

# **Forest Glen Middle School Student Handbook**



**200 Forest Glen Drive**

**Suffolk, VA 23434**

**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,

*Jennifer Presson*

Jennifer Presson  
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.

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. Students accumulating five or more unexcused

absences will be scheduled for a truancy review meeting. If unexcused absences and/or tardies continue, a truancy plan will be developed to improve the student's attendance.

## **TARDIES**

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

## **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. Proof of residency will be required for address changes.

## **ADMINISTRATIVE AVAILABILITY**

The administrators will be in the building from 7:30 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 at 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 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. Announcements will also be distributed to parents via School Messenger.

## **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 at school no later than 7:20 a.m. All students should be present in their homeroom class by 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 pick up 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 cafeteria in the afternoons. Everyday pick up students will be issued a set of two car tags and a matching tag for their book bag. Everyday pick up students will be dismissed from the cafeteria when the car with the matching tag number arrives. 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 until dismissed, departing in the same manner used to enter.

## **BOOK BAGS/BACKPACKS/PURSES/HEAVY COATS**

Book bags, backpacks and heavy coats are not permitted in the classroom. They must be stored in your hall locker at all times. Purses, no larger than a piece of notebook paper, are permitted in classrooms. 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. Backpacks /book bags MUST be collapsible and fit inside the hall locker (6 ½" W x 10 ½" D). Backpacks with wheels typically do not fit in the hall locker and are not permitted. Students should keep such items in their locker and access them at designated locker breaks. Any necessary classroom supplies may be carried in a binder or notebook.

**NO "ROLLING BOOK BAGS / BACKPACKS" 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. Due to spacing restrictions, bus passes are under strict review to ensure safety protocols.

## **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. Breakfast and lunch are free for all Suffolk Public Schools students. Students will be able to obtain breakfast on their grade level wing and will eat in the classroom. Breakfast time will be extended for students who arrive to school tardy because of the school bus. Breakfast time will NOT be extended for students who are dropped off by parents tardy. Everyone is required to report to the cafeteria for lunch, which may be purchased or brought from home. A menu is posted online. 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 sit at the tables assigned to their class.

- 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. Parent permission must be obtained for a student to participate in a club.

## **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 school 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.

## **DELIVERIES**

Office personnel cannot accept deliveries on behalf of students. This includes but not limited to balloons, flowers, and food.

## **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.

## **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. The SPS dress code will be enforced.

## **EMERGENCY DRILLS**

Teachers will direct students in the proper procedures to follow during regularly scheduled fire, weather-Code Blue, and emergency code drills which include both Code Yellow and Code Red lock down drills. These drills are practiced throughout the year as practice makes permanent.

## **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. Water filling stations 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 gym. Students losing articles should check the Lost and Found. Items not claimed by June 30 of each year will be discarded or donated.

## **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.

- Alive Church
- BayPort Credit Union

## **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 competencies that support their academic engagement. School personnel develops, posts, models and redirects students as needed based on common school rules and expectations. Students are rewarded for following school expectations, demonstrating positive character traits and making good decisions. These common expectations are in a matrix and are taught to students and can vary by location (i.e, cafeteria, classroom, restroom, hallway) . The general PBIS matrix for Forest Glen is:

<b>R</b> espect	Be Kind
<b>O</b> rganize	Be Prepared
<b>A</b> ttitude	Be Positive
<b>R</b> esponsible	Be Accountable
<b>S</b> taff	Be Attentive

## **SOCIAL-EMOTIONAL LEARNING (SEL) AND RESTORATIVE PRACTICES**

To build and strengthen a community of learners, teachers will implement restorative practices. Restorative approaches are based on the idea that when we feel part of a supportive community, we respect others in that community and become accountable to it. The main approach will be teachers incorporating classroom circles with students throughout the year. The initial focus will be on tier 1 questions to build rapport. Examples of tier 1 questions include: *If you could have any type of pet, what would it be and why? Do you prefer socks or no socks?*

When problems do occur, teachers, counselors and administrators have an array of restorative responses to choose from. Classroom circles provide a foundation that can both prevent problems and help handle problems when they arise. A mediation process or group problem-solving session can also be used to address problems.

In the case of a specific conflict, a restorative intervention may be in order: The person causing the harm meets with others, often including the person harmed. They reflect on the harm and agree on how it can be remedied. The person who caused harm has a chance to truly understand the impact of their actions, to be heard and understood themselves, to repair the harm, and to be welcomed back (restored) to the community. That can have a far more positive and lasting effect on a person than punishment or exile. The process can provide insights for everyone else as well. Restorative interventions are only held if the parties involved are agreeable.

## **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. Newer adoptions include consumable workbooks and electronic textbooks. Subject area teachers can provide specific details.

## **VISITORS**

Parents are welcome at Forest Glen Middle School unless current COVID restrictions prohibit visitors. 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 visitor's pass being generated through the Raptor System. 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.

## **WELLNESS POLICY**

Special celebrations may not take the place of school lunch. Any special celebrations must be coordinated with Food & Nutrition Services or be conducted after the last lunch period. All special celebrations must first be approved by the building principal. Only pre-packaged snacks which meet the nutritional requirements will be allowed when snacks are solicited.

## **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 Forest Glen 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.

Counseling	Mediation
Warning/reprimand	Loss of privileges
Conference with team	Parental contact/conference
Restrictions assigned by the principal school	Detention before school/lunch/after
Suspension from school activities	In-school suspension (ISS)
Out-of-school suspension (OSS) program	Referral to an alternative education
Notification of legal authorities hearing	Recommendation for administrative
Recommendation for expulsion	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.

## **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, boosting a fight or recording 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 cameras, "Game boys", CD players/CDs, trading cards, cell phones, sunglasses, yo-yos, skateboards, excessive amounts of money, roller blades, etc. will not be allowed at school. Unless they are part of a class assignment or project, radios, electronic games, MP3/IPODs and other personal property shall not be brought to school. 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 secured as well as the parent notified.

In addition, items such as clothing, writings, expressions or other items that contain 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, cell phones, tablets, smart watches and other hand-held

communication devices. Under no circumstance may students use any communication device to photograph, video record, or audio record while on school grounds. This prohibition includes using any devices to photograph or record any student altercation that occurs at school, on school property or at a school sponsored event. All communication devices must be turned off and stowed away at all times. The power on these devices must be turned off prior to entering the school. Leaving the device on “vibrate”, “silent”, or “ringer off” is not acceptable. School officials may take possession of the portable device if such item is being used, 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. Students will not be allowed to call parents/guardians to inform them about confiscated items. Confiscated items that are not picked up by a parent/guardian by July 1 will be discarded.

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### **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 ISS for any further unexcused tardiness. (See ABSENTEE NOTES). Any student who is more than five minutes late to class without permission is considered to be cutting class.

## **Dress Code**

**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.

A. The School Board and Suffolk Public Schools Staff rely heavily on parents and students to support the division's policies. One of the fundamental purposes of school is to provide an appropriate environment for learning. A student will maintain personal attire and grooming standards that promote safety, health, and avoid unnecessary disruptions.

B. Suffolk Public Schools has established the following guidelines for student dress while in the classroom or participating in school-sponsored activities:

1. Shirts and blouses must include at least 3" width on shoulders, garments. Spaghetti straps, strapless tops, muscle shirts, off-shoulder shirts, and tank tops are not allowed. The appropriate length of skirts, dresses and shorts will be determined by the "fingertip rule." The length of skirts, dresses and shorts, must extend below the student's fingertips when the student's arms are extended at his/her sides. Only leggings, jeggings, and yoga pants that are opaque (i.e., not able to be seen through) are allowed. Rips and holes in clothing are prohibited.
2. Clothing must not reveal undergarments such as underwear and bras. This includes any article of clothing that does not cover the midriff, back, reveals cleavage, sags below the beltline, or is sheer.
3. Clothing and accessories may not advertise alcohol, tobacco, vaping, cannabis, or any illegal substances, depict lewd graphics, display offensive or obscene language, promote violence, or are gang related. Apparel that depict sexually suggestive expressions or actions, profanity, obscenity, drugs, alcohol, or tobacco, or which degrade the integrity of individual groups are prohibited. Slogans and graphics are prohibited across the buttocks.
4. Sunglasses may not be worn within the building, unless prescribed by a doctor for a legitimate reason. Wallet chains are not permitted.
5. Unless worn for religious or medical reasons, head coverings are not permitted. This includes hats, hoods, bandanas, combs, and picks. Headbands, headwraps and/or scarves as they relate to a student's customary country of origin, religious attire or ethnic affinity are allowed.
6. All shoes worn should not pose a safety concern. Slides, flip flops, and slippers are permitted. Sandals with a back strap are permitted.
7. Sleepwear may be worn only during designated school functions.
8. Clothing worn by a student must not cause a disruption and/or distract others from the educational process or pose a health or safety concern.

(Issued Date: March 18, 2012; Effective Date: July 1, 2012; Revised July 12, 2018; Revised January 13, 2022) Legal Authority - School Board Policy §9-11.8.