namesake . . .

For nearly thirty-eight years, Dr. George H. Moody served the youth and staff of Henrico County as a teacher, principal, and finally as superintendent. Born in 1901, Moody attended the University of Richmond where he earned a Bachelor of Arts degree in June of 1928. After this, he embarked on the first leg of his career in education by teaching elementary school in Goochland County. In 1951, he became the first principal of the newly opened Hermitage High School where he served until being promoted to superintendent in 1956. He worked in this capacity until he retired in 1969.

On August 31, 1978, Moody was honored with a great educational accolade. Hermitage Middle School, previously Hermitage High School, changed its name to George H. Moody Middle School - a great hallmark in the life of a dedicated educator. Moody died just five years later on September 10, 1983.

# Henrico County Public Schools Student Dress Code

Students may not wear the following items unless otherwise stated:

- Hoods, hats, or head coverings of any kind inside school buildings during regular school hours, unless required for religious or medical reasons.
- The following items worn on school grounds during regular school hours: bandanas, do-rags, headscarves, hair picks, wave caps, large combs, brushes, and rollers.
- Sunglasses inside the school building unless prescribed by a physician.
- Dresses, skirts, shorts, athletic shorts, and other similar clothing that are shorter than four inches above the knee even when worn with leggings or tights.
- Messages on clothing, chains, jewelry and personal belongings that pertain to drugs, alcohol, tobacco, sex, gangs, vulgarity or that could reasonably cause a substantial disruption to the learning environment.
- Spiked jewelry, chains, and items that could cause student injury.
- Beachwear (which includes bathing suits and trunks) and sleepwear.
- Clothing that reveals undergarments.
- Cut-off jeans and cut-off sweat pants or torn, ripped, or slashed clothing that reveals undergarments or body parts excluded by other parts of this code.
- Bedroom slippers or shoes with wheels also known as “wheelies.”
- Clothing that reveals the midriff while sitting or standing.
- Clothing that is excessively tight or skimpy, including biker pants and clothing with plunging necklines.
- Clothing that is see-through, revealing, or resembles undergarments.
- Tube tops, halter-tops, halter-top dresses, strapless dresses or tops or dresses with spaghetti straps (female tops must be at least two inches wide at the shoulder).
- High heels or flip flops at the elementary level (elementary students are encouraged to wear athletic shoes or closed toe shoes with a rubber sole and should wear such shoes for Physical Education and recess.).
- Coats inside the school building during the school day as determined by the administrative staff depending on the school design and administrative ability to provide storage for coats.

Students must wear clothing as designed (buttoned, zippered, etc.). Students must wear pants on the hips, secured above the buttocks. Students may not:

- Drape towels, shirts or shorts around the neck;
- Roll down waistbands on shorts, pants, and skirts;
- Wear clothing in any manner that reveals undergarments at any time;
- Wear athletic basketball jerseys without wearing a t-shirt beneath the jersey;

## SCHOOL-RELATED ACRONYMS AND TERMINOLOGY

**ADD** – Attention Deficit Disorder

**ADHD** – Attention Deficit and Hyperactivity Disorder

**APP** – Activity and Program Planning

**AYP** – Annual Yearly Progress

**BIP** – Behavioral Intervention Plan

**CONNECT ED** – Automated phone calling system to help keep parents informed

**ED** – Emotional Disability

**EOC** – End of Course

**ESL** – English as a Second Language – The Henrico School District develops and provides a planned educational program for each student with limited English abilities. These programs allow students to meet academic standards and succeed in school.

**FBA** – Functional Behavior Assessment

**FT** – Field Trip

**HCPS** – Henrico County Public Schools

**HCPSLink** – The online access for parents to view grades. Teachers update grades once a week.

**IBMYP** – International Baccalaureate Middle Years Programme

**ID** – Intellectually Disabled

**IDEA** – Individuals with Disabilities Education Act

**IEP** – Individual Educational Plan, provided for students with special needs. It is a written plan that acts as the road map for the student's special needs and related services. The IEP states the goals and objectives that the student will work on for a one-year period. It describes any accommodations for the student. A new IEP is written every year.

**ISS** – In-School Suspension

**LD** – Learning Disability

**MAP** – Moody Alternative Program – In-School Suspension placement where students receive all of their class work from teachers but are restricted in their movements and deprived of their social time as a consequence.

**MMS** – Moody Middle School

**MP** – Marking Period or Nine Weeks Grading Period.

**NCLB** – No Child Left Behind – The law that directs school districts to identify students who are homeless, allowing them to enroll in a school and have access to appropriate educational services in order to succeed in school.

**OSS** – Out of School Suspension

**PDA** – Public Displays of Affection

**PTA** – Parent/Teacher Association

**Referral** – Statement or form written by a staff member to an administrator to describe an infraction of the code of conduct by a student.

**SAT** – Scholastic Aptitude Test

**SOL** – The Standards of Learning for Virginia Public Schools describe the Commonwealth's expectations for student learning and achievement in grades K-12 in English, mathematics, science, history/social science, technology, the fine arts, foreign language, health and physical education, and driver education.

**SSR** – Sustained Silent Reading

**TAG** – Talented and Gifted - Enrichment for those students who have been evaluated and identified as gifted.

The enrichment is based on the needs of the individual students

**TBA** – To Be Announced

**VGLA** – Virginia Grade Level Alternative

**504** – Refers to a section in the Americans with Disabilities Act that explains how students with disabilities are to be educated.

## OUR SCHOOL DAY

The first bell rings at 7:50 am. This is the time students are allowed in the building before the school day begins. At the 7:50 am bell, students enter through the main doors only and report to the cafeteria. As the buses begin to arrive, those students also report directly to the cafeteria. Students who would like breakfast are encouraged to line up as they arrive in the cafeteria. Tables are designated for breakfast eaters only.

Students remain in the cafeteria until the 8:05 am bell. At that time, students who are not eating breakfast go directly to their lockers and report to their first class of the day. In order to go anywhere else, students are expected to request a pass from their first block teacher.

Students are given five minutes to change classes and should be *in class and seated* when the tardy bell rings.

### What is the daily bell schedule?

| Monday   | Tuesday  | Wednesday  | Thursday   | Friday   |
|--|--|--|--|--|
| Period 1: 8:30-9:19 (49)<br>Period 2: 9:24-10:13 (49)<br>Period 3: 10:18-11:07 (49)<br>Period 4: 11:12-12:33 (81)<br><br>6 Lunch 11:15 - 11:39<br>(24 Lunch/49 Instruction)<br>7 Lunch 11:41 - 12:05<br>(24 Lunch/49 Instruction)<br>8 Lunch 12:07 - 12:31<br>(24 Lunch/49 Instruction)<br><br>Period 5: 12:38 - 1:27 (49)<br>Period 6: 1:32 - 2:21 (49)<br>Period 7: 2:26 - 3:15 (49) | Period 1: 8:30-10:00<br>(45 class/45 APP<br>Activity & Program Period)<br>Period 2 : 10:05-11:35 (90)<br>Period 3 11:40-1:40 (120)<br><br>6 Lunch 11:40 - 12:05<br>(25 Lunch/90 Instruction)<br>7 Lunch 12:10 - 12:35<br>(25 Lunch/90 Instruction)<br>8 Lunch 12:40 - 1:05<br>(25 Lunch/90 Instruction)<br><br>Period 4 1:45 - 3:15 (90) | Period 1: 8:30-10:00<br>(45 class/45 APP<br>Activity & Program Period)<br>Period 5 : 10:05-11:35 (90)<br>Period 6 11:40-1:40 (120)<br><br>6 Lunch 11:40 - 12:05<br>(25 Lunch/90 Instruction)<br>7 Lunch 12:10 - 12:35<br>(25 Lunch/90 Instruction)<br>8 Lunch 12:40 - 1:05<br>(25 Lunch/90 Instruction)<br><br>Period 7 1:45 - 3:15 (90) | Period 1: 8:30-10:00<br>(45 class/45 APP<br>Activity & Program Period)<br>Period 2 : 10:05-11:35 (90)<br>Period 3 11:40-1:40 (120)<br><br>6 Lunch 11:40 - 12:05<br>(25 Lunch/90 Instruction)<br>7 Lunch 12:10 - 12:35<br>(25 Lunch/90 Instruction)<br>8 Lunch 12:40 - 1:05<br>(25 Lunch/90 Instruction)<br><br>Period 4 1:45 - 3:15 (90) | Period 1: 8:30-10:00<br>(45 class/45 APP<br>Activity & Program Period)<br>Period 5 : 10:05-11:35 (90)<br>Period 6 11:40-1:40 (120)<br><br>6 Lunch 11:40 - 12:05<br>(25 Lunch/90 Instruction)<br>7 Lunch 12:10 - 12:35<br>(25 Lunch/90 Instruction)<br>8 Lunch 12:40 - 1:05<br>(25 Lunch/90 Instruction)<br><br>Period 7 1:45 - 3:15 (90) |

### Alternate Bell Schedules (One Hour Delay, Two Hour Delay, and Half Day)

|                | Monday  | Tuesday through Friday   |
|----------------|---|--|
| One Hour Delay | Begin day at 9:30 a.m., start with 2 <sup>nd</sup> period (1 <sup>st</sup> period omitted)  | No APP period;<br>1 <sup>st</sup> period lasts from 9:30 a.m. to 10:00 a.m.; regular schedule resumes afterwards   |
| Two Hour Delay | Begin day at 10:30 a.m.; start day with 3 <sup>rd</sup> period (1 <sup>st</sup> and 2 <sup>nd</sup> periods omitted)  | No 1 <sup>st</sup> or APP period;<br>2 <sup>nd</sup> /5 <sup>th</sup> period begins at 10:30 a.m.; regular schedule resumes afterwards   |
| Half Day       | Option 1: Periods 1, 2, 3, 4<br>Option 2: Periods 4, 5, 6, 7<br><br>We will alternate these options throughout the year in order to evenly distribute them as they occur within the calendar.<br><br>Half Day (no lunch is served; dismissal is approximate and is determined by when buses arrive from the elementary school run). | Tuesday/Thursday:<br>We attend periods 1, 2, 3, 4.<br><br>Wednesday/Friday:<br>We attend periods 1, 5, 6, 7.<br><br>Half Day (no lunch is served; dismissal is approximate and is determined by when buses arrive from the elementary school run). |

**Students are expected to arrive to school on time.** Good attendance is critical to academic success.

Tardiness to school or to class interferes with the learning process and with the school day. Students are expected to arrive on campus no earlier than 7:50 am and should be picked up no later than 3:30 pm unless involved in an after school event or activity that is supervised by a staff member.

**Students are encouraged to select a buddy who will provide information about classes whenever an absence occurs** It may be that a student will have a number of buddies, possibly one for each class. The student should have the phone number of each buddy to contact him or her about homework or upcoming projects and assessments.

**Students who abuse the privilege of a pass in any way will be subject to disciplinary action.**

## **GOT QUESTIONS?-**

Attendance secretary- Nancy Brown  
Help desk-Sarah Johnson  
School nurse-Maria Purcell

Cafeteria manager-Jeanette Borum  
Principal's secretary-Betsy Grissom

Financial secretary-Brenda Brock  
School counseling director – Sarah Massie

**AFTER SCHOOL POLICY** – Students are encouraged to stay after school to get help from teachers, to participate in athletics, and to attend games or matches that take place on campus. However, students are not allowed to just “hang out”. We believe that students need to be in a supervised area under the direction of a responsible adult. The following guidelines will apply for students who choose to stay after school.

- Students staying after school should NEVER be on the bus ramp in the afternoon.
- Students who stay after school need to be with the adult who has agreed to supervise them no later than 3:30 pm. This provides students with 15 minutes to move from their last class to the location of their activity.
- Students are expected to follow the same behavioral expectations during after-school events as during school hours.
- Students who are staying after school to watch an athletic event must have a signed form indicating that the parent is aware that the student is staying after school and will be responsible for picking them up at the end of the athletic event. Forms are available from Ms. Tuskey or Mr. Wilson, our Athletic Directors in PE. Students will NOT be allowed to call home to get permission to stay after school.
- The permission form is turned into the adult supervising students staying for athletic events.

**AGENDA BOOKS** – The PTA provides students with an agenda book which gives students a place to write down assignments and provides a calendar to help organize assignments and upcoming activities.

**ARRIVALS AND DEPARTURES** – The parking area in front of the school along Woodman Road is for visitor and parent parking. It is not for student drop-off and pickup.

**CAR RIDERS - DROPPING OFF AND PICKING UP STUDENTS** To be sure that everyone is safe we ask that you follow these guidelines:

- Please do not use the space along Woodman Road for dropping off or picking up your child. Please use the drop off areas along Vernon Road and Bransford Drive. The buses have to be able to access the side parking lot beginning at 7:50 am each morning and beginning at 2:45 pm each afternoon.
- The building is not open for students until 7:50 am. If students arrive before 7:50 am they will have to wait outside the main entrance to the building.
- If a parent needs to pick up a student for an early dismissal who would normally ride the bus, PLEASE make arrangements to pick up your child no later than 3:00 pm. That gives your child time to be called from class and allows him or her time to go to a locker if needed for materials that need to go home.
- Private cars are not allowed on the bus ramp after 3:00 pm. Please do not enter the parking lot after 3:00 pm because vehicular traffic interferes with arriving buses and is unsafe for students. This parking area is reserved for bus loading only.

**STUDENTS WHO WALK TO SCHOOL** - Students who walk should arrive on campus either by way of the front sidewalk leading from Woodman Road, the sideway leading in from Vernon Road, or by way of the cross-walk at the bus loading area. If using the cross walk, students should wait for a member of the staff to signal to them that it is safe to cross. When leaving campus, the same routes apply.

**BIKE RIDERS** – Students who ride a bike to school should walk their bikes once they arrive on campus to the bike rack near the entrance to the cafeteria. Bike riders are expected to walk their bikes on and off campus when leaving school. Bikes are not to be ridden through the bus ramp, on the black top areas, or on any sidewalk on campus.

**ATHLETICS** – Our sports programs do not begin until school begins every September. George H. Moody Middle School offers a wide variety of sports. Students who are interested in participating in a school-sponsored sport should see their Health & Physical Education teacher for specifics.

Fall = Boys' Soccer, Football, Girls' Tennis, Girls' Basketball

Winter = Boys' Basketball, Wrestling, Gymnastics

Spring = Baseball, Boys' Tennis, Girls' Soccer, Softball, Track

Our goal is to stress sportsmanship and fair play while providing opportunities to experience the proper training and techniques to become a successful athlete. The following information will provide answers to a number of questions related to athletics:

**ELIGIBILITY** – The student athlete must be a student in “good standing”. This means that the student athlete must have passed ALL core academic classes – English, math, science, and social studies – along with one additional class among the following: health & physical education, an elective, or reading at the end of the preceding semester.

- For winter sports, the student athlete must have passed the four core subjects along with one additional course at the end of the preceding school year AND at the end of the first marking period of the current school year.
- The student athlete must have a completed physical card on file with the school PRIOR TO BEING ALLOWED TO TRY OUT FOR THE SPORT.
- Students must be in attendance in school for at least one half of the school day to be allowed to practice or to participate in a scheduled game. If a student has been released from school through the clinic because of illness, he or she is not eligible to participate in practices or games. Students suspended from school may not participate in any team activity during the in-school or out of school suspension period. Athletes are to be picked up immediately following practice or an athletic event. Practices end no later than 5:30 pm.

**ATTENDANCE POLICIES** – The attendance secretary maintains a record of absences and late arrivals to school on each student attending George H. Moody Middle School. Students are expected to arrive at school and report to all classes on time every day. Per the Henrico County Code of Student Conduct, justified reasons for absences should be submitted for each early dismissal, late arrival or absence to the attendance secretary on the day of the early dismissal, late arrival, or absence.

**Acceptable reasons for tardiness to school are as follows:**

- Personal illness that is verified by a parent/guardian in person or by note;
- Doctor or dentist appointments that are verified by a parent or guardian or by a note from the attending physician;
- A court appearance that is verified by the parent or guardian either by phone or in person or a copy of the court document requesting the student's presence in court;
- Unusual circumstances that are approved by the administration and received in writing.

**Unacceptable reasons for tardiness to school are as follows:**

- Truancy;
- Oversleeping by either the student or the parent or guardian;
- Walking to school;
- Missing the bus or ride, including car trouble;
- Circumstances that are deemed unacceptable by administration.

When a student is absent from school, a parent or guardian must call the school office (261-5015) before 9:00 am each day to notify the attendance secretary of the absence and the reason for the absence. Without a phone call the absence is automatically labeled as unexcused. In addition, a note written by the parent or guardian should also be sent with the student and brought to the main office when he/she returns to school. A note should be given to the attendance secretary prior to a planned absence.

**EARLY DISMISSALS** - Under no circumstances will an early dismissal be granted over the telephone. A parent/guardian must come to the office with photo identification and sign the student out of school. Students will be released only to the names listed on the Authorization to Pick Up form completed by a parent/guardian. Be sure to update the information for authorization as needed. **All early dismissals must occur prior to 3:00 pm.**

**BUS PASSES** - If a student plans to ride a bus home with another student, MMS requires *both* written documentation and verbal verification by a parent or guardian before permission will be granted for a one-day bus change. Notes must be dropped off in the main office before 10:00 am. The student should pick up the bus pass later in the day for presentation to the bus driver. No bus passes will be issued on the day before a holiday, on early dismissal days or on the last day of school.

When writing a note for any of the circumstances below, please note what information is required.

| <i>Information required</i>               | <i>Early dismissal</i> | <i>Tardy to school</i> | <i>Absent from school</i> | <i>Bus Change</i> |
|---|------------------------|------------------------|---------------------------|-------------------|
| First & last name of the student          | X                      | X                      | X                         | X                 |
| Date of the event                         | X                      | X                      | X                         | X                 |
| Time of departure or arrival              | X                      | X                      |                           |                   |
| Reason or supporting documentation        | X                      | X                      | X                         |                   |
| Student location at the time of dismissal | X                      |                        |                           |                   |
| Bus number/student travel buddy's name    |                        |                        |                           | X                 |
| Daytime contact phone number              | X                      | X                      | X                         | X                 |
| Parent/legal guardian signature           | X                      | X                      | X                         | X                 |

The attendance secretary will make an attempt to contact the parent or guardian by using our automated phone service Connect-ED each day to confirm the absence when notification by the parent or guardian does not take place. Responding to a telephone call from the attendance secretary does not eliminate the necessity to send a written note to the attendance secretary when the student returns from an absence.

**BEHAVIOR AND DISCIPLINE** – Positive student behavior is very important if we are to succeed in our mission at George H. Moody Middle School. We believe that all students have the ability to demonstrate positive behavior on a daily basis. **Expectations for student behavior are based on the Henrico County Public Schools Code of Conduct, which every student receives at the beginning of the school year or when registering for school.**

When attending assemblies, athletic events, and evening performances, **student behavior is expected to continue to follow the guidelines used during regular school hours.** Students are to be courteous, quiet, considerate, and cooperative. Each student is responsible for the impression made on others as a representative of our school. Unacceptable behavior will result in removal from the event and the possibility of disciplinary action. Unacceptable conduct includes but is not limited to whistling, booing, inappropriate clapping, talking, or boisterous actions.

Disciplinary consequences will be enforced when a student is on school property, while traveling to or from school on a bus, while at a bus stop, while in a School Board vehicle, or while attending any school-sponsored activity including field trips.

**BUS AND TRANSPORTATION INFORMATION** – Students are expected to ride their assigned buses and use their assigned bus stops only. No changes are to be made until a submitted written request has been approved. Bus passes are issued under special circumstances only. A SIGNED, written note that includes a daytime phone number for verification must be turned into the office by the student after getting a pass from their first block teacher. Be sure that the student's full name is on the request along with the full name of the student with whom he or she is riding. Bus passes are to be picked up by the student during their travel to or from the cafeteria during lunch.

**No student will be allowed to board another bus other than the one to which he/she is assigned unless a bus pass is presented to the driver.**

## STUDENT BUS EXPECTATIONS

- There should never be any fighting, yelling, using inappropriate language, horse-playing, or throwing things on the bus.
- When you get on the bus, take a seat and stay in that seat until you arrive at school or your bus stop. Remain seated until the bus comes to a complete stop.
- Sit facing the front of the bus with your backpack on your lap or under the seat. THERE IS NO SAVING OF SEATS ON THE BUS.
- Do not sit with your feet in the aisle.
- Requests to ride another bus must be made ahead of time through the school's main office. The requests must be made in writing and include the parent's name and daytime phone number as well as the student's full name who is making the request. The bus the student wishes to ride and the student with whom he or she is riding should also be included.
- The bus driver is in charge of the bus and has the safety of all students in his or her hands. Listen to the driver's instructions at all times. Speak politely and respectfully to the bus driver.
- Report inappropriate behavior to the driver when appropriate.
- Students are not allowed to have food or beverages on the bus.
- Students are not allowed to have electronic devices including laptops out on the bus.
- Students who are in violation of the expectations will be given consequences.
- Students are not to deface or damage any school property. Parents will be held responsible.
- When dismissed to go to the buses at the end of the day, students are to quickly get their materials from their lockers, go to the bus ramp, locate their bus on the bus board, and board the bus immediately.

**If a student is suspended from a bus, the student cannot ride any Henrico County Public Schools' bus for any reason during the term of the suspension.**

**CAFETERIA PROCEDURES** – The cafeteria provides both breakfast and lunch for students and staff members. The cafeteria serves a standard meal and also provides a la carte items. Prices vary for different items. Parents are encouraged to put money on the student's lunch account. Notices are sent home periodically that include account balances. Parents can go online at [www.mylunchmoney.com](http://www.mylunchmoney.com) to add to a student's lunch account. During meals, students are expected to follow the expectations that have been explained to them. Failing to do so will result in consequences.

### CAFETERIA EXPECTATIONS FOR STUDENTS:

- Students should walk quietly on the right side of the hallway at all times.
- Students are to sit ONLY at their assigned table.
- Students are not to get up for any reason unless the lunch monitors indicate the students should line up.
- Students are to show respect for the cafeteria and custodial staff.
- Students are to clean their table and table area before leaving the cafeteria.
- NO food or beverage may leave the cafeteria.
- The following activities are prohibited in the cafeteria: shouting or yelling; popping bags, cans or cartons; throwing anything on the floors, across the tables, or at another student; running; cutting in the serving line; asking another student to make a purchase for you; sitting at other tables; taking or playing with the food that belongs to another student; getting up without permission; leaving the cafeteria without a teacher or a pass.

### MEAL PRICES

Student breakfast \$1.40

Student lunch \$2.30

Milk \$0.65

**CELL PHONES** - Phones must be turned off and out of sight during the school day. Cell phones must not be used on the bus. Please do not call or text your child at school during the school day. Students may use cell phones on campus only before 7:50 am and after 3:30 pm. Confiscated cell phones will ONLY be returned to a parent or guardian.

**CHANGES IN FAMILY INFORMATION** – If you have any changes during the school year to your address, home phone, cell phones, or changes in custody, please contact the main office or student services. Up-to-date emergency information is essential to be sure the school can communicate with the parents.

**CLINIC AND HEALTH SERVICES** – The clinic is open from 8:00 am to 3:15 pm. The clinic gives students emergency first aid and health care for problems that come up during the school day. The school nurse CANNOT diagnose an illness; only a physician is licensed to make a diagnosis.

It is CRITICAL that the clinic have current daytime phone numbers for parents as well as emergency contact names and phone numbers. Accidents and sudden illnesses do occur and having parental contact information is essential to provide the appropriate care for students.

**POSSESSION OF MEDICATION AND PRESCRIPTION DRUGS** – NO STUDENT MAY HAVE IN HIS OR HER POSSESSION MEDICATION OR PRESCRIPTION DRUGS EVEN IF RECOMMENDED OR PRESCRIBED FOR THE STUDENT’S USE. Medications must be brought to school by the parent or guardian. Medications, both prescriptions and over the counter medications, that need to be administered to a student during the school day require a note of permission from the parent or guardian. Prescribed medications must be in the original container with the prescription label intact. Long-term (more than 3 consecutive days) prescription medication requires a physician’s order. Non-prescription medication must be present in the original SEALED container. ALL MEDICATIONS MUST GO TO THE CLINIC TO BE STORED IN THE CLINIC. Students requiring inhalers are not allowed to carry them unless their physician’s orders state that they are allowed to do so. Physician’s orders as well as parent permission will be kept on file in the clinic.

Parental permission as well as current physician’s orders regarding medications are required yearly. This must be done every school year since medications and dosages may change. If you have any questions, please call Maria Purcell, RN at 261-5105.

**CLUBS** – The clubs available each year may vary depending on club sponsors. Those listed below have been active clubs at Moody in the past.

**ART CLUB** – Allows students to explore techniques outside the classroom.

**CHESS CLUB** – Is open to interested students who want to learn to play chess and compete in competitions.

**ECOLOGY CLUB** – Is open to anyone interested in helping recycle within the school and in learning more about environmental concerns.

**FBLA** – Future Business Leaders of America is for students enrolled in business related courses offered at Moody.

**FCCLA** – Family, Career, Community, Leaders of America is for students interested in Family and Consumer Science.

**FORENSICS CLUB** – Promotes interest in public speaking.

**SCA** – Student Council Association represents the entire student body.

**TSA** – Technology Student Association is open to students enrolled in one of the technology related courses and promotes the various uses of technology.

## COMMUNICATION CONTACTS

Please cc Art Raymond at [agraymond@henrico.k12.va.us](mailto:agraymond@henrico.k12.va.us) when you send a request to be posted.

| Mode of Communication                                  | Contact Name  | Contact E-mail   |
|--|---------------|--|
| School-wide e-mails, Marquee, Connect-ED               | Art Raymond   | <a href="mailto:agraymond@henrico.k12.va.us">agraymond@henrico.k12.va.us</a> |
| HCPSPLink,   | Ann Greene    | <a href="mailto:amgreene@henrico.k12.va.us">amgreene@henrico.k12.va.us</a>   |
| Assistant Principal/Technology Administrator           | Tim Lewis     | <a href="mailto:tllewis@henrico.k12.va.us">tllewis@henrico.k12.va.us</a>     |
| <a href="http://gomoodys.com">gomoodys.com</a> website | Scott Mewborn | <a href="mailto:wsmewbor@henrico.k12.va.us">wsmewbor@henrico.k12.va.us</a>   |
| Dynacal (calendar), Facilities Requests                | Lori Tuskey   | <a href="mailto:ltuskey@henrico.k12.va.us">ltuskey@henrico.k12.va.us</a>     |

**COMMUNITY AND SERVICE** – The Community and Service program has been developed to encourage our students enrolled in Henrico County Public Schools to become better citizens. Its objective is to push the student to look beyond himself or herself and see how he or she can contribute to the community. The emphasis is on developing community awareness, concern, and a sense of responsibility. This starts in the classroom and extends beyond, requiring students to become actively involved in service activities. The service must meet the needs of people, animals, or the environment through activities that serve individuals or groups who cannot provide for themselves.

**EARLY DISMISSALS** – Students will not be released during the school day to anyone not authorized to assume responsibility for them. Parents are encouraged to list and update the names of individuals that are authorized to pick up their child. When coming in to pick up a student, everyone will be checked for authorization and asked to show identification. ALL EARLY DISMISSALS SHOULD TAKE PLACE BEFORE 3:00 pm. This allows the office staff enough time to look up and contact the appropriate classroom before the 3:15pm dismissal bell. As a precaution, parents should also know what bus their child rides in the afternoon in the event that the student boards the bus instead of meeting at the front of school.

**ELECTRONICS AND OTHER VALUABLES** – Electronic devices such as games, iPods, cameras, expensive jewelry, and large amounts of money should not be brought to school. These kinds of items are a strong temptation for theft. School personnel cannot be responsible for lost or stolen items. Exceptions may be granted by teachers who specify use of electronics for specific activities. However, these items need to stay in the students' backpacks until instructed otherwise by the teacher. If they are observed being used at other times such as on the bus, these items may be confiscated by the staff and kept until a parent can come to school and pick them up.

**GRADING AND REPORTING** – Students are given report cards to take home approximately one week following the end of a marking period. Please check HCPSLink for interim grades.

If a parent has a question or concern about a specific class, parents are urged to contact the teacher directly. If a conference is needed, please call School Counseling at 261-5019 so that the appropriate counselor can arrange the conference at a time that is convenient for everyone.

**GRADING SYSTEM** – The Henrico County Public Schools grading scale is:

**A** 93-100

**B** 85-92

**C** 77-84

**D** 70-76

**F** 69 and below

**LOCKS AND LOCKERS** – ALL students are assigned 2 lockers, one in the gym and one near their classes. STUDENTS SHOULD NEVER SHARE THEIR LOCKER COMBINATIONS WITH ANYONE ELSE. Lockers may be searched if necessary. Students are expected to keep lockers clean and neat. Students will only be able to access their locker during the school day.

**LOST AND FOUND** – Students who have lost something should regularly check the lost and found box either on their way to classes or on the way to their afternoon bus. Lost and found items are usually given to a member of the staff and placed in the lost and found box located near room 119.

**OFF-CAMPUS BEHAVIOR** – Students may be disciplined for off-campus conduct that disrupts, interferes, or in any way affects the environment, activities, or operation of the school. This includes, but is not limited to, field trips and after school activities.

**PHYSICAL EDUCATION** – All students are expected to participate in physical education and dress out if instructed to do so. To be excused from dressing out or participating in physical activities, the parent must submit a written request. An extended absence from physical activity requires a letter from an attending physician.

**PROMOTION POLICY** – Decisions regarding the promotion or retention of students are based on the Henrico County Schools Policy and Regulations. All middle school students must earn a passing final grade in the four core subject areas of English, math, science, and social studies for promotion.

**SCHOOL CRISIS PLAN** – In the event of a crisis situation such as a tornado, intruder, or other emergency, certain procedures will be followed. Students will be kept at school until the crisis is determined to be over. It is critical that the emergency information is kept current with School Counseling. Please notify us of any changes in your telephone numbers or contact information including the individuals listed on the Authorization to Pick up form as soon as this information changes.

Each classroom has a written description of the evacuation routine in the event of a crisis, fire, or tornado. Schools are required by law to have a specified number of drills each year. Every student must recognize the seriousness of these drills.

**SCHOOL COUNSELING** – The counselors are trained to assist students with a variety of concerns. We strongly urge students to meet with their counselors AFTER getting a pass from their classroom teacher.

**PARENT CONFERENCES** Conferences may be held whenever the parent or the teacher feels there is a need. Understanding and close cooperation between parents and teachers is necessary. Parents are able to schedule conferences with the grade level team or with one specific teacher by either emailing or by calling our School Counseling office at 261-5019. “Walk-ins” or immediate requests may not be honored since the staff involved in the conference may not be available. We also encourage and promote student-led conferences, a process in which all students have been trained to share relevant information at home regarding classroom work and progress.

**SCHOOL DANCES** – Students who attend dances are expected to abide by the dress code and behavioral expectations that apply anytime students are at school. Moody dances are for Moody students only. Students are expected to remain in the building until the dance is over. Students who leave early are not allowed to return but must leave school grounds with a parent or adult supervisor.

**SEARCH AND SEIZURE** – To provide a secure and safe environment, certain procedures are enforced by the administration. Search dogs may be used for random searches of lockers for illegal substances. These searches will happen in a random fashion and will not be intrusive in any way on the students.

**TECHNOLOGY AND LAPTOP INFORMATION** – To participate in the laptop program every student must:

- Pay the annual \$50.00 Laptop User Fee
- Students are also responsible for their chargers and bags.
- All new Parents to the school must attend a laptop information session.
- Read and sign the Henrico County Code of Conduct.
- Always use the padded case when transporting or carrying the laptop.
- Never use the laptop unless under parent or teacher supervision.

**HELP DESK INFORMATION** For repairs, students must come with a pass from their classroom teacher.

### Help Desk Hours

| MONDAY  | TUESDAY   | WEDNESDAY   | THURSDAY  | FRIDAY  |
|---|---|---|---|---|
| 8:30-11:00<br>2.5 hrs.<br>Student time                      | 8:30-11:00<br>2.5 hrs.<br>Student time                      | 8:30-11:00<br>2.5 hrs.<br>Student time                      | 8:30-11:00<br>2.5 hrs.<br>Student time                      | 8:30-11:00<br>2.5 hrs.<br>Student time                      |
| 11:00-1:00<br>2 hrs. Teacher time                           | 11:00-1:00<br>2 hrs. Teacher time                           | 11:00-1:00<br>2 hrs. Teacher time                           | 11:00-1:00<br>2 hrs. Teacher time                           | 11:00-1:00<br>2 hrs. Teacher time                           |
| <b>1:00-1:30<br/>Lunch Time</b>                             | <b>1:00-1:30<br/>Lunch Time</b>                             | <b>1:00-1:30<br/>Lunch Time</b>                             | <b>1:00-1:30<br/>Lunch Time</b>                             | <b>1:00-1:30<br/>Lunch Time</b>                             |
| 1:30-3:00<br>2.5 hrs. Student time                          | 1:30-3:00-<br>2.5 hrs. Student time                         | 1:30-3:00-<br>2.5 hrs. Student time                         | 1:30-3:00-<br>2.5 hrs. Student time                         | 1:30-3:00-<br>2.5 hrs. Student time                         |
| 3:00-4:00-<br>1 hour teacher<br>and down time<br>assistance | 3:00-4:00-<br>1 hour teacher<br>and down time<br>assistance | 3:00-4:00-<br>1 hour teacher<br>and down time<br>assistance | 3:00-4:00-<br>1 hour teacher<br>and down time<br>assistance | 3:00-4:00-<br>1 hour teacher<br>and down time<br>assistance |

**VISITORS** – Parents and other visitors to our school must check into the main office on arrival. In the main office, visitors receive a visitor badge that must be visible at all times.

**VOLUNTEERING AT Moody Middle School** – For the safety of all students, Henrico County Public Schools requires that volunteers undergo training each year. The training takes a few minutes and is given several times each year. To become a volunteer at Moody, do the following:

- go to gomody.com and view the parent volunteer training PowerPoint
- download and complete the parent volunteer document and
- return the completed document to the front office

**What to do in inclement weather** – In the event that school is closed, the information is posted both on the Henrico County Schools website, <http://www.henrico.k12.va.us/>, as well as at <http://gomooddy.com>. It is also announced on WRVA as well as the 3 major local television stations.