

FOREST GLEN MIDDLE SCHOOL



Student Handbook

Telephone Number – 925-5780

PRINCIPAL'S MESSAGE

Dear Parents and Students:

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

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

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

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

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

Sincerely,

Melvin D. Bradshaw, Jr.
Principal

I. GENERAL SCHOOL INFORMATION

MISSION STATEMENT

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

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

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

THE STAFF OF FOREST GLEN MIDDLE SCHOOL ACCEPTS THE RESPONSIBILITY:

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

AS THE PARENT/GUARDIAN OF A FOREST GLEN MIDDLESCHOOL 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.

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 attendance office prior to the beginning of the first class period to obtain an admittance slip. In the case of tardiness, notes must be brought to the main office immediately upon the student's arrival to school and the Record of Student Tardies book signed to obtain an admittance slip. The student is to have the admittance slip signed by each of his/her teachers during the course of the day.

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. Also, for the purpose of consistency, three instances of tardiness to school will be treated as one absence. 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.

ACCIDENT REPORTING

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

ACTIVITY FEE

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

ADDRESS AND TELEPHONE CHANGES

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

ADMINISTRATIVE AVAILABILITY

The administrators will be in the building from 7:00 a.m. until 3:30 p.m. daily. Any student or parent wishing to have a conference with any administrator is always welcome; however, it is recommended that the appointment be arranged ahead of time to ensure the availability of the appropriate administrator. Students may arrange appointments by signing in upon arriving to school or by securing a pass to the office. Parents may arrange appointments personally or by phone.

AGENDAS

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

ANNOUNCEMENTS

Announcements will be read daily over the public address system and 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 to school no later than 7:15 a.m. All students should be present for Homeroom class. Announcements will begin at 7:20 a.m. Students' first block class will begin at 7:25 a.m. Please see ABSENTEE NOTES/ADMIT SLIPS for additional information about tardies.

Early Dismissal

For children's safety and well being, it is necessary to require the following procedures. Students needing an early dismissal from school are to present a written statement to the main office prior to the beginning of the first class period. This note must contain the following information: date; student's name; time of dismissal; reason for dismissal; who will be picking up the student and their relationship

to the student; signature of parent/guardian, and phone number where the parent may be reached. Students will not be given an early dismissal without verbal confirmation from the parent. An authorized adult must provide picture identification and sign the Record of Early Dismissal ledger in the main office before any student is dismissed from our care. **Students will be called from classes for an early dismissal upon arrival of the parent or authorized adult. The parent or authorized adult is required to sign the early dismissal ledger in the main office before departure.** In order to prevent interruptions to the instructional process for all students, parents are asked to please make every effort not to take their children from school early.

Dismissal

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

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

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

ASSEMBLY PROGRAMS

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

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

BOOK BAGS/BACKPACKS

Because students are given a set of textbooks for home use, no book bags or backpacks are permitted in the classrooms. If a student chooses to carry books or notebooks in a purse or bag, it will be considered a book bag, and it should be placed in the locker. Back packs /book bags **MUST** be collapsible and fit inside the hall locker (6 ½" W x 10 ½" D) Students should keep such items in their locker and access them in the morning, before & after P.E. / Exploratory class, and again at dismissal. Any necessary classroom supplies may be carried in a binder or notebook.

NO "ROLLING BOOK BAGS / BACK PACKS" ARE PERMITTED ON THE BUS OR IN THE BUILDING.

BUS PASSES

Bus drivers are instructed not to pick up or take an additional student without permission from the principal. Any time a student needs to ride a different bus or get on/off their regularly scheduled bus at a different stop, they must have a bus pass approved by an administrator. To obtain a pass, students

are to bring a parental note to the front office upon their arrival to school. Complete notes include the following information: date, student's name, destination, bus number to ride, parent signature and phone number where parent may be contacted during the school day. Students will not be given a bus pass without verbal confirmation from the parent/guardian. Seating on the requested bus must be available in order for a bus pass to be approved.

BUS REGULATIONS

School buses are provided for the convenience of the students. This privilege may be taken away from a student who endangers his/her safety or the safety of others. 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 if misconduct of a student continues.
- The rider or his/her parents will pay for damage to the bus, other than from regular usage.
- Students must be at the loading stop at the scheduled time, both in the morning and the afternoon.
- 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. Lunch will cost \$1.85 or \$.40 at the reduced rate. Breakfast is optional and costs \$.85 or \$.30 at the reduced rate. Only students eating breakfast are to report to the cafeteria in the morning. Everyone is required to report to the cafeteria for lunch, which may be purchased or brought from home. Milk may be purchased separately. Free or reduced price lunch applications will be distributed to students the first day of school. After that, these applications will be available in the school's main office. The food service supervisor (not the school) will notify applicants of approved or denied status. A menu is posted in each homeroom monthly. The following rules and procedures apply in the cafeteria:

- All students are to enter the cafeteria in a quiet and orderly manner. Students will not cut in line in front of others.
- Students will notify the cafeteria staff before ordering lunch if they do not have money. The staff will provide an alternate lunch.
- Students will remain seated at the table at all times unless otherwise instructed by the teachers on duty.
- Students will leave the tables, chairs, and floor clean. Students will carry trays and all trash to the dish room.
- Students will talk in conversational tones. No yelling is allowed.
- Students will use good manners.
- Students will only be allowed one trip to the snack line.
- Students will be assigned a computer number for their student account in the cafeteria. Meals may be paid for by the week or by the month in the cafeteria. Parents may choose to place any amount into the student's account.

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.

ENGRAVING

Students are encouraged to protect their investment in calculators by having them engraved and registered with identifying information by the media specialist between 7:00-7:20 a.m.

FOOD AND DRINKS AT SCHOOL

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

GRADING SCALE/MAKE-UP WORK

Letter Grade	Score Range	Progress Statements	Point Value		
			General	Honors & Pre-IB (+ 0.5 pt.)	Advanced Placement, Dual Enrolment, & IB (+ 1 pt.)
A	100-93	Outstanding Progress, Superior Work	4.0	4.5	5
A-	92-90		3.7	4.2	4.7
B+	89-87	Good, Better Than Average Progress	3.3	3.8	4.3
B	86-83		3.0	3.5	4
B-	82-80		2.7	3.2	3.7
C+	79-77	Average Progress	2.3	2.8	3.3
C	76-73		2.0	2.5	3
C-	72-70		1.7	2.2	2.7
D+	69-67	Poor, But Passing	1.3	1.8	2.3
D	66-63		1.0	1.5	2
D-	62-60		0.3	0.8	1.3
F	Below 60	Unsatisfactory	0.0	0.0	0.0
I		Incomplete: Work Must Be Made Up			

- Class work, notebooks, Accelerated Reader percentage of goal attainment, and worksheets will count 30% of the course's nine weeks grade. A minimum of **eight** daily grades are required each grading period.
- The homework average will count 5% of the nine weeks grade. A minimum of **eight** homework assignments is required each grading period in all core subjects. The basic purposes of homework are practice, preparation for new learning, and elaboration of learning. Homework assigned for practice should only be assigned after students are provided an opportunity for guided practice. Homework should be assessed for attempt, not mastery. Homework is most effective when teachers evaluate promptly and provide comments.
- Announced quizzes, projects, excerpt performances, SOL Assessments (form A & B), etc. will count 30% of the nine weeks grade. A minimum of **four** grades are required each grading period from this category. "Pop Quizzes" should not be given.
- Written tests, including the nine-week tests will count 35% of the nine weeks grade. A minimum of **three** test grades are required each nine-week grading period. Students should have no less than five calendar days prior notice to the test administration.
- Semester grades will be averaged and printed on the report card. First semester exams will be counted as one test grade on the second grading period in all core subjects except Algebra I and Foreign Language. Second semester exams will be counted as one test grade on the fourth grading period in all core subjects except Algebra I and Foreign Language. Semester exams in Algebra I and Foreign Language will count as one seventh of the semester average.
- If a student is in danger of failing, parents will be notified before or at the conclusion of the third marking period.
- Make-up work due to an absence is due within five days after the student's return to school. **It is the responsibility of the student to check with his/her teacher about all make-up work.**

GUIDANCE DEPARTMENT AND SERVICES

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

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

HALL PASSES/RESTROOM PASSES

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

HONOR ROLL

All students in middle school (grades 6-8) are eligible for receiving recognition for academic achievement (Honor Roll) when at the end of a grading period they have earned on their report card letter grades no less than a "B-" in all subject areas. This includes letter grades no less than a "B-" in all exploratory courses.

IMMUNIZATION REQUIREMENT

Effective July 1, 2001, 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, effective July 1, 2006 The Virginia Assembly passed a law requiring all rising 6th graders to have a tetanus, diphtheria, pertussis (Tdap) booster shot prior to entry into school this fall. Without proof of having received the hepatitis B immunization series and the Tdap booster shot, sixth graders cannot be enrolled.

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 program in January, which is 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.

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.

Lockers are not available at Turlington Woods School.

LOST AND FOUND

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

METAL DETECTORS

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

PARENT CONFERENCES

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

PARKING

Parents and visitors are to park in the designated parking spaces. Please do not park or leave unattended cars in the front of the school building as this is a fire lane. This area is for buses and shall be restricted to their use. **Parking in any designated fire lane areas is strictly prohibited and will be enforced by the Suffolk Police Department.**

PARTNERS IN EDUCATION

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

- First Baptist Church
- Chick-fil-A
- Britt-Quinn Enterprises
- Terrence Alston – Boys Town
- Southside Baptist Church
- Subway
- Walk In It, Inc.

PEER MEDIATION

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.

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 can not be worn for gym class. Students are to wear:
 - **Navy blue or black shorts or sweat pants.** PE suits will be available for \$16.00. Shorts must be no higher than two inches above the knee. No denim, biker or cut-offs

are allowed. No stockings or panty hose allowed under PE clothes. All shorts and sweats are to be worn at the waistline. Pant legs and shorts are not allowed to be rolled up.

- **Plain white T-shirt with sleeves.** No sports jerseys, such as basketball, football, or “muscle shirts” are allowed. No colored shirts or logos on shirts will be allowed on or under the white t-shirt. No portion of the chest, midriff or back will be allowed to be exposed. Shirts are to be worn properly.
 - **White socks**
 - **Tennis shoes or sneakers with shoelaces** must be worn and tied properly. No platform sneakers, slip-on athletic shoes, hiking boots or sneakers that convert to roller skates will be allowed.
2. Gym bags may be used. Please use a small tote bag due to space constraints. Book bags can not 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; assigned one day In-School-Suspension.
 10. If a student has a doctor's excuse or a parental note not to participate in P.E., they are to report to the clinic between 7:20-7:45 a.m. for screening. The nurse will make a determination as to the physical limitations for the day's activities. Students will not be excused during class to have the nurse sign a note. Doctor's notes must be obtained after two days of not dressing out or participating. Parental notes will not be honored after two days per nine weeks. Only doctor's notes will be honored in this case.
 11. There will be no eating, chewing gum, or drinking in the gym or locker rooms.

Grading Summary

60% - Physical Education

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

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

100% = Proper uniform and full participation

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

70% = Proper uniform and no participation

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

40% = Improper uniform and no participation

40% = No participation due to no tennis shoes

PROMOTION AND RETENTION

The new Suffolk Public Schools' Promotion Policy was adopted by the Board and became effective June 20, 2011. The new policy states that students must achieve **all** of the following:

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

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

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

SUPPLIES

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

TELEPHONE USE

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

TEXTBOOKS

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

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

WELLNESS POLICY

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

WORK PERMITS

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

II. STANDARDS OF STUDENT CONDUCT

AFFIRMATION

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

- I believe in my ability to achieve.**
- I will attend school daily and strive for academic excellence.**
- I will be truthful in my words and actions.**
- I will speak and behave courteously toward everyone.**
- I will respect the rights, beliefs, and property of others.**
- I will be caring toward our environment.**

BASIC SCHOOL RULES

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

1. Follow directions of any school staff immediately, without objecting comments, the first time they are given.
2. Keep hands, feet and objects to oneself.
3. Walk to the right hand side of the hallways. For everyone's safety, no running is permitted in the building or classrooms, and no "horseplay" is permitted anywhere.

4. Speak and behave courteously to everyone, demonstrating respect for their rights, beliefs, feelings, and property.
5. Dress appropriately for school.
6. Obey state laws and School Board policies. Please refer to the Suffolk Public Schools Student Handbook for the complete Code of Student Conduct.

CONSEQUENCES

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

Counseling	Mediation
Warning/reprimand	Loss of privileges
Conference with team	Parental contact/conference
Restrictions assigned by the principal	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 among children is commonly defined as intentional, repeated harmful acts, words or other behavior such as name calling, threatening and/or shunning committed by one or more children against another. These negative acts are not intentionally provoked by the victims, and for such acts to be defined as bullying, an imbalance in real or perceived power must exist between the bully and the victim. Bullying may be physical, verbal, emotional or sexual in nature. Bullying will result in disciplinary action.

Buses

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

Conduct Outside of School Hours

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

Corporal Punishment

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

Discipline Files

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

Disorderly Behavior

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

In-School Suspension (ISS)

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

Personal Property

Students, not the school, are responsible for personal property. Personal property such as walkman radios/tapes, cameras, “Game boys”, CD players/CDs, trading cards, sunglasses, yo-yo’s, 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, tape players, electronic games, MP3/IPODs, and other personal property shall not be brought to school. Loss of such items is the sole responsibility of the student. Further, these items are subject to confiscation by staff members and will be returned only to a parent or guardian with proper identification. Students are strongly urged to leave all money at home except money for lunch. It is virtually impossible to recover money when it is either lost or stolen. If students are found to be in possession of large sums of money, the money will be confiscated and the parent notified.

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

Portable Communication Devices

To avoid disruption of the instructional process, students in the middle school may not, at any time, possess or use portable electronic communication devices on school property which includes the bus or bus stop as well as any school sponsored activity. A “portable communication device” is defined to include portable two-way telecommunication, including, but not limited to, cellular devices, beepers, walkie-talkies, and other hand-held communication devices. School officials may take possession of the portable device if such item is displayed or heard. If such devices are confiscated, only the legal parent/guardian may make arrangements with the school’s administration to retrieve such items. First electronic violation/offense will result in property being turned over to parent or guardian. Additional violations/offenses may result in ISS/OSS. 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 one day of ISS for any further unexcused tardiness. Three tardies to school equals one absence. (See ABSENTEE NOTES). Any student who is more than five minutes late to class without permission is considered to be cutting class.

Dress Code

Grooming and attire are important to a positive learning environment. Students are to groom and dress in a manner that will not distract, disrupt, or be hazardous to their safety and well being. The following guidelines must be adhered to:

- Cutoffs or Jeans/Pants/Shorts with rips or tears above the knees are not permitted. (Regardless if a patch exists and/or leggings/tights/etc. are worn underneath)
- Shorts, dresses and skirts must extend at least beyond fingertip length when hands are placed normally by the side. This includes when worn with leggings. Slits in shorts, dresses, skirts and other garments must adhere to the fingertip length standard. This includes uniforms such as those worn for field hockey, cheerleading, etc.
- Extremely tight skirts, pants, jeggings, yoga pants, and biking pants/shorts are not permitted. Leotards or leggings must be accompanied with a skirt or shorts that extend at least beyond fingertip length when hands are placed normally by the side.
- Clothing will not display inappropriate words, pictures, symbols, messages, or slogans/words across buttocks. This includes any items related to gang activity, tobacco, drugs, or alcohol.
- Sexually suggestive or revealing attire, which shall include any article of clothing that does not cover the midriff, back, or shoulders, reveals cleavage, or exposes undergarments. Plain white t-shirts are considered undershirts and are not to be worn as an outer garment.
- Two or more people are not to dress in a similar manner that identifies them as a specific group that acts or is perceived to act in a distracting/disruptive or otherwise negative manner.
- Belts will be buckled at all times around the waist.
- Pants are to be worn at the appropriate level (on the waist).
- Pajamas, “dorm-wear” or any night clothing are not allowed.
- No hats, hairnets, scarves, bandannas, visors, sweatbands, or other headgear will be worn. Display of bandannas or other like items is strictly prohibited.
- No sunglasses will be allowed.
- No heavy or over-sized coats or jackets will be worn in the school building. They must be kept in the student’s personal hall locker.
- Pants must be worn to the same length on both legs.
- Shoes must be worn at all times. They must be laced and tied for safety reasons. Bedroom slippers, athletic slides, shoes that convert to roller skates, flip-flops or any other footwear deemed by the administration as unsafe will not be allowed.
- Wallet chains, spiked jewelry, and combs or hairbrushes may not be worn at any time.

- Safety pins displayed on clothing are a safety hazard.
- Long necklaces/chains are to be shortened to the sternum or placed under the shirt.
- Any clothing worn by a student that causes a disruption and/or distracts others from the educational process or poses a health or safety concern.

Any dress deemed inappropriate by school staff will be dealt with as follows:

- The student will be given an opportunity to change into appropriate clothing.
- The student will be allowed to call home for appropriate clothing.
 1. The student will be assigned ISS for that school day if options # 1 and/or # 2 are refused or until the student is appropriately dressed.
 2. A student may be assigned OSS for repeated dress code violations.