

# FOREST GLEN MIDDLE SCHOOL



## Student Handbook

Telephone Number – 757- 925-5780

## PRINCIPAL'S MESSAGE

Dear Parents and Students:

I would like to welcome you to a new year at Forest Glen Middle School. We take pride in helping all students achieve their highest potential. We strive to make school a caring, nurturing, and safe place for learning. We are proud of our staff! They work extremely hard with our students and parents to achieve success.

As we embark on the challenges of this school year, we must realize that none of us can accomplish these goals alone. If we work together as a team; i.e., students, parents, and school, then our ability to accomplish success is limitless. Working together is essential to prepare the children and students that we have; as future leaders, of our city, state, and nation; therefore, we cannot afford to underestimate the tasks, or their importance.

This student handbook is one way; in which, we can keep parents informed and involved in the home-school partnership. Please read and discuss the handbook with your child. If you have any questions or are unsure of something after reading the handbook, please do not hesitate to contact the administration.

As principal of Forest Glen Middle School, I once again consider it a great honor to be working with you. My goal is to see that all students receive the best education possible. I would like to thank all of you for making last school year a very successful one, and I encourage all of you to continue giving your support to assure that this continues. I also ask that you communicate your concerns and/or ideas with the school and that you provide your undivided support in making this a successful year.

If I can assist you in any way, please feel free to contact me at (757) 925-5780.

Sincerely,

Melvin D. Bradshaw, Jr.  
Principal

## *I. GENERAL SCHOOL INFORMATION*

### MISSION STATEMENT

Forest Glen Middle School is committed to recognizing the characteristics of middle school students and to providing a challenging education in a safe learning environment. The students must be equipped with basic and critical thinking skills in order to be productive in a competitive, technological, and culturally diverse society.

#### AS A FOREST GLEN MIDDLE SCHOOL STUDENT, IT IS MY RESPONSIBILITY:

- To attend school every day and to be on time to all classes.
- To come to school prepared with books, paper, pencil, and any other materials and/or assignments as directed by teachers.
- To obey the directions of all staff members.
- To respect myself and the rights and property of others.

#### THE STAFF OF FOREST GLEN MIDDLE SCHOOL ACCEPTS THE RESPONSIBILITY:

- To provide a quality instructional program.
- To provide an orderly classroom and safe school environment.
- To develop programs and activities which will respond to the social, emotional, personal, and physical developmental needs of each student.
- To assist parents in helping their children develop self-discipline, self-respect, and self-confidence to participate in school as a responsible member.

#### AS THE PARENT/GUARDIAN I WILL:

- Send my child to school each day on time
- Prepared with all necessary materials,
- Well rested
- Properly dressed
- Check my child's work and homework on a daily basis
- Provide my child with suitable study conditions at home

### *ABSENTEE NOTES/ADMIT SLIPS*

Students who have been absent from school or tardy to school must bring a signed note from their parent/guardian or a doctor's excuse giving the date(s) of the absence(s) and the reason for the absence(s) within 5 days of the absence. In the case of absence, notes must be brought to the attendance office prior to the beginning of the first class period to obtain an admittance slip. In the case of tardiness, notes must be brought to the main office immediately upon the student's arrival to school and the Record of Student Tardies book signed to obtain an admittance slip. The student is to have the admittance slip signed by each of his/her teachers during the course of the day.

If a student is absent/tardy to school for any reason, documentation (see above) for the absence/tardiness must be submitted to the school's office upon the student's return to school or within a period not to exceed five school days immediately thereafter. Any deviation from the criteria must be documented by a written explanation from the parent/guardian, doctor, court notice, etc.

### *TARDIES*

Students are expected to arrive to classes on time. Tardies to school are considered a truancy issue (SEE ABSENCES AND TARDIES).

### *DRESS CODE*

Forest Middle School respects a student's right to choose his or her style of dress or appearance. However, some guidelines must be established for appropriate school attire. All clothing should be neat, clean, and properly fitted according to the student's size and height. **ANY CLOTHING THAT MAY DISTRACT FROM THE LEARNING PROCESS, CONSTITUTES A SAFETY HAZARD, OR CAUSE A DISRUPTION IN INSTRUCTION IS NOT TO BE WORN.**

### *ACCIDENT REPORTING*

Any time a student is injured or is involved in an accident anywhere on school property, the bus, the bus stop, or during a school-sponsored activity, the student should immediately notify his/her teacher, sponsor of the activity, or administrator. Accident forms may then be obtained from the nurse.

### *ACTIVITY FEE*

A \$10.00 non-refundable activity fee is required and will be paid by each student for the use of a school lock, hall locker, and an agenda. The school lock and locker charge is \$5.00; the agenda charge is \$5.00.

### *ADDRESS AND TELEPHONE CHANGES*

Please notify the office immediately if there is any change in address, telephone number, guardian, emergency contacts, or other personal information.

### *ADMINISTRATIVE AVAILABILITY*

The administrators will be in the building from 7:00 a.m. until 3:00 p.m. daily. Any student or parent wishing to have a conference with any administrator is always welcome; however, it is recommended that the appointment be arranged ahead of time to ensure the availability of the appropriate administrator. Students may arrange appointments by signing in upon arriving to school or by securing a pass to the office. Students may also write an incident report for an administrator to discuss or investigate a concern. Parents may arrange appointments personally or by phone.

### *AGENDAS*

Success in all areas of life is not a matter of luck, but comes from setting goals and then organizing time to reach those goals. Students will be required to purchase an individual student agenda and to keep up with their assignments and important dates throughout the school year. Students will be taught strategies for using their planning agendas primarily to organize homework assignments, record their pages read in their Accelerated Reading logs, and keep a record of achievement/progress in individual classes. Agendas contain passports/passes that students must use to leave a class or to travel in the hallway.

## *ANNOUNCEMENTS*

Announcements will be read daily over the public address system and electronic announcements will be distributed to all teachers during the week to keep students informed of activities and other pertinent information.

## *ARRIVAL AND DISMISSAL*

School personnel cannot assume responsibility for students who are brought to school before 7:00 a.m. each morning. All students should arrive to school no later than 7:15 a.m. All students should be present in their homeroom class by 7:25 a.m. Announcements will begin at 7:20 a.m. Students' first block class will begin at 7:25 a.m. Please see ABSENTEE NOTES/ADMIT SLIPS for additional information about tardies.

### *Early Dismissal*

For children's safety and well-being, it is necessary to require the following procedures. Students needing an early dismissal from school are to present a written statement to the main office prior to the beginning of the first class period. This note must contain the following information: date; student's name; time of dismissal; reason for dismissal; who will be picking up the student and their relationship to the student; signature of parent/guardian, and phone number where the parent may be reached. Students will not be given an early dismissal without verbal confirmation from the parent. An authorized adult must provide picture identification and sign the Record of Early Dismissal ledger in the main office before any student is dismissed from our care. In order to prevent interruptions to the instructional process for all students, parents are asked to please make every effort not to take their children from school early.

### *Dismissal*

We require parents/guardians to sign the dismissal log before a student is picked up for an early dismissal. Students will be called from classes for an early dismissal once the parent has arrived and the student has been signed out on the dismissal log.

Students who are picked up in the afternoon on a daily basis by their parents, or students who have the written permission from their parents on file in the office to walk home from school, will report to a staff member in the faculty parking lot in the afternoons. These students will be dismissed from the parking area after the buses have been dismissed. This alleviates cars and buses moving in the driveways at the same time.

All students that are not being picked up in the afternoon by a parent/guardian/designee will board their designated school bus when they are dismissed by grade level at 2:00 p.m. each day. ***Once students are on the buses in the afternoon they will not be removed for dismissal.***

## *ASSEMBLY PROGRAMS*

Assembly programs are planned to enrich the classroom experiences. Assemblies also provide an opportunity for students to learn the following formal audience behavior:

1. Enter the activity quietly and have a seat in assigned sections.
2. Pay strict attention to the person or people on the stage immediately.
3. Be courteous to one another and to the speaker or performer(s) throughout the program.
4. Applaud generously and courteously in keeping with the occasion. Under no circumstances is there to be any booing, screaming, whistling, chanting, or stomping.

5. Remain seated with until dismissed, departing in the same manner used to enter.

### *BOOK BAGS/BACKPACKS*

If a student chooses to carry books or notebooks in a purse or bag, it will be considered a book bag, and it should be placed in the locker. Back packs /book bags **MUST** be collapsible and fit inside the hall locker (6 ½” W x 10 ½” D). Students should keep such items in their locker and access them in the morning, before & after P.E. / Exploratory class, and again at dismissal. Any necessary classroom supplies may be carried in a binder or notebook. **NO “ROLLING BOOK BAGS / BACK PACKS” ARE PERMITTED ON THE BUS OR IN THE BUILDING.**

### *BUS PASSES*

Bus drivers are instructed not to pick up or take an additional student without permission from the principal. Any time a student needs to ride a different bus or get on/off their regularly scheduled bus at a different stop, they must have a bus pass approved by an administrator. To obtain a pass, students are to bring a parental note to the front office upon their arrival to school. Complete notes include the following information: date, student's name, destination, bus number to ride, parent signature and phone number where parent may be contacted during the school day. Students will not be given a bus pass without verbal confirmation from the parent/guardian. Seating on the requested bus must be available in order for a bus pass to be approved.

### *BUS REGULATIONS*

School buses are provided for the convenience of the students. This privilege may be taken away from a student who endangers his/her safety or the safety of others.

### *CAFETERIA*

The cafeteria offers a variety of breakfast and lunch choices daily. Lunch will cost \$2.10 or \$.40 at the reduced rate. Breakfast is optional and costs \$.85 or \$.30 at the reduced rate. Only students eating breakfast are to report to the cafeteria in the morning. Everyone is required to report to the cafeteria for lunch, which may be purchased or brought from home. Milk may be purchased separately. Free or reduced price lunch applications will be distributed to students the first day of school. After that, these applications will be available in the school's main office. The food service supervisor (not the school) will notify applicants of approved or denied status. A menu is posted in each homeroom monthly. The following rules and procedures apply in the cafeteria:

- All students are to enter the cafeteria in a quiet and orderly manner. Students will not cut in line in front of others.
- Students will notify the cafeteria staff before ordering lunch if they do not have money. The staff will provide an alternate lunch.
- Students will remain seated at the table at all times unless otherwise instructed by the teachers on duty.
- Students will leave the tables, chairs, and floor clean. Students will carry trays and all trash to the dish room.
- Students will talk in conversational tones. No yelling is allowed.

- Students will use good manners.
- Students will only be allowed one trip to the snack line.
- Students will be assigned a computer number for their student account in the cafeteria. Meals may be paid for by the week or by the month in the cafeteria. Parents may choose to place any amount into the student's account.

### *CLINIC/SCHOOL NURSE*

A full time nurse is available in the clinic for students who become too ill to remain in class, require first aid, or have other health concerns. Students who are injured or ill are to report to the clinic with an escort or with a hall pass written by their teacher. The school nurse will determine if the parent/guardian is to be contacted and if the student should be sent home. Parental permission must be secured prior to releasing the student.

The school nurse will conduct vision, hearing, and dental screenings through the physical education classes during the school year.

#### *Medication*

State law prohibits the school from dispensing any kind of medication to students unless the nurse has on file written permission from the child's doctor. The medication must be brought to school by a parent or guardian in a container appropriately labeled by the pharmacy or physician. All students taking medication (including inhalers) at school must have a doctor's note on file in the clinic at the beginning of each school year. NO medication (including Tylenol) will be given unless there is an order from the doctor on file in the clinic and medication is in its original prescription container. Failure to comply will be a violation of the School Board's policy on drugs.

### *CLUBS*

School club organizations are recognized as authorized school organizations if they: are organized with the approval of the school administration; are composed completely of current student body members; hold their meetings at school; have an approved plan for the selection of members; establish aims which are educational, are of school interest or community interest; and, meet all other conditions established by school officials for recognized, sponsored organizations.

### *CONCERNS OR CONFLICTS*

If a student or parent has a concern about an individual or a school practice/policy, the following pathway of assistance is available and should be used in order to resolve the problem as quickly as possible.

1. Notify the supervising teacher, bus driver, or other school staff of the problem.
2. Seek peer mediation as appropriate.
3. Make an appointment with the guidance counselor.
4. If the problem is still unresolved, contact an administrator.

### *COURSES OFFERED*

Students will be offered instruction in English, Mathematics, Science and Social Studies. In addition, students will be offered Physical Education and exploratory classes.

### *DISTRIBUTION OF LITERATURE, POSTER DISPLAY, AND SALES*

Posters, leaflets, flyers, or the like may not be distributed or displayed without the principal's approval. All sales of goods must be approved by the administration. Failure to comply may lead to disciplinary action.

### *EMERGENCY DRILLS*

Teachers will direct students in the proper procedures to follow during regularly scheduled fire, weather, and emergency code drills.

### *FOOD AND DRINKS AT SCHOOL*

Everyone must work together to keep the school clean and attractive. Gum is not permitted at school. Food and drink must remain in the cafeteria unless authorized by the administration. No open drink bottles (including water) or containers may be brought to school or carried around in the school. Water fountains are available throughout the building. Glass bottles are strictly prohibited.

### *GUIDANCE DEPARTMENT AND SERVICES*

Each student is assigned a counselor. Students who wish to make an appointment with their counselor should go to the guidance office for an appointment slip before school, after school, or with permission from their teacher during their lunch period. The guidance department offers academic, career and personal/social counseling which includes some of the following services: individual inventory, informational services, group guidance, individual counseling, peer mediation, testing, and assistance in planning schedule of courses for students, maintenance of student's permanent records, career counseling and summer job opportunities.

Parents who do not wish to have their child participate in the Personal/Social Counseling program should complete the Opt-Out form that is available in the student handbook.

### *HALL PASSES/RESTROOM PASSES*

Students are not permitted to be anywhere in the building other than their scheduled class/activity unless accompanied by an authorized staff member or issued a pass signed by an authorized staff member. Students are discouraged from using the restrooms during instructional time, but may do so with the teacher's permission if an emergency should arise. If a health condition exists, a physician's note is required by the nurse. Leaving class without permission to use the restroom is prohibited and will be treated with disciplinary consequences.

### *LOCKERS*

Hall lockers are assigned by homeroom teachers for general student use. Only those locks provided by the school may be used on hall lockers. Each grade level will be assigned times to visit their lockers during the school day. All lockers are school property and are to be kept free



of trash and writings/markings at all times. Abuse or improper use of lockers may result in the loss of this privilege or other disciplinary action. Lockers may be searched by school officials at any time. For security reasons, students are not to share lockers nor disclose their lock combination to another student. Lockers for physical education classes are assigned by P.E. teachers. Home purchased locks may be used on designated lockers for physical education classes only. Items must be removed at the end of the class.

### *LOST AND FOUND*

Articles which are found by someone other than the owner should be taken to the office immediately. The school is not responsible for any losses of property by students. Lost and Found is located in the main office. Students losing articles should check the Lost and Found. Items not claimed by June 30 of each year will be discarded.

### *METAL DETECTORS*

Students, lockers, classrooms, and buses will be selected at random for periodic checks with metal detectors.

### *PARENT CONFERENCES*

Parents who desire to have conferences with teachers should make arrangements in advance by contacting the teacher(s) directly, the guidance office, or the main office. To ensure continuation of instruction for students, teachers are available to meet with parents before school, during their designated planning period, and after school.

### *PARKING*

Parents and visitors are to park in the designated parking spaces. Please do not park or leave unattended cars in the front of the school building as this is a fire lane. This area is for buses and shall be restricted to their use.

### *PARTNERS IN EDUCATION*

Forest Glen Middle School is fortunate and proud to have Partners-in-Education who support our instructional programs and have a significant impact upon student achievement.

- First Baptist Church
- Southside Baptist Church
- Community Church
- Suffolk Police Department

### *PBIS (Positive Behavioral Interventions and Support)*

Forest Glen Middle School implements the PBIS (Positive Behavioral Interventions and Support) program during the school year to establish a framework for maximizing the selection and use of evidence-based and intervention practices along a multi-tiered continuum that supports the academic, social, emotional, and behavioral competence of all students.

The PBIS program provides benefits for students and teachers. All students develop and learn social, emotional, and behavioral competences that support their academic engagement.

## PHYSICAL EDUCATION CLASSES

Physical education is part of the required curriculum in middle school. The following rules and regulations apply to P.E. classes:

1. All students will dress for physical education class in appropriate attire. Students will change only in respective locker rooms not in the bathrooms, unless otherwise instructed by the teacher. The same clothes worn to school cannot be worn for gym class. Students are to wear:
  - **Navy blue or black shorts or sweat pants.** PE suits will be available for **\$15.00**. Shorts must be no higher than two inches above the knee. No denim, biker or cut-offs are allowed. No stockings or panty hose allowed under PE clothes. All shorts and sweats are to be worn at the waistline. Pant legs and shorts are not allowed to be rolled up.
  - **Plain white T-shirt with sleeves.** No sports jerseys, such as basketball, football, or “muscle shirts” are allowed. No colored shirts or logos on shirts will be allowed on or under the white t-shirt. No portion of the chest, midriff or back will be allowed to be exposed. Shirts are to be worn properly.
  - **White socks**
  - **Tennis shoes or sneakers with shoelaces** must be worn and tied properly. No platform sneakers, slip-on athletic shoes, hiking boots or sneakers that convert to roller skates will be allowed.
2. Gym bags may be used. Please use a small tote bag due to space constraints. Book bags cannot be used to carry gym clothes. 7<sup>th</sup> and 8<sup>th</sup> grade students who bring book bags to the gym or locker rooms will be sent back to their lockers and then receive a tardy.
3. No headbands, head scarves, or any other headgear will be allowed in the gym.
4. Students must bring a **personal lock** to secure their belongings in the gym locker. Locks are to be used only during class and must be removed at the end of each class period. Locks remaining after class will be cut off. The school is not responsible for items lost or stolen.
5. Valuables and personal items, including money, should not be brought to class. The school is not responsible for items lost or stolen.
6. Students who do not dress out for P. E. class **will not** be permitted to participate.
7. Students who are not participating in class will be seated in a designated area. Students waiting to participate must be seated in their assigned area. For safety reasons, no students are allowed under the bleachers. Any item that drops under the bleachers must be reported to a physical education teacher.
8. Students will have six minutes to dress and will be escorted to their squads.
9. If a student has a doctor's excuse or a parental note not to participate in P.E., they are to report to the clinic between 7:20-7:45 a.m. for screening. The nurse will make a determination as to the physical limitations for the day's activities. Students will not be excused during class to have the nurse sign a note. Doctor's notes must be obtained after two days of not dressing out or participating. Parental notes will not be honored after two days per nine weeks. Only doctor's notes will be honored in this case.

10. There will be no eating, chewing gum, or drinking in the gym or locker rooms.

### **Grading Summary**

60% - Physical Education

40% - Health (14% class work, 12% tests, 12% quizzes, 2% homework)

Physical Education: 60% of the 9 weeks grade (one grade per PE day required)

100% = Proper uniform and full participation

85% = Improper uniform (incorrect shirt or shorts) and full participation

70% = Proper uniform and no participation

70% = Improper uniform (incorrect shirt and shorts) and full participation

40% = Improper uniform and no participation

40% = No participation due to no tennis shoes

### *SUPPLIES*

Teachers and grade levels require specific supplies. Supply lists are available on the school's website or in the main office prior to the start of school.

### *TELEPHONE USE*

Students are beginning to take on more responsibility, including remembering to bring all necessary items to school. Students are not permitted to use telephones for personal business, except in situations deemed urgent by school officials. Emergency messages from parents will be delivered to students. Students will not be called from class for a phone call.

### *TEXTBOOKS*

Free textbooks are issued to students for their use during the school year. Textbooks are not rented and are not the property of the students, therefore, students must assume the responsibility for their care and pay for any books that are lost, damaged, or destroyed. Textbooks are to be kept clean, free of any writing or markings (including highlighting), and handled carefully. Regular checks for lost/damaged books will be made by teachers and charges collected. Students will not be issued another book until replacement costs are paid.

### *VISITORS*

Parents are welcome at Forest Glen Middle School. All parents, however, must first report to the security monitor and obtain clearance before visiting any area of the school. A visitor's badge will be issued to visit a specific area or provisions will be made for a guided tour of the building. Picture identification will be required prior to a guided tour. All visitors will be escorted by a member of the Forest Glen Middle School faculty/staff both to and from their destination. Children or student visitors are not allowed. Cooperation in this matter is very important for the safety and welfare of all students. If guests are seen in the building without a visitor's badge and/or unescorted, they will be questioned by the staff and escorted to the office.