

# *King's Fork High School*



*2017-2018*

*STUDENT HANDBOOK*



# KING'S FORK HIGH SCHOOL

351 Kings Fork Road Suffolk, VA 23434 (Office) 757-923-5240 (Fax) 757-923-5242

**Dr. Ron M. Leigh, Principal**

**Elke Boone, Asst. Principal**  
**Derrick Bryant, Asst. Principal**  
**Amy Dail, Asst. Principal**  
**Vershawn Eley, Dean of Students**

Dear Students, Staff and Parents:

Welcome to the 2017-2018 school year! Our commitment at King's Fork High School is to provide a safe and intellectually challenging environment that will empower students to become innovative thinkers, creative problem solvers and inspired learners prepared to thrive in the twenty-first century.

High standards and expectations for each student in regard to academic performance, co-curricular participation and responsible citizenship are the foundation of our school. It is with pride that we hold these high standards and ask each of our students to commit to maintaining the extraordinary record of achievement and contribution that has been the legacy of King's Fork High School students. It is the contribution of our students to our school community that makes King's Fork High School an exceptional learning community. Full participation in academic and co-curricular programs and a willingness to act responsibly as an individual within our educational environment are the factors that enable all to have a successful and enjoyable year. Below are our beliefs regarding teaching and learning that we developed as part of this process.

We believe that effective teachers:

create opportunities for intellectual risk-taking, collaboration, problem-solving and application of classroom learning to real life situations; implement strategies that promote ownership of learning to students; design instruction to integrate a variety of innovative technological tools and resources to enhance learning; demonstrate ongoing professional growth in order to increase the quality of instruction; collaborate with colleagues to share and discuss exemplary practices, interpret student performance data and design assessments that promote twenty-first century skills.

We believe that successful students:

communicate in a meaningful way for a variety of purposes and audiences; demonstrate a sensitivity to the precision and nuances of written, visual and aural medium through comprehension, interpretation and evaluation; employ critical and creative thinking skills to solve problems; pose questions, examine possibilities and apply skills to find solutions to authentic issues; make positive choices related to physical and mental wellness; contribute to the local and global community in a collaborative and respectful manner.

In conclusion, I wish you all a wonderful school year. If I can be of any assistance, please do not hesitate to contact me and know that my door is always open. I can also be reached at [ronaldleigh@spsk12.net](mailto:ronaldleigh@spsk12.net). I am honored to serve as your principal.

Sincerely,

Ron M. Leigh, Ed.D.

## **Table of Contents**

Administration .....	5
Mission Statement .....	5
Vision Statement .....	5
ACCESS .....	5
Address Changes .....	5
Assemblies .....	6
Athletics .....	6
Attendance .....	7
Bell Schedule .....	7
Cafeteria .....	8
Cell Phones\Communication Devices .....	9
Cheating\Plagiarism .....	9
Clinic .....	9
Cutting Class .....	10
Dress Code Policy .....	10-11
Early Dismissal .....	11
Early Release Program .....	11
Extra-Curricular Activities .....	11-12
Hall Passes .....	12
Harassment .....	12
Homebound Students .....	12
Honor Roll .....	12
Internet Policy Usage .....	13
Leaving School without Permission.....	13
Lockers .....	13
Lost and Found .....	13
Make-up Work .....	13
Media Center .....	13-14
Parent/Teacher Conferences .....	14
Parking .....	14-15
Participation in Extra Curricular Activities .....	15
Physical Education/Driver's Education .....	15-16
Public Display of Affection .....	16
Schedule Changes .....	16
School Bus .....	16
Smoking .....	16
Tardiness .....	16-17
Telephone .....	17
Testing .....	17
Textbooks .....	17
Transcripts .....	17
Visitors .....	18

## **Contacts**

Absence (Absent Notes)	Mrs. Sylvonnia Dickens, Attendance Clerk
ACCESS	Mrs. Adrienne Miller
Address Changes	Mrs. Wanda Harris, Guidance Secretary
Athletics	Mr. Randy Jessee, Activities Director
Buses	Mr. Derrick Bryant, Assistant Principal
Bus Notes	Front Office
Child Study and 504	Mrs. Amy Dail, Assistant Principal
Discipline Concerns	Grade Level Administrator, See page 5-A
Early Dismissal Notes	Mrs. Kathleen Coleman, Discipline Clerk
Free or Reduced Lunch Program	Mrs. Penny Lahmann
Graduation Coach\GEAR-UP\eLearning	Mrs. Rennee Townsend
Guidance – (10 <sup>th</sup> )	Mrs. Cathy Routten, Guidance Counselor
Guidance – (11 <sup>th</sup> , IB)	Mrs. Renea Coley, Guidance Counselor
Guidance – (9 <sup>th</sup> )	Mr. Bruce Baxter, Guidance Counselor
Guidance – (12 <sup>th</sup> )	Mrs. Charlene Requizo, Guidance Director
ISAEP (G.E.D.)	Mrs. Amy Dail
Lockers	Mrs. Barbara X. Gayle
Lost and Found	Mrs. Lakesha Stewart, Main Office Secretary Mrs. Barbara Gayle, Main Office Secretary
Parking	Mrs. Barbara X. Gayle
School Maintenance	Mr. Calvin Cotton, Building Maintenance Manager
School Resource Officer	Officer C. Grant
Testing (S.O.L.)	Mrs. Courtney Haskins
Textbooks	Mr. Vershawn Eley, Dean of Students

## **Administration**

Dr. Ron M. Leigh  
 Mrs. Elke Boone  
 Mr. Derrick Bryant  
 Mrs. Amy Dail  
 Mr. Vershawn Eley  
 Mr. Stuart Jones

Principal  
 Assistant Principal, 11<sup>th</sup> & 12<sup>th</sup> Grade  
 Assistant Principal, 10<sup>th</sup> Grade  
 Assistant Principal, SPED  
 Dean of Students, 9<sup>th</sup> Grade  
 International Baccalaureate Coordinator

## **Mission Statement**

King's Fork High School's mission is to provide opportunities for all students to grow academically, emotionally, and physically through knowledge, attitudes, skills, and values in an environment that supports a diverse cultural society.

## **Vision Statement**

King's Fork High School's vision is to educate students to become productive members of a global society.

## **School Mascot**

English Bulldog

## **School Colors**

Maroon and Vegas Gold

## **ACCESS (Tidewater Scholarship Foundation Program)**

The ACCESS Program provides a school advisor to encourage students to prepare for higher education after high school. Services for seniors include Career Planning, SAT Prep Workshops, College Tours, SAT Waivers and college application fee waivers for qualifying students. In the senior year, ACCESS Advisors help students apply to college, and they provide comprehensive financial aid and scholarship services to help students pay for college. One-on-one counseling services are available for seniors and their parents. Don't miss out on this FREE program.

## **Address Changes**

Please notify the attendance/guidance offices immediately if there is a change in a student's address, telephone number, or person to contact in case of an emergency. This information is important in case a student becomes ill or injured.

## Assemblies

A variety of assemblies will be held during the school year. While some are solely entertaining, many are cultural and educational in nature and extensions of classroom and extracurricular experiences. Students shall report to the assembly area in an orderly manner under the supervision of the teacher.

Students are requested to be courteous to speakers, performers, and other platform guests and give them their immediate undivided attention. Any action which disrupt the assembly will not be tolerated. Student violators will be requested to leave the assembly and will face strict disciplinary action.

## Athletics

### Interscholastic Athletic Program

The interscholastic athletic program at our school offers a variety of team sports for both boys and girls. In order to participate in the athletic program, a student must have a completed "Parental Consent/Physician's Certificate Form" (physical form) to be given to the coach prior to the first day of practice. Once a physical form is on file, no other physical is required for additional sports during the current school year. ***It is also necessary for students to have passed at least five (5) subjects the previous semester and be enrolled in no less than five (5) subjects the current semester to be eligible for participation in interscholastic athletics.*** Students participating in fall or winter sports must have attained ***at least a 2.0 grade point average*** for the previous semester. Students participating in spring sports must have at least a 2.0 grade point average from the previous semester.

### **Special Notes**

- Students with less than a 2.0 grade point average, but with an average greater than 1.65 will be given a one semester probation period to bring their average up to a 2.0. Each student is allowed only one (1) probationary period while in high school.
- Incoming freshmen are eligible for first semester athletic participation immediately.
- Transfer students must have been eligible under the previous school district's eligibility guidelines if they do not meet SPS guidelines.
- Cheerleaders must follow the same eligibility requirements listed above for athletics. A student must be in attendance in school at least one-half of the school day in order to participate in any school activity.

### Interscholastic Sports Offerings

FALL	WINTER	SPRING
Cheerleading	Basketball (boys)	Baseball
Cross Country (boys)	Basketball (girls)	Soccer (boys)
Cross Country (girls)	Cheerleading	Soccer (girls)
Field Hockey	Theatre	Softball
Football	Wrestling	Tennis (boys)
Golf	Indoor Track (boys)	Tennis (girls)
Scholastic Bowl	Indoor Track (girls)	Track (boys)
Volleyball (boys)	Swimming (boys)	Track (girls)
Volleyball (girls)	Swimming (girls)	

## Attendance Policy

Pupils must be regular and punctual in attendance. Regular school attendance is important in the academic development of the student. Excessive and unexcused absences from school are detrimental to such development. Students with 5 or more unexcused absences must attend a mandatory attendance review meeting with a parent.

### Absentee Notes – Attendance Clerk

The Attendance Clerk is located in the Guidance Department.

Students who are absent from school should bring a written and signed statement from a parent or legal guardian explaining the absence and submit it to the attendance clerk in the attendance office as soon as they return to school. No excuses will be accepted no later than 5 days from the date of absence. Please refer to the SPS High School attendance policy in the front of this handbook for more details. Students who were suspended from school for a period of 10 days and an administrative hearing should report to the attendance office at the conclusion of their hearing with their readmit form signed by pupil personnel.

## Bell Schedule

King's Fork High School is operated on an Odd – Even school day format. Students attend blocks 1, 3, 5, and 7 on the **odd days** and blocks 2, 4, 6, and 7 on **even days**.

### Regular school bell schedule:

<b>*High School</b>	<b>Start</b>	<b>End</b>	<b>Annual clock hours</b>
Blocks 1 and 2	8:25 AM	10:02 AM	145.5
Blocks 3 and 4	10:07 AM	11:44 AM	145.5
Blocks 5 and 6 (lunch)	11:49 AM	2:03 PM	145.5
Block 7	2:08 PM	3:00 PM	156

### Inclement Weather Schedule:

<b>One Hour Delay Schedule</b>		
<b>High School</b>	<b>Start</b>	<b>End</b>
Blocks 1 and 2	9:25 AM	10:32 AM
Blocks 3 and 4	10:37 AM	11:44 AM
Blocks 5 and 6 (lunch)	11:49 AM	2:03 PM
Block 7	2:08 PM	3:00 PM
<b>Two Hour Delay Schedule</b>		
<b>High School</b>	<b>Start</b>	<b>End</b>
Blocks 1 and 2	10:25 AM	11:09 AM
Blocks 3 and 4	11:14 AM	11:58 AM
Blocks 5 and 6 (lunch)	12:03 AM	2:03 PM
Block 7	2:08 PM	3:00 PM

## **Cafeteria**

All students must report to the cafeteria for lunch. Student behavior in the cafeteria should be based on courtesy and cleanliness. **Students are to remain in the cafeteria until the bell rings to report to class.** At no time are pupils allowed to take food outside of the cafeteria during the lunch period. **Students are not permitted to leave the school campus for lunch. Students are not allowed to have anyone other than parents/guardians bring lunches to them from outside vendors (i.e.: Wendy's, McDonald's etc.).** Students will not be called from a class to receive lunch. Parents may only bring lunch during their student's lunch period. Food for students will not be housed in the office. **The price of a regular lunch for the 2016-2017 school year is \$1.90. The price of a regular breakfast for the 2017-2018 is \$0.85.**

Students are to line up in an orderly manner and wait their turn to be served. Any cutting of the lunch line will warrant disciplinary action. When students have finished their lunch, they are to return all trays, food, and trash to the proper location. Students are not to sit on cafeteria tables or the walls surrounding the pit in the cafeteria at any time. Students are not allowed to leave the cafeteria pit during lunch unless it is to use the restroom or the school store. Students will not be permitted to leave the cafeteria without a pass.

**Breakfast:** Upon arriving to school students who are eating breakfast are to proceed through the breakfast line and proceed to their first block class. No students are allowed to congregate in the cafeteria during breakfast.

**Courtyard:** *Only Seniors* are permitted to eat in the courtyard (unless otherwise permitted) with Student I.D. and only during the permitted times established by administration.

**School Store:** The school store will be open for student 5 minutes after the beginning of each lunch and will close 5 minutes before each lunch ends.

### **Free and Reduced Lunch Program**

During the first week of school all students will be given applications for the free or reduced lunch programs. Those students desiring to participate should fill out the application and return it to their homeroom teacher within the first 10 days of school. There after applications must be turned in to the Cafeteria Manager.

Each student requesting free or reduced lunch must fill out the appropriate application even if they received free or reduced lunch the previous year.

Any questions concerning the Suffolk Public Schools lunch program can be addressed to Brian Williams, the school division's food services supervisor, at 925-5789 or [brianwilliams@spsk12.net](mailto:brianwilliams@spsk12.net)

### **Online Pre-Paid Meal Program**

Suffolk Public Schools will continue its online pre-payment option for student meal accounts. The web-based program is called ***myschoolbucks.com***. Visit [www.myschoolbucks.com](http://www.myschoolbucks.com) to see more about the service itself.



## **Cell Phones, Communication Devices and other Electronic Devices**

Cell phones and other electronic devices such as iPods can be used during transition time between classes, the cafeteria during breakfast and lunch, and after school. These devices can only be used during instructional time at the discretion of the teacher. Students must obey the BYOD (**Bring Your Own Device**) signs that are used in the teacher's classroom. The school is not responsible for the lost or theft of electronic devices brought to school by students. Students bring these devices at their own risk. Drones of any size are prohibited from being used on school grounds without specific permission from an administrator.

Using the device to misrepresent an individual, harass or bully, or promote illicit activity will be unacceptable. Use of these devices outside of the policy will be confiscated. **Failure to give a staff member the device when in violation of use will result in out of school suspension.**

## **Cheating/Plagiarism**

King's Fork High School urges students to conduct themselves ethically and honorably. It is expected that the grade a student earns is based upon work that the student has performed. Cheating is dishonest. It harms you and it harms the other students who do not cheat. We, therefore, will not condone nor will we tolerate any student submitting work that is not produced solely by the student's own initiative.

**Section 9-11.13. Consequences First Offense; Consequences for Subsequent Violations.**— A. For a first time offense the classroom teacher shall (i) conference with the student and/or parent; (ii) give the student a grade of zero on the test, quiz, assignment, or project; (iii) allow the student who receives a grade of zero on any test, quiz, assignment, or project to re-take the test or quiz, or redo the assignment or project at which time the grade of zero will be replaced with the student's earned grade, except that retakes will not be available for state assessments and local benchmark tests; and (iv) notwithstanding School Board Policy 8-31.3, any student allowed to re-take any test or quiz or redo any assignment or project as provided for in subsection (iii) shall receive a point reduction of 30 points on any such test, quiz, assignment or project. The teacher may also write a referral to the Administration should the teacher be of the opinion that a referral is warranted.

B. Consequences for subsequent violations shall include those listed in subsection A above and in addition thereto the teacher is required to write a referral and the student shall receive an in-school or out of school suspension.

(Adopted December 10, 2015; Ordinance Number 15/16-2)

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

## **Clinic**

A full-time nurse is available to assist students who are ill, require first-aid treatment, or have other health concerns. Except in the case of any emergency, students should obtain a pass from their teacher to enter the clinic. If a student becomes ill during the school day and feels the need to go home, he/she must first check with the school nurse. The nurse will make the proper arrangements by contacting the student's parents. No student is to phone his/her parents or anyone else to come to school to take him/her from school unless he/she has first gained permission from either the school nurse or a school administrator.

The only medication that will be given to a student by the school is that prescribed by a physician. In such cases, the parent should supply the school nurse with a completed Suffolk City Public Schools "Administration of Medication" form. Students are not permitted to have any kind of medication at school. This prohibition includes pain relievers, cold remedies, and other over-the-counter drugs. Parents of students with medical problems needing special care should notify the nurse at the beginning of the school year. Failure to comply will be a violation of School Board Policy and will result in a request for an expulsion

## **Cutting Class**

A student is considered to be 'cutting class' when he/she:

1. Is in excess of ten (10) minutes late to class.
2. Is present in school, but does not go to the appropriate, scheduled class.
3. Leaves class without permission.

## **Dress Code Policy**

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

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

### **Student Dress Regulations**

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 wellbeing. The following guidelines must be adhered to:

1. Cutoffs or Jeans/Pants/Shorts with rips or tears above the knees are permitted with underlying garments that cover the holes. 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.
2. Extremely tight skirts, pants, jeggings, yoga pants, and biking pants/shorts are not permitted. Leotards or leggings must be accompanied with a shirt, skirt or shorts that extend at least beyond fingertip length when hands are placed normally by the side.
3. 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.
4. 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.
5. 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.
6. Belts will be buckled at all times around the waist.
7. Pants are to be worn at the appropriate level (on the waist).
8. Pajamas, "dorm-wear" or any night clothing are not allowed.
9. No hats, hairnets, scarves, bandannas, visors, sweatbands, or other headgear will be worn. Display of bandanas or other like items is strictly prohibited.
10. No sunglasses will be allowed.
11. Pants must be worn to the same length on both legs.
12. Shoes must be worn at all times. They must be laced and tied for safety reasons. Bedroom slippers, shoes that convert to roller skates, or any other footwear deemed by the administration as unsafe will not be allowed.
13. Wallet chains, spiked jewelry, and combs or hairbrushes may not be worn at any time.
14. Safety pins displayed on clothing are a safety hazard and are not permitted.

15. Long necklaces/chains are to be to the sternum.
16. 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 clothing deemed inappropriate by school staff will be dealt with as follows:

1. The student will be given an opportunity to change into appropriate clothing.
2. The student will be allowed to call home for appropriate clothing.
3. If the student is not able to comply with options # 1 and/or # 2, the student will be assigned to In-School-Suspension or sent home.
4. Three or more dress code violations will result in a disciplinary referral.

## Early Dismissals

Students desiring an early dismissal from school are to present a written statement to Mrs. Coleman in the main office by 12:00 pm. The note must contain the following information: date, student's name, time of the dismissal, reason for dismissal, signature of a parent or legal custodian, and the phone number where the parent can be reached to verify the student's dismissal. Students will not be dismissed unless a note from the parent is presented. ***Students will not be allowed to leave the school if verification cannot be made. Students must sign out at the receptionist's desk any time they leave school early.*** Additionally, students will not be released to anyone other than the parent or guardian of record. Parents may be asked to show proper picture identification before students will be released. Parents who wish to designate another adult to pick up their child must provide the name of that individual on the note they send and identification will be required. Students who are being picked up by an adult other than their parent/guardian should provide a signed note from a parent to Mrs. Coleman in the morning so that it can be verified with the parent/guardian by telephone prior to dismissal. No emails or phone calls will be accepted.

## Early Release Program

Students involved in work-study or co-op programs may be released early from school on a daily basis. Students having special needs that require an early dismissal on a regular basis must receive prior approval from the administration. Students in the work-study or co-op programs apply for early release through the Guidance office. All students receiving early dismissals on a regular basis must sign out DAILY at the receptionist desk and present their student ID to the person on duty when signing out. Failure to follow this procedure may result in revocation of the early dismissal privilege and assignment to an appropriate class. ***Students with early release may NOT remain in the building and must sign out and leave via the main school entrance within five minutes of the dismissal bell.***

## Extra-Curricular Activities

Our school provides a variety of extra co-curricular activities. Students are encouraged to join and participate in the activities of their choice. Consult a teacher, a guidance counselor, or the Activities Director about these activities.

Academic Challenge  
Art Club  
Chess Club  
Chorus  
Crime Stoppers  
Debate Team  
DECA  
Drama Club  
FAA  
FBLA

FCA  
FCCLA  
Forensics Club  
French Honors Society  
HOSA  
International Club  
Key Club  
KFHS Newsletter  
Ladies of Distinction (CYL)  
Marching Band

Men of Distinction  
Robotics Club  
SCA  
Science Club  
Spirit Club  
STEP  
TSA  
Video Game Club  
Yearbook

## **Hall Passes**

Students are not permitted in the halls during instructional time without a signed, timed, and dated teacher "Bulldog" pass. Students are not permitted to leave the classroom for the first 15 minutes or the last 15 minutes unless it is an emergency.

## **Harassment: Sexual; Bullying; Harassment; Cyber Bullying**

No student shall engage in harassment: sexual; bullying; hazing; or cyber-bullying

**Sexual Harassment** includes: any unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature that creates an intimidating, hostile or offensive environment. A student shall not sexually harass another student, or any employee, volunteer, student teacher or any other person present in the school facility or at school functions.

**Bullying** is defined as the repeated oppression, psychological or physical, of a less powerful person by a more powerful person. Students should not harass any employee, volunteer, student teacher or any other person present in the school facility or at school functions.

**Harassment** includes any unwelcome advances, requests, and other inappropriate verbal or physical conduct that creates an intimidating, hostile or offensive environment.

**Cyber-bullying** has been defined as "when the Internet, cell phones or other devices are used to send or post text or images intended to hurt or embarrass another person". Cyber-bullying can be as simple as continuing to send e-mail to someone who has said they want no further contact with the sender, but it may also include threats, sexual remarks, pejorative labels (i.e., hate speech), ganging up on victims by making them the subject of ridicule in forums, and posting false statements as fact aimed at humiliation.

*VA Code cites cyber bullying as a class 1 misdemeanor*

## **Homebound Students**

Students who are physically or mentally unable to attend school should call their counselor for assistance completing the proper paperwork. In order to receive homebound instruction, a doctor must recommend the homebound placement for each case. Mrs. Dail (Assistant Principal) [amydail@spsk12.net](mailto:amydail@spsk12.net) is the contact person for homebound instruction at King's Fork High School.

## **Honor Roll**

The Honor Roll will be determined each grading period from the grades which appear on the report card. Students may not have a grade lower than "B-" to make the honor roll.

## **Internet Usage**

All students must submit a signed Acceptable Use Policy (AUP) form prior to using school computers. School computers are intended exclusively for research, document creation, and the enhancement of the educational process. Students are forbidden to use computers for non-instructional purposes. Downloading files to the hard

drive or to the available network destination is easily traced to a student account and will be dealt with through disciplinary actions, which may include loss of privilege to work with school computers. **Logging onto non-instructional websites except as specifically sanctioned by teachers or administration is also not permitted.** Details may be found at <http://www.spsk12.net/students/intregs.htm>

## **Leaving School Without Permission**

King's Fork High School has a closed campus. This means that students are not allowed to leave the campus once they have arrived for their school day until after their last class of the day. Students may not leave campus during lunch or study hall. Failure to adhere to the rules will result in disciplinary actions which may include out of school suspension. All students need written (parental signature required) parental permission to leave campus. Emails cannot be accepted unless an emergency and with permission of the principal.

## **Lockers**

Students shall be permitted to use a school locker for the storage of coats, books, and other educational materials of the school. A locker maintenance fee of \$5 will be charged. The locker and combination will be kept and supplied by the homeroom teacher upon presentation of the locker rental receipt. Lockers are considered the property of school. ***School officials, acting with just cause, shall have the authority to search lockers or other areas of the school when reason exists to believe items hazardous to the welfare and safety of the student or student body are presented or when such items are used to violate a law or cause a disruption in the school.***

**Students are discouraged from sharing lockers.** There are enough lockers for every student to have his/her own locker. Do not disclose your locker combination to anyone. The administration may not be as effective in investigating losses when they occur, if the student has shared his/her combination with other students. Your combination is confidential: **PROTECT IT!** The school cannot be responsible for items lost or stolen.

## **Lost & Found**

Articles that are lost are turned into the main office. Articles not claimed at the end of each semester are given to a charitable organization.

## **Make-Up Work**

Students' make-up work should be provided by the teacher and returned to the teacher within five school days (regardless of odd/even schedule) of the student's return to school.

## **Media Center Regulations**

**Media Center hours are 8:00a.m. - 3:45p.m., except for Wednesday, when the Media Center closes at 3:15 p.m.**

### **Students**

- There will be absolutely no food, drink, gum, headgear, or electronics in the library at any time.
- All students entering the media center must sign in upon entering and sign out upon leaving.
- Students must have a yellow library pass signed by a teacher or administrator when entering the media center. The pass must be placed on the circulation desk and must be signed with the correct time upon leaving by a media specialist or assistant. **EACH STUDENT MUST HAVE HIS OR HER OWN PASS.**

- No passes will be issued from the media center for students to go other places.
- The Internet is a privilege, not a right. Violations of the stated policies for acceptable use of the Internet will result in the loss of privileges. The guidelines for computer usage are posted at each computer desk.
- Only educational research is allowed. At no time will games, videos, music, etc for recreational purposes be allowed on the library computers.
- The media center can accommodate no more than FOUR students per class when sent without their classroom teachers.
- Please contact the library prior to sending students to make sure there is space available.
- When using computers in the media center, students must fill up the front row first and ask permission prior to using the back rows.
- Students are to ask permission of a librarian prior to printing. Once an item is printed, the student can come to the circulation desk and ask for his or her printed material.
- Students are limited to five black and white pages per day from the computers. An excess of five pages will result in a five cents charge for each additional page.
- Color copies are twenty five cents per page, per side. Ask permission first to avoid printing errors.
- Students are allowed to check out two books for two weeks. In order to renew a book, the student must have it in his or her possession at the time of renewal.
- If a student owes the library an overdue book or fine, they are not allowed to use the library resources such as books, computers, magazines, etc.
- A fee of five cents per day is charged for overdue books. Overdue fees max out at one dollar per book.
- Students are expected to pay for lost and damaged books. If at a later time the lost book is found and returned, the student will be reimbursed for the amount listed on the payment receipt.
- Encyclopedias can be checked out overnight and returned the next morning. A fee of twenty five cents per day will be charged for overdue encyclopedias.
- Magazines cannot be checked out by students and may only be read in the media center.
- Students who stay after school to work in the media center must be working on a school-related project.
- The teacher who assigns the work/project to be done after school must provide the student with a signed pass.
- Students who stay after to work in the media center are responsible for their own transportation home. If the student is riding the activity bus, he or she will report to the After School Detention Center to wait for the bus to arrive once the library has closed.

## **Parent-Teacher Conferences**

Parents who desire to have conferences with teachers should make arrangements **at least two days in advance**. Please call ahead or email the teacher to make an appointment for before or after school as our teachers' schedules do not allow time for drop-in conferences. The first Parent-Teacher Conference Days are November 29<sup>th</sup> – December 1<sup>st</sup> before/after school upon parent request. There is a scheduled parent/teacher conference day on February 13, 2017 from 10:00 a.m. to 6:00 p.m.

## **Parking**

**Students must enter and exit the school grounds using the King's Fork Farms sub-division road.**

Students are not permitted to enter or exit school grounds during school hours via the main school driveway (across from the fire station).

Students who drive to school are to register their vehicles with the school administration. Cost of the parking sticker is \$35.00 for a reserved parking space. Students will receive information regarding parking during the first ten days of school in their homerooms. All students who drive to school must park in their designated area. The police may cite students who park in unauthorized areas, for a parking violation. Vehicles should be parked so they do not block other vehicles or exits. Any student, while on school property, who drives in a reckless or unsafe manner which could cause damage or harm to pedestrians, vehicles, or school property, will be reported to the police. Students are forbidden to drive on the school lawn at any time. Upon arrival to school, students should park their vehicles in the appropriate area and enter the building without loitering in the parking lot. The parking areas are off limits to students at all times during the day except when they are arriving or departing. Students are not to enter their vehicles at any other time without permission from the administration. Students found in violation of these rules may have their driving privileges revoked and/or receive appropriate disciplinary action. **Students who arrive to school late regularly will have their driving privileges revoked.**

If there is a change in vehicles resulting in the need for a new school parking decal, see the Main Office secretaries. Parking decals can be purchased during all lunches or after school only. Parking decals after April 15,

of the current school year will be \$10.00. All vehicles must have a current registration card on file with the main office.

## Participation in Extra-Events

Students who wish to run for class offices, homecoming court or prom court must have an overall GPA of at least 2.0 and not have an out-of-school suspension for the prior or current school year.

## Physical Education/Driver's Education

**\*Note-New Driver's Education Requirement: Students must pass the Driver's Education portion of the course with a grade of 80% or better in order to receive the green card; which permits students to take the behind the wheel course required to get a VA driver's license.**

1. Textbooks will be issued by the teacher for classroom use only.
2. Dress for gym class will be the mandatory school approved PE uniform. Uniform costs per item are as follows: \$8.50 (S,M, L, XL), and \$9.00 (XXL, XXXL). The uniform should be cleaned every day. Students are encouraged to purchase more than one uniform if possible. Uniforms cannot be altered in any way. Athletic socks and athletic shoes are required. All students must be in uniform by October 1st. Students who do not dress out for PE will be penalized.

### Point Deductions:

Non KF Uniform – 15 pts. per item

Non-Participation – 40 pts.

3. Non-dressers will receive an alternative written assignment for the first offense. On the second and subsequent offenses, the students will receive a zero (0) and be sent to ISS for the block.
3. Students with medical excuses should see the school nurse upon arrival to school. The School Nurse will evaluate the student's medical condition and determine Physical Education participation ability. The school nurse will issue documentation detailing the students' Physical Education participation requirements. This document should be presented to the Physical Education teacher by the student at the beginning of class. Written assignments or other assignments will be given at the discretion of the teacher. Notes from home to excuse students from gym will not be accepted unless the school nurse has screened the student for the stated ailment. No student will be excused to see the nurse when he or she comes to gym.
4. In cases of cool weather, athletic wear may be worn *over* the PE uniform but students must first report to class in their PE uniform.
5. Bringing valuables to the locker room is **strongly discouraged** due to locker design. The school is not responsible for any items left in the locker room.

## Public Display of Affection

Students are not to show affection publicly on school grounds such as hugging, kissing and sitting on laps. Violations of the stated policy will result in disciplinary actions.

## Schedule Changes

The change of class schedules is strongly discouraged and no changes will be made after September 23, 2016 without prior approval by the principal. Class additions are highly unlikely due to the unavailability of additional class space.

To obtain a schedule change, a student must complete a request form from the Guidance Office where a parent or legal custodian and the administration must sign. **After September 22, 2017, students will not be allowed to add any courses and courses may only be dropped with a failing grade for the year.**

## **School Bus Regulations**

The route that buses travel and the assigning of drivers to school buses is the responsibility of the Supervisor of Transportation. The school bus driver is responsible for the operation of the bus in a safe and efficient manner at all times, the maintenance of a time schedule, and the conduct of the children who ride the bus.

The administration is responsible for any disciplinary action taken with students whenever the bus driver finds it necessary to report pupil misconduct. Please be aware that riding the bus is a privilege and not a right. Rules that apply within the building will also apply on the bus. Repeated violations of school bus rules will result in suspension of bus privileges and could result in the student's removal from riding the bus for the remainder of the current school year. Bus drivers, with the assistance of the administration, will conduct emergency exit drills on the school bus.

### **\*SPECIAL NOTE\***

**Students participating in athletics and attending "away games" or meets must ride to and from the event via the mode of transportation provided by and approved by the school and School Board. Any variations from this procedure must have prior written approval of the administration.**

## **Smoking**

Smoking (This includes cigarettes, cigars, spice, controlled substances, e-cigarettes, or any tobacco products, Vapor Pens, etc.) is not allowed on any Suffolk Public School Campus.

## **Tardy To Class**

Any student who is not in the classroom at the tardy bell will be considered tardy and locked out of the room. All tardy students will report to the appropriate office pod to receive a pass to class. Once a student has accumulated four tardies per semester (not per block) including lunch, he/she will receive ISS and will continue to receive ISS for each tardy thereafter. Excessive tardies may result in out of school suspension.

At the beginning of the second semester the tardy count will return to zero and the tardy count begins again for each student.

## **Tardy To School**

Students should be in class at 8:30 a.m. daily. Students who arrive after 8:30 a.m. should sign in at the Receptionist's Desk to receive a tardy pass before reporting to class. If a student arrives on a late bus, he or she should receive a Late Bus Pass before reporting to class. A fifth tardy to school could result in the revocation of the students parking permit for the semester or 60 days whichever is longer.

Failure to comply will result in disciplinary action. ***Unexcused tardiness to school also counts as a tardy to the student's first or second block class and will count toward appropriate disciplinary action. (see above)***  
**Students driving to school who are chronically tardy may have their driving privileges revoked.**



## Telephones

A telephone in the main office is available for use by students. Students will not be called out of class to the telephone; nor should they leave class to make a telephone call. Only in an emergency situation will messages be delivered to students. If an emergency arises, students should inform a staff member to seek permission to go to the main office.

## Testing Program

The testing schedule can be found in the main portion of the Suffolk Public Schools Handbook. It is imperative that students attend school during testing.

**The Standards of Learning (SOL)** was adopted by the State Board of Education in 1995. These standards define minimum instructional objectives for courses in mathematics, science, English and history. In addition, technology standards for students have been included. The standards are the basis for the accountability component of the State Board of Education's assessment and accreditation programs.

**Advanced Placement Tests** are given in May each year to those students who have enrolled in an Advanced Placement course throughout the school year. College credits and/or colleges may grant advanced standing to an individual as a result of AP test scores. Registration materials may be obtained from your counselor.

**PSAT, SAT, and ACT:** Registration materials may be obtained from your counselor.

## Textbooks

All textbooks are issued to students for their use at no charge during the school year. Students are held responsible for their books and should handle them carefully, keep them clean, and keep them in their possession at all times. Please be sure that your name and school year are written on the book label in case the book is misplaced. You will be required to pay for lost or damaged books. If a student needs to replace a book, he/she needs to come to the office and pay for the book and at that time a new book will be issued. Students will not be issued books to take home until all textbook debts have been settled. **In the event that a student withdraws from school for any reason, the student must return all books to the guidance department before any transcripts will be forwarded.**

## Transcripts

All transcripts of high school grades should be requested through the Guidance Department.

## Visitors

Visitors are welcome to our school. Permission must be obtained from the Principal or his/her designee before visiting any area of the building. A visitor's badge will be issued to visit a specific area or provisions will be made for a guided tour of the building. **A teacher should not allow visitors to sit in on a class session without prior approval by the school's administration.**