



# **John F. Kennedy Middle School**

**Home of the Wolverines**

## **2019-20 STUDENT HANDBOOK**

**“Learning is Priority and Attitude is Everything!”**

**“The Power of Teamwork”**

**JOHN F. KENNEDY MIDDLE SCHOOL  
2325 EAST WASHINGTON STREET  
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# **I. GENERAL SCHOOL INFORMATION**

## **MISSION STATEMENT**

The mission of John F. Kennedy Middle School is to jointly facilitate knowledge through excellence and innovation in teaching and learning.

### **AS A JOHN F. KENNEDY 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 JOHN F. KENNEDY MIDDLE SCHOOL ACCEPTS THE RESPONSIBILITY:**

- To provide the students with the knowledge and means necessary to become actively involved citizens in our global society.

### **AS THE PARENT/GUARDIAN OF A JOHN F. KENNEDY MIDDLE SCHOOL STUDENT, I WILL:**

- Make certain my child attends school.
- Make sure my child has the appropriate school supplies.
- Provide structure and support in my child's homework.
- Communicate with teachers and administrators.
- Support the faculty, staff, and administration of John F. Kennedy Middle School.

### **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). In the case of absence, notes must be brought to the main 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 to obtain an admittance slip.

According to the present School Board Policy a student in grades K-8 who misses in excess of 20 unexcused days during the school year may be retained in the same grade for the next school year. 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.

### **Truancy**

According to present School Board Policy, when a student is absent a computer generated telephone call will be made to every family. When a student accumulates five (5) unexcused absences, the school will make direct, personal contact with the parent(s) by phone or by registered letter. The parent will be required to attend an in-school meeting with the Attendance Review Committee. When a student accumulates seven (7) unexcused absences, the parents and student will be summoned to a Truancy Review Team meeting. At the same time they are advised that the alternative to attending and cooperating with the Truancy Review Team meeting is that proceedings will be filed against them in the Juvenile & Domestic Relations Court.

### **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 3:30 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 signed agenda book to the office. 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 pages read in the Accelerated Reading log, 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

Morning and afternoon announcements will be read daily over the public address system. Additional announcements may be distributed to all teachers during the week to keep students informed of activities and other pertinent information. SchoolMessenger will be used to notify parents/guardians of important school news and events.

## ARRIVAL AND DISMISSAL

### **Arrival**

School personnel cannot assume responsibility for students who are brought to school before 7:00 a.m. each morning. Students are not to arrive prior to that time. All students should arrive to school no later than 7:25 a.m.

**Personal vehicles are prohibited in the bus ramp at all times.** Student drop off/pick up is located towards the left of the building. Vehicles are also prohibited from parking on the tree islands.

### **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. Breakfast and lunch will be served on early dismissal days.

### **Dismissal**

School will dismiss at 2:00 p.m. each day. On those days that early dismissal are necessary, the school will dismiss at 11:20 a.m. Breakfast and lunch will be served on early dismissal days.

## 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 until dismissed, departing in the same manner used to enter.

## BELL SCHEDULE

<b>6<sup>th</sup> Grade</b>	<b>7<sup>th</sup> Grade</b>	<b>8<sup>th</sup> Grade</b>
Block 1 7:25 a.m. – 9:00 a. m.	Block 1 7:25 a.m. – 9:00 a.m.	Block 1/2 7:25 a.m. – 9:00 a.m
Block 2 9:05 a.m. – 11:10 a.m.  (Lunch period) 10:00 a.m. – 11:00 a.m.	Block 2nd/3rd *Exploratory/ Health & P.E.  9:05 a.m. – 10:15 a.m	Block 3 9:05 a.m. – 10:15 a.m
Block 3 11:15 a.m. -1245 p.m.	Block 4 10:20 a.m. – 12:20 p.m.  (Lunch Period) 11:05 a.m. – 12:05 p.m.	Block 4/5 Exploratory/ Health & P.E. 10:20 a.m. – 11:50 a.m.
Block 4/5 *Exploratory/ Health & P.E. 12:50 p.m. – 2:00 p.m.	Block 5 12:25 p.m. – 2:00 p.m.	Block 6/7 11:55 a.m. – 2:00 p.m.  (Lunch period) 12:15 p.m. – 1:15 p.m.

## BOOK BAGS/BACKPACKS

No book bags, backpacks or the like are permitted in the classrooms. Book bags and backpacks must be kept in the student's locker. These items **must** be collapsible and fit inside the hall locker. Students should keep such items in their hall locker and may access them at the designated times. Any necessary classroom supplies may be carried into the classroom. No rolling book bags/backpacks are permitted on the bus or in the building.

## BULLYING

Bullying may come in a variety of forms. Bullying occurs to intimidate someone, to feel powerful over a person, or to harass someone. Bullying “is not” responding with verbal, non-verbal, or physical threats. If you feel bullied, please notify your teacher, counselor, administration, and your parents. Please refer to pages 106-110 of the main student handbook for additional information on bullying.

**BULLYING HOTLINE-(757)538-5483**

## 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. Please review the following regulations with your child:

- All riders shall remain seated when the bus is in motion.
- Keep hands, arms and head inside the bus. Gestures at cars or persons in the public are prohibited.
- Each rider shall remain in the seat assigned to him/her. Touching, fighting, and obscene language are forbidden.
- Bus riders must not litter the bus with food or other debris.
- The bus driver shall report any misconduct to the office.
- The bus driver is in complete charge at all times. Parents shall be notified of student's misconduct.
- The rider or his/her parents will pay for damage to the bus, other than from regular usage.
- Students must be at their assigned bus stops at the scheduled time, both in the morning and the afternoon.
- Students must report directly to their assigned buses at dismissal.
- Students should inform the driver, if possible, when the rider will be absent from school.
- Students must cooperate with the driver at all times.
- Students shall be prohibited from bringing unnecessary items or dangerous objects on the school bus.

## **CAFETERIA**

The cafeteria offers a variety of breakfast and lunch choices daily. All John F. Kennedy Middle School students are eligible to receive Free Breakfast and Lunch. A menu is posted online 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 an agenda signed 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 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.

The following is a partial list of clubs available:

Art, Drama, Jr. Beta, SCA, Young Men of Direction, Ladies of Distinction, SeAL Challenge, and CHROME.

### **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. Make an appointment with the guidance counselor.
3. 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/containers may be brought to school or carried around in the school. Water fountains are available throughout the building. Glass bottles are strictly prohibited.

## GRADE SCHEDULING

**Section 2-6.2 Middle and High school grades schedule.** – The grade schedule for middle and high schools will be as follows:

Grades per nine weeks: There will be a minimum number of grades per nine weeks for students in grades 6 - 12 in all subjects as set forth below. Students should have ample guided practice time and review before being given the test for mastery of a given concept or skill. The percent of acceptable failure rate on major tests shall be no more than thirty (30) percent of the total class. The teacher is expected to re-teach when necessary. (Issued July 1, 2007; Revised June 14, 2011; Effective Date June 14, 2011)

Note: The 2011 amendment to Section 2-6.2 deleted former 2-6.2 in its entirety and replaced with a new Section 2-6.2

Legal Authority – School Board Policy 8-31.4

### Middle School (Grades 6 – 8)

<u>Category</u>	<u>Minimum Number of Grades</u>	<u>Percentages</u>
<b>Tests</b>	<b>3</b>	<b>35%</b>
<b>Quizzes</b>	<b>4</b>	<b>30%</b>
<b>Classwork</b>	<b>8</b>	<b>30%</b>
<b>Homework</b>	<b>8</b>	<b>5%</b>

### High School (Grades 9 – 12)

#### General

<u>Category</u>	<u>Minimum Number of Grades</u>	<u>Percentages</u>
<b>Tests</b>	<b>3</b>	<b>40%</b>
<b>Quizzes</b>	<b>5</b>	<b>30%</b>
<b>Classwork</b>	<b>8</b>	<b>20%</b>
<b>Homework</b>	<b>7</b>	<b>10%</b>



### Grading Scale for Report Cards

<u>Letter Grade</u>	<u>Score Range</u>	<u>Progress Statements</u>	<u>General</u>	<u>Honors and Pre-International Baccalaureate (Pre-IB) + (0.5)</u>	<u>Advanced Placement, Dual Enrollment, International Baccalaureate (IB), and Project Lead the Way + (1.0)</u>
A	100-93	Outstanding progress, superior work	4.0	4.5	5
A-	92-90		3.7	4.2	4.7
B+	89-87		3.3	3.8	4.3
B	86-83	Good, better than average progress	3.0	3.5	4
B-	82-80		2.7	3.2	3.7
C+	79-77		2.3	2.8	3.3
C	76-73	Average Progress	2.0	2.5	3
C-	72-70		1.7	2.2	2.7
D+	69-67		1.3	1.8	2.3
D	66-63	Poor, but passing	1.0	1.5	2
D-	62-60		0.3	0.8	1.3
F	Below 60	Unsatisfactory	0.0	0.0	0.0
I		Incomplete-work must be made up			

- Class work, notebooks, Accelerated Reader percentage of goal attainment, and worksheets will count 30% of the course's nine weeks grade. A minimum of **eight** daily grades are required each grading period.
- The homework average will count 5% of the nine weeks grade. A minimum of **eight** homework assignments is required each grading period in all core subjects. The basic purposes of homework are practice, preparation for new learning, and elaboration of learning. Homework assigned for practice should only be assigned after students are provided an opportunity for guided practice. Homework should be assessed for attempt, not mastery. Homework is most effective when teachers evaluate promptly and provide comments.
- Announced quizzes, projects, excerpt performances, SOL Assessments (form A & B), etc. will count 30% of the nine weeks grade. A minimum of **four** grades are required each grading period from this category. "Pop Quizzes" should not be given.
- Written tests, including the nine-week tests will count 35% of the nine weeks grade. A minimum of **three** test grades are required each nine-week grading period. Students should have no less than five calendar days prior notice to the test administration.

- Semester grades will be averaged and printed on the report card. First semester exams will be counted as one test grade on the second grading period in all core subjects except Algebra I and Foreign Language. Second semester exams will be counted as one test grade on the fourth grading period in all core subjects except Algebra I and Foreign Language. Semester exams in Algebra I and Foreign Language will count as one seventh of the semester average.
- If a student is in danger of failing, parents will be notified before or at the conclusion of the third marking period.
- Make-up work due to an absence is due within five days after the student's return to school. It is the responsibility of the student to check with his/her teacher about all make-up work.

**Legal Authority-** School Board Policy § 8-33.1

**Grades 6 through 8 promotion criteria.**-Except in cases where the school superintendent recommends student promotion based on rationale determined by the division, the promotion criteria must be met. Suffolk Public Schools shall use multiple criteria which but are not limited to: (i) successful completion of the four core subjects of English, Mathematics (which may include a high school credited math course) Science, and History/Social Studies, (ii) achieving proficiency on local and/or State-mandated assessments in English and Mathematics (which may include a high school credited math course); and (iii) meeting the requirements of the divisions attendance policy.

Students are expected to master each grade level's objectives. Proficiency is obtained by achieving a minimum of 70% on local assessments and/or 400 on State-mandated assessments.

Students failing no more than one core subject in middle school may attend summer school for promotion. Promotion will be dependent on the student's successful completion of the course with a passing grade. Any student in grades 6 through 8 who fails the local or State assessment may be required to attend summer school or remediation. (Issued July 11, 2014)

## **PROMOTION AND RETENTION**

All three items are mandatory for the promotion in grades 6 through 8.

- Mastery of the division SOL assessments in English and mathematics.
- Mastery in the four core subjects of English, mathematics, science and social studies as evidenced by the student report card.
- Completion of the local and state end of year assessments in all four core subjects.

## **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 an agenda 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.

### **HONOR ROLL**

The honor roll is afforded any student earning all A's, B's, or A's and B's.

### **IMMUNIZATION REQUIREMENT**

Effective July 1, 2014, state law requires all students who have not received a complete series of hepatitis B vaccine to receive such immunization prior to entering sixth grade. This immunization consists of three injections given over a four to five month period. Additionally, The Virginia Assembly passed a law requiring **all rising 7<sup>th</sup> graders** to have a tetanus, diphtheria, pertussis (Tdap) booster shot prior to entry into school this fall.

### **INSURANCE**

Dental and accident insurance may be purchased through the insurance companies approved by the School Board. The homeroom teachers will distribute insurance forms during the first week of school.

### **INTERNATIONAL BACCALAUREATE DIPLOMA PROGRAM**

8th grade students who are enrolled in Algebra I, foreign language, and language arts with a "B" or better, and an overall core GPA of 3.0 will have the opportunity to apply to the Pre-IB/ "Project Lead the Way" programs (Engineering for Nansemond River and Biomedical at Lakeland High School) in January, which are offered in grades 9 and 10. It is an intensified course of study in preparation for the rigorous IB Diploma Program. The IB Diploma Program begins in the junior year of high school, and is a pre-university course of studies leading to examinations that meet the needs of highly motivated secondary school students.

### **PROJECT LEAD THE WAY INFORMATION**

***Engineering program-*** Project Lead the Way (PLTW) – Engineering is a program of five challenging courses in grades 9-12 that use project-based, hands-on experience to teach students the key elements and skills of engineering and technology-based careers by immersing them in rigorous engineering problems. The goal of PLTW is to increase the number and diversity of engineering graduates by allowing them to experience pre-engineering curriculum and concepts while in high school.

***Biomedical program*** – Project Lead the Way (PLTW) Biomedical Science is a program of four challenging courses in grade 9-12 that use project-based, hands-on experience to teach students the key elements and skills of the field of biomedical science and technology-based careers by immersing them in rigorous biomedical problems. The goal of PLTW Biomedical Science is to increase the number and diversity of STEM prepared graduates by allowing them to experience this rigorous curriculum while in high school.

***Applications are due in January for the following school year, and may be obtained from any middle school guidance office.***

### **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**

John F. Kennedy Middle School is fortunate and proud to have several Partners-in-Education who support our instructional programs and have a significant impact upon student achievement. John F. Kennedy's current partners in education include Family Systems, Wal-Mart, and Chick-fil-A, 4A Storage, Burger King and local fraternities.

## 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 \$16.00. 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 for 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 or waiting to participate must be seated in the 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. Consequences for failure to dress out each semester:
  - First offense - points deducted; verbal warning, phone call home
  - Second offense - points deducted; written note sent home to parent
  - Third offense and after - referral to office; parent contacted by administrator; assigned one day In-School-Suspension.

10. 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 7:00-7:25 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.
11. 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 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.

- A student shall pay full price for a textbook which is lost or damaged beyond repair. Damage to textbooks may include pages missing or torn, markings, and weathering.
- A student shall pay half price for a textbook which is damaged but usable.
- A student shall pay full price for the lost textbook before he/she is issued a replacement.
- If the lost textbook is found, the student will receive a refund.

Failure to pay for lost or damaged books at the end of the year will prohibit the student from receiving free textbooks the following year, until all charges are paid in full.

## VISITORS

Parents are welcome at John F. Kennedy Middle School. All visitors, however, must first check in at the kiosk and report to the office to obtain permission from the administration 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 Kennedy 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.

## WELLNESS POLICY

Suffolk Public Schools shall adopt the following nutritional standards for all foods and beverages provided to students on campus during the school day as (i) a school party or (ii) a classroom celebration, excluding food preparation as a part of the instructional curriculum:

- It must contain 5 percent of the Daily Value, per serving or per 100 calories, of at least one of these eight essential nutrients: iron, calcium, protein, vitamin A, vitamin C, niacin, thiamine, or riboflavin.
- It must contain no more than 300 calories per item.
- All beverages must be 100 percent fruit juices or fruit juice drinks with a minimum of 25 percent fruit juice, water and flavored water with zero calories.
- All foods must contain no more than 35 percent of calories from fat (except nuts and seeds).
- All snacks must have no more than 35 percent by weight sugar per serving.
- Only prepackaged foods with nutritional labeling may be accepted. Home prepared foods are not allowed or sold to students during the school day.
- The District will provide to parents information on safe and healthy foods that would be acceptable for special events (i.e. classroom parties). Suggested snacks are listed below:

Fantastix, Original (Frito-Lay)	Baked Doritos, Nacho
Fresh Fruit	Fruit Cups (no sugar added)
Frozen Yogurt	Honey Maid Cinnamon Sticks
Baked Cheetos	Baked Cheetos (Flamin' Hot)
Oatmeal Pies (Little Debbie)	Baked Chips Lays/Ruffles
Snack Mix Cheddar Cheese (Quaker)	Granola Bar, Oat & Honey
Pretzels	Reduced Fat Graham Crackers
Animal Crackers, un-iced	Combos, Nacho Cheese Snack
Ginger Snaps by Murray	KIX and Cheerios Cereals
Pecan Rings (Little Debbie)	Doritos, Nacho-Reduced Fat
Scooby Doo Snacks (Kellogg's)	Marshmallow Pie Chocolate (Lit. Debbie)
Strawberry Pop Tarts Un-iced (Kellogg's)	Brn Sugar & Cinn. Pop Tart
Reduced Fat Ritz Crackers	Chex Mix, Traditional (General Mills)
Chex Mix Cheddar Baked	Gold Fish, Cheddar (Pepperidge Farm)
Reduced Sugar Fruit Snacks (Welch's)	Nabisco 100 calorie Pack Oreos
Dole Fruit Bowls	Fat Free Fig Newtons
Baked Potato Crisps, (Frito Lay)	Apple Cinn. Fruit Crisps (Flat Earth)
Munchies Mix for Kids, (Frito Lay)	Cinnamania Snacks (Kellogg's)
Butter, Chocolate Chip, and Lemon Cookies (Murray's)	

*\*You may order reduced fat and reduced sugar Ice Cream Sandwiches, Pushups, and Ice Cream Cups from your child's cafeteria.*

### **WORK PERMITS**

Changes to §40.1-92 of the Code of Virginia went into effect on July 1, 2013 concerning the issuance of employment certificates to youth. As of today, the documents required to process a child labor permit can all be found on our website at [www.doli.virginia.gov](http://www.doli.virginia.gov). Children and their parents will no longer need to visit their local schools to have an Issuing Officer sign their paperwork. Instead, parents may access the forms directly from our website. Should you have any questions refer to the website or contact Wendy H. Inge at (804) 786-3224.

## **II. STANDARDS OF STUDENT CONDUCT**

### **AFFIRMATION**

An important part of a middle school student's education is the right to make decisions and the responsibility to accept the results of those choices. Each student at John F. Kennedy Middle School is encouraged to abide by the following affirmations in order to make wise decisions resulting in positive outcomes for personal growth.

**I believe in my ability to achieve.**

**I will attend school daily and strive for academic excellence.**

**I will be truthful in my words and actions.**

**I will speak and behave courteously toward everyone.**

**I will respect the rights, beliefs, and property of others.**

**I will be caring toward our environment.**

### **BASIC SCHOOL RULES**

All students are expected to follow these six, simple rules all day every day. Doing so will prevent the need for school officials to take any form of disciplinary action.

1. Follow directions of any school staff immediately, without objecting comments, the first time they are given.
2. Keep hands, feet and objects to oneself.
3. Walk to the right hand side of the hallways. For everyone's safety, no running is permitted in the building or classrooms, and no "horseplay" is permitted anywhere.
4. Speak and behave courteously to everyone, demonstrating respect for their rights, beliefs, feelings, and property.
5. Dress appropriately for school.
6. Obey state laws and School Board policies. Please refer to the Suffolk Public Schools Student Handbook for the complete Code of Student Conduct.

### **CONSEQUENCES**

Making choices that are in violation of the rules will result in disciplinary action. Please be aware that this handbook is a guideline and does not describe all behaviors and consequences, nor does it describe many of the positive activities used to help students change their behavior. Administrators will use judgment in selecting consequences depending on the severity or frequency of the offense(s). Consequences are not listed in any particular order.



Warning/reprimand  
Conference with team  
Restrictions assigned by the principal  
Suspension from school activities  
Out-of-school suspension (OSS)  
Notification of legal authorities  
Recommendation for expulsion

Loss of privileges  
Parental contact/conference  
Detention before school/lunch/after school  
In-school suspension (ISS)  
Referral to an alternative education program  
Recommendation for administrative hearing  
Pursuit of legal action when appropriate

Mandatory expulsion for no less than one year (180 days) for firearms possession or use

### **SELECTED DISCIPLINARY TOPICS**

#### **Bullying**

Bullying among children is commonly defined as intentional, repeated harmful acts, words or other behavior such as name calling, threatening and/or shunning committed by one or more children against another. These negative acts are not intentionally provoked by the victims, and for such acts to be defined as bullying, an imbalance in real or perceived power must exist between the bully and the victim. Bullying may be physical, verbal, emotional or sexual in nature. Bullying will result in disciplinary action.

#### **Buses**

School buses are provided for the convenience of the students and parents. This is a privilege that can be taken away from a student temporarily or permanently. Misbehavior on the bus, even talking loudly, nearly always endangers the safety of everyone in the vehicle because of the distraction it creates for the driver. Students are to ride assigned buses at all times and enter/exit at their assigned stop. Always follow the directions of the driver. Remain in the seat and keep hands, feet and other objects to oneself at all times and inside the bus. No food, drinks, littering, obscene gestures, or use of profanity is allowed. Be respectful to everyone on the bus. Misbehavior on the school bus, bus stop, or walking to and from the bus stop is subject to disciplinary action. Students wishing to walk to and /or from school **must** secure a walking pass from the main office. To obtain a walking pass, students must bring a **signed permission note** from home, with a phone number and dates allowed to walk.

#### **Conduct Outside of School Hours**

Students going to school or returning from school are subject to punishment for acts committed before the student arrives safely to school or before they arrive safely home after school. Also in accordance with Virginia Code, students may be subject to punishment for acts committed away from school property and outside of school hours which are detrimental to the interest of the school or which adversely affect school discipline.

#### **Corporal Punishment**

Corporal punishment may not be used as a means of discipline. However, this does not prevent teachers and principals from using “reasonable and necessary force” to maintain order and control; remove a student from a disturbance which threatens physical injury to persons or property damage; prevent self-infliction of harm; defend one’s self; or obtain possession of weapons, controlled substances, or paraphernalia.

## **Discipline Files**

In accordance with Virginia Code, student disciplinary files are considered as part of the student's scholastic record and must be forwarded to any other school division to which the student transfers.

## **Disorderly Behavior**

Fighting and other forms of disorderly conduct will not be tolerated. A student should avoid fighting by walking away and reporting the incident to the nearest staff member. Anyone who is involved in fighting, attempting to fight or boosting a fight will be subjected to disciplinary action.

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

ISS is a program in which students who are suspended attend school but do not report to their regular classes. Instead, they spend the entire day in the ISS room where they will complete assignments under the direction and guidance of the ISS coordinator. In order to be readmitted to regular classes, a student must satisfactorily complete all requirements assigned by the coordinator, which includes behavior-related work packets, certain class assignments, and following the regulations of the program. Tardiness or failure to meet the requirements of the ISS program could result in an extension of the length of the suspension. Refusal to attend ISS or to complete all requirements will result in Out-of-School Suspension (OSS).

## **Personal Property**

Students, not the school, are responsible for personal property. Personal property such as radios, cell phones, cameras, personal gaming devices, headphones or earbuds and MP3/IPODs, trading cards, sunglasses, skateboards, excessive amounts of money, roller blades, etc. will not be allowed at school unless they are part of a school project. Loss of such items is the sole responsibility of the student. Further, these items are subject to confiscation by staff members and will be returned only to a parent or guardian with proper identification. Students are strongly urged to leave all money at home except money for lunch. It is virtually impossible to recover money when it is either lost or stolen. If students are found to be in possession of large sums of money, the money will be confiscated and the parent notified.

**In addition, items such as clothing, writings, expressions or other items that contain obscenities/sexually suggestive, gang-like material, tobacco, drugs, or alcohol will be corrected or confiscated and may result in suspension from school.**

## **Portable Communication Devices**

To avoid disruption of the instructional process, students in the middle school may not, at any time, possess or use portable electronic communication devices on school property which includes the bus or bus stop as well as any school sponsored activity. A "portable communication device" is defined to include portable two-way telecommunication, including, but not limited to, cellular devices, walkie-talkies, and other hand-held communication devices. School officials may take possession of the portable device if such item is displayed or heard. If such devices are confiscated, only the legal parent/guardian may make arrangements with the school's administration to retrieve such items. First electronic violation/offense will result in property being turned over to parent or guardian. Additional violation/offenses may result in additional suspensions.

## **Search and Seizure**

To maintain order and discipline in the school and to protect the safety and welfare of students and school personnel, school authorities may search a student, their belongings, and student lockers and desks under the circumstances outlined below. They may also seize any illegal, unauthorized, or contraband materials discovered in the search. Student lockers and desks are school property and remain at all times

under the control of the school district; however, students are to assume full responsibility for the security of their lockers and their desks. Students should not expect privacy regarding items placed in school property because school property is subject to search at any time by school officials. Periodic random searches of students; their belongings; lockers and/or desks may be conducted by school authorities for any reason, at any time without notice, without student consent, and without a search warrant.

A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action. A student's person and/or personal effects (e.g., purse, book bag, athletic bag, etc.) may be searched whenever a school official has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to proper legal authorities for ultimate disposition.

### **Sexual Harassment**

Sexual harassment is prohibited by Board of Education policy and carries specific penalties for violation. The policy prohibits sexual harassment by school district employees, Board members, and students directed toward other employees or students. Anyone who needs further information regarding the Board of Education Policy should contact an administrator.

Overview Of Sexual Harassment – Sexual harassment is unwanted and unwelcome behavior of a sexual nature, which interferes with a student's right to learn, study, work, achieve, or participate in school activities in a comfortable and supportive atmosphere. Sexual harassment is illegal and prohibited in school settings.

Sexual harassment related to students can occur in many forms and can be school employee to student, student to student, or student to employee. It can also be male to female, female to male, male to male, or female to female. The following types of behavior could be considered sexual harassment:

- Visual – ogling, leering, posters, magazines, gestures
- Verbal – personal questions, lewd comments, dirty-sexual jokes, whistling, request for dates
- Written – love poems, love letters, obscene letters
- Touching – violating space, patting, rubbing, pinching, caressing, kissing
- Power – retaliation, using position to request dates or sexual favors
- Threats – demands, quid pro quo – demand for sexual favors in exchange for a grade, privilege, etc.
- Force – rape, assault

### **Tardies**

Students are expected to arrive to classes on time. A student will be given a warning for their first unexcused tardy to any given class and may be assigned one day of ISS for any further unexcused tardiness. Three tardies to school equals one absence. (See ABSENTEE NOTES). Any student who is more than five minutes late to class without permission is considered to be cutting class.

## **DRESS CODE POLICY**

**Section 9-11.8 Statement of School Board Policy.** — Student attire impacts the teaching and learning environment. It can either promote a more effective educational environment or it can disrupt the educational climate and process. In order to ensure that our students' education is conducted in an environment where safety risks, disruptions, and distractions are minimized, all students enrolled in Suffolk Public Schools shall adhere to dress regulation promulgated by the School Superintendent. (Adopted March 8, 2012; Ordinance Number 11/12-15; Effective Date: July 1, 2012)

**Legal Authority** — Virginia Code §22-1.78 (1950), as amended.

## **Student Dress Regulations**

**Section 6-9.2 An appropriate environment for learning required; appropriate dress required; prohibited clothing.** — A. One of the fundamental purposes of school is to provide an appropriate environment for learning. A student’s dress and appearance shall not be such that it causes disruption, distracts others from the educational process or poses a health or safety concerns. Regulations for student dress are designed to promote a standard of appearance that complements the learning environment.

B. All students are required to wear dress appropriate to the occasion and to avoid wearing attire that can have an adverse impact on the teaching and learning environment. In order to ensure that the education of students enrolled in Suffolk Public Schools is conducted in an environment where safety risks, disruptions, and distractions are minimized, all students will adhere to the following minimal standards of dress.

C. The following clothing is expressly prohibited and shall not be worn by students enrolled in any Suffolk Public School while in the classroom or participating in school sponsored activities:

1. Sexually suggestive or revealing attire, which shall include any article of clothing that does not cover the midriff, back, or shoulders, reveals cleavage, or exposes undergarments.
2. Clothes having rips or tears above the knees.
3. Sagging pants and shorts not securely fastened around the waist.
4. Skirts, dresses, and shorts that rise above the fingertips when the arms are stretched downward.
5. Any article of clothing that advertises alcohol, or an illegal substance, depicts lewd graphics, displays offensive or obscene language, promotes violence or is gang-related.
6. Clothing with slogans or words across the buttocks.
7. Headings covering unless worn for religious or medical reasons.
8. Flip flops, open toed shoes, slippers, and roller shoes (“heelys”).
9. Any accessory that advertises alcohol, or an illegal substance, depicts lewd graphics, displays offensive or obscene language, promotes violence or is gang-related.
10. Sunglasses, wallet chains, and necklaces that hang below the sternum.
11. Sleepwear.
12. Any clothing worn by a student that causes a disruption and/or distracts others from the educational process or poses a health or safety concern.
13. All tights or leggings are prohibited unless worn with a top which extends to the fingertips when arms are stretched downward.