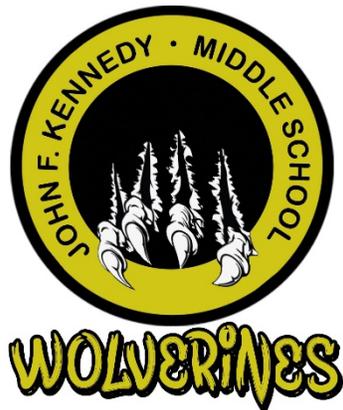


Journey For Knowledge
Towards Continuous Success



John F. Kennedy Middle School

Home of the Wolverines

2020-2021 STUDENT HANDBOOK

JOHN F. KENNEDY MIDDLE SCHOOL
2325 EAST WASHINGTON STREET
SUFFOLK, VA 23434

Phone: (757) 934-6212
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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, Chromebook, 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.

ABSENCES AND TARDINESS

Truancy often leads to academic failure, dropping out of school, crime in the community, and many other problems. For those reasons, Virginia law requires that school-age children attend school and it requires that parents make sure their children attend school. The law also requires that the school file legal proceedings against every parent and child who fails to comply with Virginia's compulsory attendance laws. In order to assist you in your parental and legal duties, and in order for us to comply with the laws, we are initiating a program and protocol to address truancy. A phone call to parents for any absence will be sent via the automated calling system. Written notes explaining an absence must be received within five (5) days of an absence. Every absence is considered unexcused until a written explanation for the absence is received in writing. The student suffering an infectious or contagious disease, a serious illness, the severe illness of an immediate family member, the student's exposure to a contagious disease, a death in the immediate family, fire or other serious damage to the home that requires the family to move and similar circumstances constitute excused absences. If a student accumulates five (5) unexcused absences, you will be contacted and a parent and the student must attend an "in person" conference with the school's Attendance Review Team to discuss the particular causes or issues surrounding your child's absences. The conference will ordinarily include a teacher, school administration, the school's social worker, and a school resource officer. At the conference, with your input, we will formulate a truancy plan to enable and facilitate attendance. Should these efforts fail and your child misses a total of seven (7) unexcused days, more serious steps will be taken: the child and you will either be referred to a Truancy Review Team and/or the school division will file legal proceedings against the child and/or you 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 our policy that any student who has more than 20 unexcused absences during a school year must repeat the year unless there are extraordinary circumstances. Our goal is to provide all students with a quality education that enables them to compete and succeed in our increasingly competitive and challenging world.

ABSENTEE NOTES/ADMIT SLIPS/TARDINESS

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.

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. Excessive tardiness affects the instructional time students receive. Any student who is more than five minutes late to class without permission is considered to be cutting class.

ACCIDENT REPORTING

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

ACTIVITY FEE

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

ADDRESS AND TELEPHONE CHANGES

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

ADMINISTRATIVE AVAILABILITY

The administrators will be in the building from 7:00 a.m. until 3:00 p.m. daily. Any student or parent wishing to have a conference with any administrator is always welcome; however, it is recommended that the appointment be arranged ahead of time to ensure the availability of the appropriate administrator. Students may arrange appointments with a signed agenda book by their teacher or by requesting through office staff. Parents may arrange appointments personally, by phone, or by completing the *Administration Meeting Request Form* if an administrator is not available.

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. School Messenger, our school's webpage, and social media pages (Facebook & Twitter) 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 NOT prohibited in the bus ramp at any time.** 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.

Dismissal

School will dismiss at 2:00 p.m. each day. On those days that early dismissal is 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

6th Grade	7th Grade	8th Grade
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. – 10:20 a.m
Block 3 11:15 a.m. -12:45 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. 10:25 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 and is a "repeated" action. 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 our district's Transportation Department. 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 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. Parents may choose to place any amount of money into the student's account. This can be done by having the student bring in money or parents putting money into the student's account online through the My School Bucks online system.

CELL PHONES

Cell phones must be **turned off** and kept in book bags and lockers. They are not to be kept in clothing pockets. Any cell phones found turned on or visible by school staff will be confiscated. For a first offense, the student can retrieve their cell phone at the end of the school day from the main office. For the second offense, the cell phone will have to be picked up by a parent. For the third offense, the student will receive a disciplinary referral with possible consequences. Habitual offenses will result in a student being prohibited from bringing a cell phone to school.

CHROMEBOOKS

All students are responsible for bringing their chromebooks “fully charged” daily. Proper care of chromebooks is the responsibility of the student. Operating issues with chromebooks are to be reported to the Media Specialist.

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, CHROME and Chess 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. 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>
Tests	3	35%
Quizzes	4	30%
Classwork	8	30%
Homework	8	5%

High School (Grades 9 – 12)

General

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

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
F	62-Below	Unsatisfactory	0.0	0.0	0.0
I		Incomplete-work must be made up			

- Class work, notebooks, 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, 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 benchmark assessments, 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.
- All grades must be entered by teachers in HAC (Home Access Center) within 5 days of giving an assignment (test or quiz) or receiving an assignment.
- 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.

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 7th 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 January 15th and 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. *Teachers will not be interrupted during instructional time or when meetings are taking place.* 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. More information will be provided during the school year.

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 sweatpants.** 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. 7th and 8th 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; other disciplinary action taken
 - 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.
10. There will be no eating, chewing gum, or drinking in the gym or locker rooms.

Grading Summary

60% - Physical Education

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

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

100% = Proper uniform and full participation

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

70% = Proper uniform and no participation

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

40% = Improper uniform and no participation

40% = No participation due to no tennis shoes

SUPPLIES

Teachers and grade levels require specific supplies. Supply lists are available 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. 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.*

II. STANDARDS OF STUDENT CONDUCT

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	Detention before school/lunch/after school
Suspension from school activities	In-school suspension (ISS)
Out-of-school suspension (OSS)	Referral to an alternative education program
Notification of legal authorities	Recommendation for administrative hearing
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" means any aggressive and unwanted behavior that is intended to harm or humiliate the victim. It is usually repeated over time. It can be done verbally, in writing or through communication devices known as "cyber bullying". The following examples are illustrative of bullying: physical intimidation, taunting, and insulting comments regarding race, gender, religion, physical abilities or characteristics. It can also include inappropriate emails, text messages or internet postings. It does not include ordinary teasing, horseplay, argument or peer conflict. Suffolk Public Schools does not condone bullying on any level and asks students to report these incidents to school administrators or teachers when they do occur. If you suspect your child has been bullied, you should report it to the school administration immediately. Reporting can be done anonymously through the Bullying Hotline too. School administrators are

required to contact parents of any alleged “bullying” that may involve their child within five (5) days of being reported.

Suffolk Public Schools’ Bullying Hotline 757-538-5483
Suicide Crisis Hotline (24 hours) 757-399-6393.

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 retrieve the proper form from the front office for completion and documentation.**

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 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 having to be picked up by a parent. Additional violations/offenses may result in additional suspensions.

Search and Seizure

Search of the student's person or possessions will be limited to the situation where there is reason to believe that a student is hiding evidence of an illegal act or a school violation. When it is practical, the student shall be present when a search of his/her possessions (including automobiles) is conducted. Items confiscated during an inspection, investigation, or search will be held by school administration pending further investigation of a disciplinary action. Items held or confiscated by the school will be evaluated for return to the proper owner upon completion of an investigation or a disciplinary action. Contraband or unlawful items, the possession of which violate the Code of Conduct, School System Policy, State Laws, and/or Federal Laws, shall not be returned to the student or to any representative of the student; such items shall be turned over to law enforcement officials, or if not desired by such law enforcement officials, shall be destroyed by the school. Other items left unclaimed after an investigation or a disciplinary action, will be disposed of by the school. Each school may set aside a time period, with reasonable advance notice to the students, when all lockers will be inspected for overdue library books and prohibited items.

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

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.

REGULATION Section 6-9.2. An appropriate environment for learning required; appropriate dress required; prohibited clothing

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 (which includes skirts, dresses, and shorts) must not reveal any exposed skin 2” above the knee while standing. Leggings, jeggings, and workout clothes must be covered with a long shirt, skirt, or dress that covers the buttocks.
2. Clothing must not reveal undergarments such as underwear, bras, and white undershirts. 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 or illegal substances, depict lewd graphics, display offensive or obscene language, promote violence, or is gang related. Slogans and graphics are prohibited across the buttocks.
4. Sunglasses may not be worn within the building. 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.
6. All shoes worn should not pose a safety concern. Slides, flip flops, and slippers are not permitted. Sandals with a back strap are permitted. High heels must be an appropriate height for school activities.
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 impose a health or safety concern.

Dress Code Violation Consequences

First Offense	Dress Code Violation is written and students must change into proper attire. Students can call home for proper attire or change into their gym clothes.
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- Second Offense** Dress Code Violation is written and an administrator will contact the parent/guardian and student must change into proper attire. Students can call home for proper attire or change into their gym clothes.
- Third Offense** Disciplinary Referral for Dress Code Violation. Students will report to In School Suspension for the day.