

# King's Fork Middle School



## Student Handbook 2023-2024

Home of the Jaguars  
#Increase

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PRINCIPAL:  
Laguna Foster

ASSISTANT PRINCIPALS:  
Vershawn Eley  
Amber Reese  
Cheryl Riddick

## **PRINCIPAL'S MESSAGE**

Dear Parents, Students, and Community Members,

Welcome to King's Fork Middle School, Home of the Jaguars! As the new principal here at King's Fork Middle School, it is an honor and privilege to serve our students, families, and community.

Our mission is to provide each child with a safe environment, quality instruction, and a positive school experience. As educators, we have the responsibility to make a positive impact in the lives of our students. Please know that at the forefront of every decision we make we will maintain high instructional standards for our students, teachers, and staff.

In order to provide clear home-school communications, our student handbook will be available on our school-website. Please review and discuss the handbook with your child and if you have any questions please do not hesitate to contact the administration team here at school.

I look forward to working with you and your child this school year. If I can assist you in any way, please do not hesitate to contact me at the main office at (757) 923-5246 or [legunafoster@spsk12.net](mailto:legunafoster@spsk12.net) .

Respectfully,

*Laguna Foster, Ed.D*

Dr. Laguna Foster

Principal

## **I. GENERAL SCHOOL INFORMATION**

### **MISSION STATEMENT**

The mission of the students, parents, staff and community of King's Fork Middle School is to provide an educational program that recognizes each student as a unique individual and fosters continuous improvement in academic, physical, emotional and social success while promoting pride within a safe and positive environment.

### **AS A KING'S FORK MIDDLE SCHOOL STUDENT, IT IS MY RESPONSIBILITY:**

- To attend school every day and 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 KING'S FORK MIDDLE SCHOOL ACCEPTS THE RESPONSIBILITY:**

- To provide a quality instructional program for each student.
- To provide an orderly classroom and safe school environment.
- To develop programs and activities that 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 as a responsible member in school.

### **AS THE PARENT/GUARDIAN OF A KING'S FORK MIDDLE SCHOOL STUDENT, I WILL:**

- Send my child to school each day on time, prepared with all necessary materials, well rested, and properly dressed.
- Check my child's work and homework on a daily basis.
- Provide my child with suitable study conditions at home (desk or table, lights, books and supplies).

### **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 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 accumulates five (5) unexcused absences, the parent will be contacted and, with the student, must attend an "in person" conference to discuss the particular causes or issues

surrounding their child's absences. Another in-person meeting will have to be held when a student accumulates their seventh (7) unexcused absence. If a student accumulates their tenth (10) unexcused absence, more serious steps will be taken: the parent and the child will either be referred to a Truancy Review Team and/or the school division will file legal proceedings against the child and/or the parent in the Juvenile and Domestic Relations Court. The legal proceedings may include a criminal warrant against the parent(s) and/or a "child in need of supervision" petition. It will remain Suffolk Public Schools' policy that any student who has more than 20 unexcused absences during a school year may be required to repeat the year unless there are extraordinary circumstances. Every absence is considered unexcused until a written explanation for the absence is received and approved by the principal or her designee.

### **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.

### **ADDRESS AND TELEPHONE CHANGES**

It is extremely important that parents notify the office **IMMEDIATELY** if there is any change in address, telephone number, guardian, emergency contacts, or other personal information. This information is used to communicate important district and school level announcements, and to communicate information about emergencies, attendance, and late buses. **Failure to update information would delay any critical communications from the school and will require the school to initiate an address verification.**

### **ADMINISTRATIVE AVAILABILITY**

The administrators will be in the building from 7:00 a.m. until 3:00 p.m. daily. Any student or parent wishing to have a conference with any administrator is always welcome; however, it is recommended that an appointment be arranged ahead of time to ensure the availability of the appropriate administrator (administrators are typically unavailable during arrival from 7:00 a.m.-7:30 a.m. and during dismissal 1:45 p.m.-2:15 p.m. In order to pursue the goal of improved student achievement, administrators are often in classrooms or meeting with students and teachers during the school day. Parents may arrange appointments in person or by phone.

### **ANNOUNCEMENTS**

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

### **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 at school no later than 7:20 a.m. Instruction begins at 7:25 a.m. Excessive tardies to school may result in a disciplinary consequence.

### **Early Dismissal**

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

### **Dismissal**

Students will not be permitted to leave school with anyone other than the parent or guardian. If someone else is picking up your child, you must send written authorization to the office. An adult must sign the necessary release ledger in the front office. Please make every effort not to take your child from school during the important instructional blocks. Please do not pick up your child without signing him/her out in the office. It is important for the school to know when a child has been picked up by a parent/guardian and the time he/she leaves our care. For regular, daily afternoon dismissal, all students will be dismissed by the bell at 2:00 p.m. Students being picked up by parents must come in to sign them out on a daily basis. Parents should use the designated Parent Parking spaces and refrain from parking in the fire lane.

### **Everyday Pickup**

Parents who will pick their students up every afternoon have the option of signing up for Everyday Pickup. Parents must complete a sign up form (available in the office) in order to receive a car tag and a student book bag tag. Signup must take place in the main office to verify identity. The car tag must be hung from the rearview mirror and the student will affix the bag tag to their bookbag for easy identification. As parents pull into the parking lot, there will be a staff member outside that will radio into the building for the student with the assigned number and that student will report to the circle for dismissal. Due to safety concerns, students **will not** be allowed to meet parents in the parking lot. Parents must pull into the circle to receive their student. If someone other than the parent/guardian will be picking up the student, they must have the appropriate car tag for the student to be released. If parents do not have a car tag, they **must** come inside to sign their student out daily.

### **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.

### **BUS PASSES**

Bus drivers are instructed not to pick up or take an additional student without permission from Transportation. 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 Transportation. To obtain a pass, students are to bring a parental note to the front office by 8:00 a.m. 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 refer to the Put Safety First: Student's Code of Conduct for the School Bus, transportation, and Suffolk Public Schools website.

### **CAFETERIA**

King's Fork Middle School will be participating in the National School Lunch and School Breakfast Programs called Community Eligibility Provision (CEP) for the 2023-2024 school year. All students enrolled at King's Fork Middle School are eligible to receive a healthy school breakfast and lunch at NO CHARGE for the 2023-2024 school year. Your child will be able to participate in these meal programs without having to pay a fee or submit a meal application. Only students eating breakfast are to report to the cafeteria in the morning. Everyone is required to report to the cafeteria for lunch. 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 change position in line.
- Students will remain seated at the table at all times unless otherwise instructed by the staff 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 without yelling.
- Students will use good manners.
- Students will only be allowed one trip to the snack line. Parents may choose to place any amount into the student's account.

- Students will be assigned a computer number for their student account in the cafeteria.

### CIVILITY

We encourage positive communication and discourage disruptive, hostile, or aggressive communications or actions. We expect our staff to be treated with courtesy and respect by parents and other adults. Any behavior which disrupts the orderly operation of the school will result in removal from the premises, contacting law enforcement, and/or termination of a meeting, conference, or telephone conversation.

### 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 clinic 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. Students should be picked up IMMEDIATELY if the nurse deems them too sick to remain at school.

The school nurse will conduct vision and hearing screenings for the 7th grade students during the school year.

**It is important for parents to screen their children prior to releasing them to the bus or school. Parents should keep children home when experiencing any type of cold or cough related illness, respiratory infection, fever or flu-like symptoms. In addition, if children have been in contact with anyone experiencing symptoms of COVID-19 (fever of 100 or above, cough, shortness of breath, and/or loss of taste or smell), they should be kept home from school. Parents must contact the school if they test positive for Covid-19.**

### **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 the parent 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: Jr. Beta Club, FBLA, SCA, FCCLA, Technology, Ladies of Distinction and Men of Purpose.

### **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 adult (teacher or other school staff) of the problem.
2. Make an appointment with the guidance counselor (peer mediation will be facilitated as appropriate):  
6th - Merita Brinkley; 7th - Jordan James; 8th - Erica Grant-Hudson
3. If the problem is still unresolved after notifying the supervising adult, contact the administrator of your child's grade level:  
6th - Vershawn Eley, 7th -Dean of students; 8th - Cheryl Riddick; Students with Disabilities- Amber Reese
4. Concern regarding transportation should be reported to 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 is not limited to balloons, flowers, and food and food delivery services (instruction will not be interrupted, and these items cannot be transported on school buses).

### **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**

Monthly safety drills are conducted during the school year. 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.

### **GOAL SETTING**

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 taught goal setting strategies for achievement/progress.

## **GUIDANCE DEPARTMENT AND SERVICES**

Each student is assigned a School Counselor: Grade 8 -Mrs. Grant-Hudson (ericagrants@spsk12.net), Grade 7-Jordan James (Jordanjames@spsk12.net), and Grade 6 Merita Brinkley (meritabrinkley@spsk12.net). Students who wish to make an appointment with their school counselor should email the grade level counselor directly (before or after school) or ask the advisory teacher to submit a guidance referral. 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 advisory teachers for general student use. Personal locks are prohibited on hallway 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 supervising adult immediately. The school is not responsible for any losses of property by students. Lost and Found is located in the cafeteria. Items not claimed by the last week of each semester will be discarded.

## **METAL DETECTORS**

All school personnel and visitors must enter the building through two doors, which requires them to walk through a metal detector. 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, or by notifying the grade level guidance counselor. To ensure continuation of instruction for students, teachers are available to meet with parents before school, during their designated planning period, and after school. Parents can also keep track of instructional progress by accessing their students' grades at any time through the Home Access Center (HAC). Please call the school office if you need to sign up for HAC.

Grade Level Planning Times:

6th: 12:30pm - 2:00 pm

7th: 9:10am - 10:40 am

8th: 7:30am - 9:00 am

PE/ Exploratory: 11:15 am - 12:25 pm

## **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, in the circle, as this is a fire lane. *Vehicles are subject to be ticketed.*

## **PARTNERS IN EDUCATION**

King's Fork Middle School is fortunate and proud to have Partners-in-Education who support our instructional programs and have a significant impact upon student achievement. We are always seeking new partnerships. Please contact the Dean of Students if you or someone you know would like to become a partner.

## **PEER CONFLICT RESOLUTION**

Conflict is a normal life experience. Peer mediation is a highly successful program designed to deal with conflicts in a positive manner as they occur, thereby avoiding the consequences of aggressive behavior which still leaves the conflict unresolved. The students involved in the conflict are then able to identify the issues, brainstorm possible solutions, and commit to an agreed upon plan of action. Students with conflicts are expected to notify the supervising adult or the grade level school counselor to discuss options to resolve the problem.

## **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 are expected to participate in physical education class in appropriate attire. **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. **Valuables and personal items, including money, should not be brought to class. The school is not responsible for items lost or stolen.**
3. 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.

4. 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 am -7:20 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.
5. There will be no eating, chewing gum, or drinking in the gym.

#### **SUPPLY LIST**

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 after replacement cost has been paid, 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 King's Fork Middle School. All parents, however, must first report to the office and obtain permission from the administration before visiting any area of the school. Part of keeping students and faculty safe is knowing precisely who is in our buildings at all times. Visitors will be asked to present a valid state-issued ID, which will be checked

against a national sex offender database to ensure that registered sexual offenders are not entering our building. Once entry is approved, we will issue a badge that identifies the visitor, the date, and the purpose of his/her visit. All visitors will be escorted by a member of the King's Fork 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. All visitors must sign in.

### **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**

### **PBIS**

King's Fork Middle School utilizes the PBIS (Positive Behavior Interventions and Supports) model to support school-wide discipline procedures. The program promotes positive behaviors in students. Our school-wide ROAR (Respecting Others, Accepting Responsibility) matrix (see below), will be taught to all students during the first ten days of school.

### **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 King's Fork 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 learning environment.**

### **SCHOOL-WIDE RULES**

In addition to these five rules, we expect all students to obey state laws and School Board policies. Please refer to the Suffolk Public Schools Student Handbook for the complete Code of Student Conduct.

## King's Fork Middle School ROAR Matrix

	<b>Cafeteria</b>	<b>Class</b>	<b>Hall</b>	<b>Bathroom</b>
<b>Respecting Others</b>	<ul style="list-style-type: none"> <li>• Say “Please” and “Thank You” to cafeteria staff.</li> <li>• Stay with your class.</li> <li>• Use your inside voice.</li> <li>• Wait your turn in line to be served.</li> <li>• Leave your lunch table clean, chairs pushed in, and ready for the next class to use.</li> <li>• Avoid touching other people’s food.</li> </ul>	<ul style="list-style-type: none"> <li>• Speak and listen to others in a kind and considerate manner.</li> <li>• Enter and exit the classroom properly, quietly, and at the teacher’s direction.</li> <li>• Dress appropriately so that your attire does not distract others from learning.</li> <li>• Stop all activity and listen carefully to announcements.</li> </ul>	<ul style="list-style-type: none"> <li>• Walk orderly on the brown/to the right.</li> <li>• Keep your hands, feet, and objects to yourself.</li> <li>• Apologize if you bump into someone or step on their foot.</li> </ul>	<ul style="list-style-type: none"> <li>• Enter the bathroom to take care of personal needs.</li> <li>• Take care of bathroom needs quickly as others are waiting.</li> <li>• Leave the bathroom neat and clean. Place all paper towels in the trashcan.</li> </ul>
<b>Accepting Responsibility</b>	<ul style="list-style-type: none"> <li>• If you make a mess, clean it up.</li> <li>• Take only what you pay for.</li> <li>• Remain in line without touching the person in front of or behind you.</li> <li>• Sit in your seat properly and at the assigned table.</li> </ul>	<ul style="list-style-type: none"> <li>• Engage yourself in learning by paying attention and participating in class.</li> <li>• Sit in your seat properly.</li> <li>• Complete your homework before coming to class.</li> <li>• Keep track of your academic progress.</li> </ul>	<ul style="list-style-type: none"> <li>• Go directly to breakfast or your first class.</li> <li>• Arrive to class on time.</li> <li>• Be sure to have a signed agenda or pass.</li> <li>• Pick up any trash on the floor and throw it away.</li> </ul>	<ul style="list-style-type: none"> <li>• Flush toilets after use.</li> <li>• Notify an adult if there is a problem with the bathroom.</li> <li>• Use the appropriate bathroom for your grade level.</li> </ul>
	<b>Bus</b>	<b>Media Center</b>	<b>Auditorium</b>	<b>Gym</b>
<b>Respecting Others</b>	<ul style="list-style-type: none"> <li>• Walk directly to your assigned bus.</li> <li>• Speak and listen to others in a kind and</li> </ul>	<ul style="list-style-type: none"> <li>• Use appropriate volume and tone of voice.</li> <li>• Walk quietly when entering</li> </ul>	<ul style="list-style-type: none"> <li>• Have a positive attitude and open mind about the</li> </ul>	<ul style="list-style-type: none"> <li>• Listen to the directives of the gym teachers.</li> <li>• Use your hands, feet,</li> </ul>

	<p>considerate manner.</p> <ul style="list-style-type: none"> <li>• Follow the bus drivers directions the first time given.</li> <li>• Abide by the school rules on the bus.</li> <li>• Keep your hands and feet to yourself.</li> </ul>	<p>and exiting the library.</p> <ul style="list-style-type: none"> <li>• Be mindful of other students who are using the library.</li> </ul>	<p>assembly topic.</p> <ul style="list-style-type: none"> <li>• Walk quietly when entering and exiting the auditorium.</li> <li>• Be considerate to speakers and performers.</li> <li>• Remember the expectation is formal behavior for all formal assemblies.</li> </ul>	<p>and sport equipment when instructed by the teacher.</p> <ul style="list-style-type: none"> <li>• Maintain appropriate personal space by not horse playing with others.</li> <li>• Demonstrate sportsmanship.</li> </ul>
<b>Accepting Responsibility</b>	<ul style="list-style-type: none"> <li>• Arrive at your designated bus stop on time.</li> <li>• Remain in your assigned seat during the entire bus ride.</li> <li>• Take all your belongings with you when exiting the bus.</li> </ul>	<ul style="list-style-type: none"> <li>• Enter the library with a pass from your teacher, when not with your class.</li> <li>• Ask the librarians for help if you need assistance.</li> <li>• Use the library computers only to complete school-related assignments.</li> </ul>	<ul style="list-style-type: none"> <li>• Have a positive attitude and open mind about the assembly topic.</li> <li>• Take care of personal needs before entering into the auditorium.</li> </ul>	<ul style="list-style-type: none"> <li>• Bring your gym clothes and appropriate shoes.</li> <li>• Dress out each class.</li> <li>• Participate in all activities with your best effort.</li> <li>• Secure your items in the locker room.</li> </ul>

## **INTERVENTIONS**

Making choices that are in violation of the Student Code of Conduct may result in various disciplinary actions. Please be aware that this handbook is a guideline and does not describe all behaviors and interventions nor does it describe many of the positive activities used to help students change their behavior. Administrators will follow the Student Code of Conduct when enforcing violations. Interventions are not listed in any particular order.

Counseling

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

SPS “FOCUS” Center

Mediation

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

Restorative Practice

**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. *KFMS as well as Suffolk Public Schools has a tool for all students and parents to report school related conflicts.*

### **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.

### **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 instigating 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, Gaming Devices, CD players/CDs, trading cards, 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 players 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 snacks. It is usually 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 gang-like material, tobacco, drugs, or alcohol will be collected 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.

### **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 section). Any student who is more than ten minutes late to class without permission is considered to be cutting class.

### **Student Dress Code Regulations**

- 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.