

# Jonesville Middle School

## Student Handbook

### PHILOSOPHY AND GOALS

The professional staff and community of Jonesville Middle School believe that every student has a right to a free and appropriate education. Our desire is that each student see and understand himself/herself both as an individual and as a member of society and understand his relationship with the past, present, and future.

It is our belief that each student has potential and must be given the opportunity to develop to his or her highest level. This development should lead directly to opportunities for further education and/or immediate work placement. A firm belief in the Constitution of the United States of America and in our democratic way of life compels us to instill in our students a strong sense of patriotism, community, and self-worth.

The administration and faculty encourage the learning process in accordance with the Virginia Standards of Accreditation, the local school board policy, our teacher handbook, and the high moral standards of our faculty.

To accomplish these aims and be consistent with the goals established by the Virginia State Department of Education, the professional staff of Jonesville Middle School adopts for our students specific goals:

- To develop competence in the basic learning skills.
- To develop the intellectual skills of rational thought and creativity.
- To acquire broad knowledge and process skills of science and technology.
- To acquire broad knowledge and understanding of the humanities.
- To progress on the basis of achievement.
- To develop personal standards of ethical behavior and moral choice.
- To develop a positive and realistic concept of self and others.
- To acquire an appreciation for and sensitivity to people of diverse ethnic and racial groups.
- To practice sound habits of personal health and physical fitness.
- To enhance and protect the quality of the environment.
- To develop skills, knowledge and attitudes regarding the arts.
- To acquire a basic understanding and appreciation of democracy and the free enterprise system.

## INTRODUCTION

Jonesville Middle School exists for the purpose of achieving the objective of the Commonwealth and the objectives of the school as formulated by the faculty and the community relative to the education of its youth. The professional school personnel have made every effort to assure that every pupil who has a genuine interest in education can be served.

As in any community of common purpose, there must be a minimal set of rules and regulations which the members agree to follow for the sake of their individual and collective welfare. This document attempts to outline the major responsibilities and limitations necessary to provide for reasonable safe, comfortable and efficient group living. Some will find this document to unduly permissive; others will consider it to be unduly firm. In making the necessary compromise between these points of views, every effort has been made to protect the civil rights of the individual while preserving the right to know and the right to learn for every teacher and student.

## ATTENDANCE LAW AND POLICY

A student will not be absent himself/herself from regular attendance at school. All parents or guardians should make every effort to notify the school when their children are absent.

**1. Virginia Compulsory School Attendance Law.** Every person having under his or her control a child who will have reached his/her sixth birthday on or before September 30 of any school year and who have not passed the eighteenth birthday shall send that child to school unless exempt by the proper authorities (§22.1-254). Any person violating the preceding section may be guilty of a misdemeanor (§22.1-263).

**2. Virginia Truancy Law.** Realizing the importance of school attendance in the education of children, the Virginia General Assembly amended the Code of Virginia in 1999 as it relates to truancy. These laws §22.1-254, §22.1-258 and §22.1-263, apply to the Lee County Public Schools and the Lee County School Interdisciplinary Team. For the agencies represented by the truancy team, the Lee County School Board, the Lee County Department of Social Services, the Lee County Health Department, the Lee County Juvenile and Domestic Relations Court and the Lee County Child and Adolescent Center, the definition of truancy is as follows:

Whenever a student reaches (7) unexcused absences in a school year and school personnel have been unable to determine the reason for the absence, the student will be considered truant.

**3. Lee County School Board Policy.** The Lee County School Board recognizes the following reasons for determining if an absence is excused:

1. Doctor or dentist excuse.
2. Death in the family or funeral.
3. Court appearance.
4. School sponsored activities.
5. Religious holiday.

6. Illness. A parent can excuse a student for an absence due to illness for up to (6) days per year. After exceeding six (6) days absence for illness, the student must provide a doctor's excuse to continue to qualify for an excused absence.
7. Late bus.
8. Principal excuse. (A student and parent/guardian may request an excused absence for extraordinary circumstances or events which may occur in a student's life. The student and parent/guardian should present documented information as to the nature of the circumstances or events. The principal then has the discretion to declare such absence(s) as excused based on the information presented.)

Excuses are to be turned in within three (3) days of returning to school. All assignments or tests missed due to excused absences may be made up or completed. Grades or credits may be affected if work is not completed, even if the absence is excused. If the absence is excused and the student has completed all work, the teacher will not penalize the student for the absence. It is the responsibility of the student to request make-up work from the teacher within three (3) days after returning to class.

The parent/guardian may make the request for the student. The make-up work presented by the teacher will be completed according to the teacher's requirements and instruction. The length of time given to complete make-up work is a minimum of three school days. It is at the discretion of the teacher based on the length of the absence and the assignments to be completed if additional time is allowed for make-up work. Make-up work will also be allowed for the first five cumulative days of out-of-school suspension. There will be no make-up work allowed for any out-of-school suspension after five days. All other absences will be unexcused. Class work or tests missed due to unexcused absences are not to be made up, and a grade of "0" will be given for the missed work.

School and class tardies will not be tolerated and will be considered to be a form of truancy and serious misconduct subject to punishment. Tardies, as well as, early dismissals from school, may result in application of the attendance law. With regards to early dismissals, principals shall not release a student during the school day to any person not authorized by the student's parent/guardian.

Believing that school attendance is directly related to academic achievement, and that attendance in school is also relevant to the formation of good work habits in young people, the Lee County School Board directs that pupils not be promoted or receive class credit if absenteeism exceeds thirteen (13) days for the academic year, unless the work required by the course is completed.

**4. Compulsory Attendance Procedures.** Student attendance is a cooperative effort and the School Board shall involve parents and students in accepting the responsibility for good attendance. Each parent/guardian or person having control or charge of a child within the compulsory attendance age shall be responsible for such child's regular and punctual attendance at school as required under provisions of the law. A reasonable effort shall be made to contact a parent/guardian of each absent student every day, and to obtain an explanation for the student's absence, where there is no indication that the student's parent is aware and/or supports the absence. A log will be kept of all telephone attempts. Students who are absent must bring a valid note stating the reason for the absence upon returning to school. Unexcused absences shall be handled according to regulations in the Code of Virginia.

Students shall attend school for a full day unless otherwise excused. Secondary students shall be scheduled for a full school day unless they are enrolled in a cooperative work-study program. All other exceptions to a full day schedule must be approved on an individual basis by the superintendent or designee.

In 2003 Virginia Code § 16.1-260 was amended to allow a juvenile intake officer to divert a juvenile who is a truant from formal court action by developing a truancy plan for that juvenile or placing that juvenile in a local truancy program. If after 90 days the juvenile does not successfully complete the truancy plan or program, then the intake officer shall initiate formal court action.

**A. Upon Fifth Absence Without Parental Awareness and Support.** If (1) a student fails to report to school for a total of five scheduled days for the school year; and (2) there is no indication that the student's parent is aware of and supports the absence; and (3) reasonable efforts to notify the parent of the absences have failed, then the Principal or designee shall make a reasonable effort to ensure that direct contact is made with the parent, either in person or through telephone conversation, by the school attendance officer to obtain an explanation for the pupil's absence and to explain to the parent the consequences of continued nonattendance. The school attendance officer, the pupil, and the pupil's parent shall jointly develop a plan to resolve the pupil's nonattendance. Such plan shall include documentation of the reasons for the pupil's nonattendance.

**B. Upon Sixth Absence Without Parental Awareness and Support.** If the pupil is absent an additional day after direct contact with the pupil's parent and the school attendance officer has received no indication that the pupil's parent is aware and supports the pupil's absence, the school attendance officer shall schedule a conference within ten school days, which must take place no later than the fifteenth school day after the sixth absence. At the conference, the pupil, the parent, and school personnel, shall meet to resolve issues related to the pupil's non-attendance. Other community service providers may also be included in the conference.

**C. Upon Additional Absence Without Parental Awareness and Support.** Upon the next absence after the conference without indication to the school attendance officer that the pupil's parent is aware of and supports the pupil's absence, the Principal or designee shall notify the division attendance officer or Superintendent who shall enforce the compulsory attendance rules by either or both of the following: (i) filing a complaint with the juvenile and domestic relations court alleging the pupil is a child in need of supervision as defined in §16.1-228 or (ii) instituting proceedings against the parent pursuant to §18.2-371 or §22.1-262. In filing a complaint against the student, the attendance officer shall provide written documentation of the efforts already undertaken to resolve the pupil's absence. If the student's parents have joint physical custody of the student and the school has notice of the custody arrangement, then both parents shall be notified at their last known address.

**D. Parental Cooperation in Remediating Excessive Unexcused Absences.** It is expected that parents will cooperate with the attendance officer and other school officials to remedy the student's attendance problem. Where direct contact with a parent cannot be made, despite reasonable efforts, or where parents otherwise fail to cooperate in remediating the student's attendance problem, the superintendent or the superintendent's designee may seek immediate compliance with the compulsory school attendance laws. The division attendance officer, with the knowledge and approval of the Superintendent, shall institute proceedings against any parent who fails to comply with the requirements of the compulsory attendance laws. Where the complaint arises out of the parent's failure to comply with the requirements of §22.1-258, the attendance officer shall document the school division's compliance with the Code section.

**5. Attendance Reporting.** Student attendance shall be monitored and reported as required by state law and regulations. At the end of each school year, each public school principal shall report to the Superintendent the number of pupils by grade level for whom a conference was scheduled. The Superintendent shall compile this information and provide it annually to the Superintendent of Public Instruction.

**6. Dismissal Precautions.** Principals shall not release a student during the school day to any person not authorized by the student's parents/ guardian to assume responsibility for the pupil. Students shall be released only on request and authorization of parent/guardian. The burden of proof on the authority of the person to receive the student is on the requesting party. A formal check-out system shall be maintained in each school.

**7. Attendance Awards.** (1) Perfect Attendance. A student who attends school for one full school year without being absent or tardy from school or class may be considered for a perfect attendance award by the school principal. (2) Excellent Attendance: A student who has been counted present every day during the school year, but who may have been absent from a particular class or classes, may under certain circumstances be considered by the principal of the school to receive an excellent attendance award. This is provided that the student has not been tardy and/or absent from classes (early dismissal or off campus) more than five (5) times during the school year. Absences from class due to being at or on a school sponsored event (e.g. field trip or competition) will not be counted against a student.

### CONDUCT

Each student should keep in mind that he/she is a representative of his/her school within the larger community. Each person's actions will, in fact, make a difference in the impression people form of his/her school, and for this reason, will affect the school's effectiveness within the community.

The following school rules are applicable:

1. Each student is expected to act in such a manner which will reflect credit to his/her parents and school.
2. No student will take any action which endangers another person, disrupts, or disturbs a school activity or class. A student involved in any such action will be removed from the situation until some workable understanding is reached.
3. A student, whose actions at any school-related activity, whether in this school or another, serves to discredit the school and its students, will be subject to disciplinary action.
4. Each student is expected to know the expectations of the school relative to good sportsmanship and to practice these precepts in all school-related activities. Failure to do this may result in the loss of participation and/or spectator privileges.
5. Each student will be responsible for informing himself/herself of the school's expectations relative to behavior in the cafeteria, at school programs, and at ball games. Violations involving danger to others, disruption, or disturbances of the activity will result in disciplinary action.
6. In the interest of safety and orderly process, there will be no running in or on the hallways, classrooms, stairways, sidewalks, or other areas of the school unless it is part of an organized supervised activity. All students are to follow the traffic patterns established by the principal of the school.
7. In compliance with Lee County School Board policy and in the interest of good taste and common sense, public displays of affection will not be permitted at school, on school buses, or at any school-sponsored activity.

8. Any student at Jonesville Middle School is subject to the discipline of any teacher in the school during the school day, to and from school, and at school activities. This regulation applies even in the case that the students and teacher are not in the same grade or class.
9. Each student is expected to offer due respect to other students, to teachers, and to all school employees.
10. Possession or use of tobacco products is not permitted on school property. (Va. Code - 155.1-291.2B)
11. State laws relative to fireworks, firearms, and concealed weapons will be strictly enforced. (Va. Code 18.178,81.1)
12. Gambling of any kind is prohibited on school property and on the school bus.
13. All members of the school community are bound by all Virginia Laws and Virginia School Laws whether or not the item is explicitly stated in this document.
14. In addition to the above rules, all regulations set forth in the Student Code of Conduct and Attendance Rights and Responsibilities will be applicable. Extra copies are available in the office.

### **TARDIES**

**Class** - Any student not in the classroom when the tardy bell rings will be counted tardy to class.

**School** - Any student who arrives at school after 8:15 AM will be counted tardy to school. If the student arrives after 8:15 AM, he/she will report to the school office and obtain a Tardy Slip.

### **BUS TRANSPORTATION**

The Code of Virginia, Section 22.1-176, permits school boards to provide transportation for students but does not require them to do so. School bus transportation is a privilege and not an obligation on the part of the School Board.

### **SCHOOL BUS RULES AND REGULATIONS**

1. Students must be ready to load the bus at the designated bus stop. Drivers cannot wait for student.
2. Bus drivers may assign seats. Students will remain in seats while the bus is in motion and students will be responsible for any damage to seats.
3. Students shall not extend any part of their body or any other articles out of the bus window.
4. Students shall not throw any objects inside the bus or out of the bus windows.
5. Students are under authority of the Lee County Public Schools while on the bus and conduct should be similar to that of the classroom.

6. Students will be allowed to leave a bus only at their school or their regular stop. Unauthorized stops will not be made. Student must have a note signed by parent/guardian and principal to ride home with another student.
7. Students must ride the same bus in the morning and afternoon. Principals may permit an exception in extenuating circumstances if such changes do not require route changes or overcrowded conditions.
8. Students shall not carry any weapons, explosives (such as fireworks), knives, glass objects or any dangerous materials on the school bus.
9. Scuffling, fighting, and use of profane language will not be tolerated.
10. Students cannot eat or drink while on a bus.
11. Use of tobacco or drugs in any form will not be allowed.
12. Students must not make any loud or unusual noise or attempt to distract the driver in any way.
13. Students must keep aisles clear. Any article too large to be held in the lap or placed under the seat cannot be carried on the bus.
14. Live animals or insects may not be carried on the bus.
15. The emergency door of the school bus is not to be used to enter or exit except in an emergency. In case of an emergency, students should follow instructions of the driver.
16. The drivers and school officials are not responsible for articles left on the bus.
17. The bus driver is required to report any misconduct that jeopardizes the safety of the bus to the principal for disciplinary action.
18. The principal has the authority to suspend riding privileges of anyone violating rules.
19. Bus drivers must be on the bus when the first student boards the bus.
20. A student that damages a bus seat will be charged \$85.00.

**Violations of bus regulations could result in suspension from the bus. If a student's bus privilege is suspended, responsibility for the student's transportation is assumed by the parents. (R7-32.1)**

### CONCERNS

Classroom problems are best resolved through parent-teacher communications. Jonesville Middle School has a full staff of teachers and guidance counselors to assist in most individual parental concerns. The administration is always available to offer assistance when needed.

Every teacher has an assigned planning period each day when parental conferences can be scheduled. Parents are to schedule conferences through the guidance department.

## **SCHOOL PROPERTY**

Each student is asked to help protect the county's investment in public property by exercising reasonable care for the school bus, school building, grounds, materials, and equipment. Virginia law provides stiff penalties for persons who scratch, mark, destroy, mutilate, or otherwise damage school property. The School Board will treat as vandals any person who willfully destroys or damages school property (VA Code 18.1-177). Virginia School Law (VA Code 22-200) states: "Each pupil shall be required to reimburse the school for actual breakage or destruction of property, done by such pupil, in the pursuit of his studies." All laws relative to the destruction of school property will be strictly enforced.

## **PERSONAL PROPERTY**

Students are advised not to bring personal property to school without written permission from the school. Even then, students are responsible for any items, and bring them at their own risk. Students cannot buy, sell, or trade personal items at school. Examples of personal property are: tools/hobby materials, cameras, toys/electronic games, expensive watches, CD players, and large sums of money.

## **BOMB THREATS. FALSE FIRE ALARMS. SMOKE BOMBS. AND FIREWORKS**

1. Any threat, alarm, or bomb may be considered a criminal offense.
2. False fire alarms (§18.2-212 of The Code of Virginia-states that it is a class 1 misdemeanor if any person who without just cause calls or summons by telephone or otherwise any ambulance or firefighting apparatus or maliciously activates a manual or automatic fire alarm in a building used for public assembly or for a public purpose, including public schools, regardless of whether the fire department responds).
3. Bomb threats (§18.2-83 - Class 6 felony if 15 or over, class 1 misdemeanor if under 15). As previously noted, this is now a reportable offense.
4. Smoke bombs (§ 18.2-87.1 - A person who willfully and intentionally sets off or causes to be set off any chemical bomb capable of producing smoke in any building used for public assembly or regularly used by the public could be guilty of a class 2 misdemeanor.

## **DRESS CODE**

1. Hair color may not be applied at school and must not be of unnatural colors, distracting from the educational process.
2. All clothing should be neat and clean. Outfits which are too tight, short, revealing, or suggestive are not acceptable school attire. This includes, but is not limited to, tank tops, muscle shirts, short shorts, spaghetti strap shirts, or halter-tops.
3. Questionable patches, slogans, or writing on clothing which may be in bad taste are not to be worn.
4. Pants are not to extend below the heel of the shoe.
5. All students are required to wear conventional foot apparel. Appropriate sandals are acceptable. (No shower shoes, soccer sandals, or beachwear is allowed).

6. Shirts and blouses must either be tucked in or may not extend below the buttocks.
7. Shorts, skirts, or dresses must extend to the end of the fingertips when the arm is extended down by the side.
8. Hats, headgear, headbands, and dark glasses are not to be worn inside the building.
9. Students cannot wear any clothing that expose undergarments. Any holes in pants, shorts, etc. must be at knee level or lower. This applies even if students have leggings or similar items underneath.
10. Pants, shorts, or skirts with a waistband must be secured above the hips.
11. Body piercing jewelry may not be worn. Earrings are permissible.
12. In the interest of safety and/or health, the school may require specific dress or grooming; procedures for certain classes (such as vocational, science, technical, etc.) in which some particular danger may exist.
13. Any other personal appearance attire or behavior, which the administration determines to be unacceptable, offensive, or disruptive to the educational setting, is prohibited.

### **DISCIPLINE**

The administration of Jonesville Middle School will not tolerate disruptions of the educational process. Any student who repeatedly fails to comply with the directions of teachers or other authorized school personnel may not be allowed to remain in school.

### **STUDENT'S RIGHT TO APPEAL**

Students shall have the right to appeal any administrative decisions or actions taken against them to the next highest authority. The student may appeal a penalty to the School Board, by either the Superintendent or Disciplinary Committee. The penalty need not be postponed pending the outcome of the appeal. Such appeal must be made on the record made in the hearing. The appeal must be made within seven (7) days after notice of the hearing committee's actions. The School Board may alter the disposition of the Disciplinary Committee and/or the superintendent.

### **STUDENT CODE OF CONDUCT AND ATTENDANCE RIGHTS AND RESPONSIBILITIES**

This booklet sets forth Lee County's expected standard of conduct and attendance, explains possible penalties, and outlines students' rights and responsibilities. Copies are provided students upon their entering the Lee County School System. Additional copies are available in the office.

# **SCHOOL RULES AND PROCEDURES**

## **ACCIDENTS/INJURIES**

All accidents/injuries must be reported to the student's immediate supervisor. A school insurance policy offers secondary coverage for all students; however, it is the responsibility of the student to have the necessary forms completed by school officials. Forms should be completed as soon after the accident/injury as possible.

## **ANNOUNCEMENTS**

Announcements will be made during the first and last minutes of school. All announcements must be written, dated, signed by a teacher or administrator, and given to the school secretary prior to first period for announcement that day. Only emergency announcements will be made during the day.

## **ARRIVAL AT SCHOOL**

Doors are open at 7:25 AM. Students who ride a bus must enter through the north doors and move immediately to the gymnasium. All other students must enter through the east end double doors and go to the gym. Students who arrive late to school and do not check in will be counted as absent.

## **DEPARTING FROM SCHOOL**

Students will not be permitted to leave the school grounds for any reasons unless excused to do so by the principal or designee. Early dismissals may be obtained by bringing a note to the school administration with the note stating the reason for the dismissal, departure time, parent/guardian telephone number, and parent/guardian signature. Students will be called to the office when the individual arrives to pick them up.

Students leaving school early must not loiter about the campus but leave immediately by transportation approved by the school personnel. Students who become ill or injured at school should report to the office, and the parents/guardians will be contacted. Students must be signed out by their parents, legal guardian, or their designee.

## **FIRE DRILL**

Fire drills will be held once a week during the first month and then once month thereafter. Each teacher is responsible for informing his/her students of the procedure for his/her room.

## **MEDICINE**

Before medication can be administered a Notice of Medication Policies and Procedure must be signed by the parent or legal guardian, dated and on file at JMS. The form gives guidelines which must be followed at all times. All medications, prescription or over-the-counter drugs must be turned in at the office and will be kept under lock and key and dispensed by designated school personnel. Medication must be brought to school by parent or guardian only, at that time medication will be counted and a receipt given.

## **GUIDANCE SERVICE**

The guidance counselors are prepared to help students who have questions or need assistance with such areas as personal problems, course work, grades, program selection, career planning, testing, coordinating service agencies, etc. Students can see a counselor before or after school or during study hall with a pass from the teacher. Students will also be scheduled by the guidance department for conferences when necessary.

## **HALL PASSES**

Students excused into the halls from class must have an agenda signed by the teacher from whose class they were released. The agenda must state the student's destination as well as the departure time.

## **LIBRARY**

The purpose of the Jonesville Middle School Library Media Center is to provide information to enrich the curriculum, to satisfy quests for knowledge, to give added dimensions to the learning process, and to introduce a variety of pleasurable reading experiences.

The mission of the library media program is to ensure that students and staff are effective users of ideas and information. This mission is accomplished by:

1. providing intellectual and physical access to materials in all formats.
2. providing instruction to foster competence and stimulate interest in reading, view and using information.
3. working with other educators to design learning strategies to meet the needs of individual students.

Students using the library are asked to observe the following rules:

1. Only students needing to use the library will be permitted to go to the library. Assignments not requiring library materials are to be done in the class.
2. Students must have a pass from the classroom teacher, stating the purpose for being in the library/media center.
3. Scheduled classes will be accompanied by the teacher and will not require a pass.
4. Using the library is a privilege. Improper behavior will result in loss of that privilege.
5. Reference materials are not to be removed from the library; however, there will be a set of encyclopedias for overnight circulation.
6. Library materials must be returned promptly. No student will be allowed to check out additional materials until all overdue materials have been returned.

## **COMPUTERS AND INTERNET**

The Lee County School Board policy states that Internet, e-mail, network, and computer access is established solely for educational purposes. School divisions provided Internet and e-mail access is intended to provide worldwide resources and to facilitate communications that support educational research and education. Access to the Internet and e-mail is only permitted for educational research that is consistent with educational objectives. Inappropriate use will result in (at minimum) cancellation of the privilege to use the access. Further disciplinary action is possible under some circumstances.

Students who use the Internet must have on file a signed (by student and parent/guardian) Acceptable Use Policy.

## **LOCKERS**

Backpacks must be placed in the lockers and remain there until the last period of the day. Students are responsible for these lockers when they are assigned and damage: writing, scraping the paint off, etc. will result in the students paying to have the lockers painted.

## **DEMONSTRATION OF AFFECTION**

Public demonstration of affection in school is in poor taste. It is showing disrespect for the school and the students concerned. We will not permit holding hands, hugging, caressing, or kissing at school. If students fail to conduct themselves in an appropriate manner, they will be given a warning and/or their parents will be notified for first offense. Additional offenses will result in a more severe punishment.

## **REPORT CARDS**

Report cards are distributed to all students five school days after the end of each nine weeks grading period unless this date falls on a Friday. In this case, reports will be handed out the following Monday. The responsibility for delivery of report cards to home is that of the student and his/her parents/guardians.

## **SCHEDULES CHANGES**

Request must be made by parent or guardian and must be approved by principal or designee.

## **TEXTBOOK RENTAL AGREEMENT**

Students and parents/guardian assume full responsibility for all books. They must agree to replace or pay for any or all books destroyed, lost, or damaged beyond normal wear and tear. Books stolen from lockers are the responsibility of the student. Failure to pay for lost or damaged books may forfeit the student's privilege to rent textbooks the next school year. Students and parents/guardian must agree to all terms of the book contract.

## **VISITORS**

All visitors to the school must report to the office immediately and obtain a visitor's pass from the principal or his designee. Visiting time will be strictly limited and cannot disturb classes. For any family member or relative wishing to visit a student, arrangements should be made with the principal prior to the date of visiting. Non-JMS students are not permitted as passengers on the Lee County buses.

## **USE OF TELEPHONE**

The office telephone is for office use only. In emergency situations, students may be allowed to use an office telephone. Routine calls home for forgotten homework, uniforms, and rides after school must be avoided. In an effort to safeguard instructional time, parents calling school requesting to speak with students should instead leave messages.

## **SPORTS**

The purpose of the athletic teams is to develop the student emotionally and intellectually as well as physically, to develop within the student a sense of responsibility, leadership and pride within the school, to promote sportsmanship and to improve physical abilities. The student must have passed five subjects the previous semester and be enrolled in at least five subjects for the current semester. They must comply with the guidelines of middle school athletic eligibility. These requirements can be found in the Lee County Policy Manual (LC:J05).

## **CHANGING ADDRESS AND TELEPHONE NUMBER**

Students who change their residence, mailing address, or telephone number after enrolling in the school division must report the change promptly to the guidance office so that records can be corrected and kept current.

## **MOMENT OF SILENCE**

The 2000 session of the General Assembly amended §22.1-203 of the Code of Virginia to require daily observation of a moment of silence, not to exceed one minute, in every classroom in the public schools of Virginia. The teacher is to ensure that all pupils remain seated and silent and make no distracting display during the time.

## **SMOKING, USE, AND POSSESSION OF TOBACCO PRODUCTS**

Smoking and use of tobacco products is prohibited on school property.

## **THREATS AGAINST PERSONS OR PROPERTY**

VA. Code Ann. § 18.2-60 - If the threat is written, signed, or unsigned, and contains a threat to kill or do bodily injury to an individual or member of his/her family, it is a Class 6 felony. If the communication is oral and contains a threat to kill or do bodily harm to any elementary, middle, or high school employee and occurs on a school bus, school property, or during a school-sponsored activity, it is a Class 1 misdemeanor.

## **TRESPASSING**

Both students and non-students can be charged under Virginia law (Va. Code Ann. §18.2-128) with trespassing. Virginia Code is clear that it shall be...Unlawful for any person, whether or not a student, to enter upon or remain upon any school property in violation of (i) any direction to vacate the property by a person authorized to give such direction or (ii) any posted notice which contains such information, posted at a place where it reasonably may be seen. Each time such person enters upon or remains on the posted premises or after such direction that person refuses to vacate school property, it shall constitute a separate offense.

## **LOST AND FOUND**

Articles that are found are taken to the office. They may be claimed by their rightful owners during the school year. Any unclaimed articles will be donated to charity at the end of the school year.

## **GANG ACTIVITY**

School superintendent will be notified of criminal street gang activity committed by juvenile. The intake officer will notify the school division superintendent of the filing of a petition against a juvenile in cases involving criminal street gang activity.

## **CHEWING GUM**

Gum is not permitted at school.

**JONESVILLE MIDDLE SCHOOL**  
**POLICIES AND PROCEDURES**

<b>POLICIES</b>	<b>PROCEDURES</b>
Failure to Comply with Directions (Defiance of the Authority of School Personnel)	1st Offense – Warning 2nd Offense – Conference with Parents/Guardians 3rd Offense and subsequent offenses – 1 to 5 days of OSS
Causing or attempting to cause damage to school property or personal property . (Va. Code §22.1-276, 8.01-43 & 44)	1st Offense- Pay restitution equal to damage and/or refer to court services.  2nd Offense and subsequent offenses - Refer to court Services.
Forgery - Any student who forges the signature of another or who forges a note, this includes falsifying tests or other school related material. (Va. Code § 18.2-172)	1st Offense - 1 day OSS and parent conference. 2nd Offense - Refer to court services for a petition.
Fraternities, Secret societies, etc. are prohibited	1st Offense - Refer to County Discipline Committee
Electronic Equipment – cell phones, etc. are prohibited during the school day. (Va. Code § 18.2-322.1)	1st Offense – Warning-Take phone and parent must pick up 2nd Offense – 1 day OSS parent must pick up 3rd Offense and subsequent offenses – prohibited to bring phone to school
Trespassing - Students found on the school premises after school hours, unless taking part in a school related activity (Va. Code § 18.2-178)	1st Offense - Warning 2nd Offense - Will be charged with criminal trespassing
Fireworks of any type. (Va. Code §59.1-142)	1st Offense - 5 days OSS 2nd Offense - Refer to Discipline Committee
Gambling - gaming of any form is prohibited (Va. Code §18.2-235)	1st Offense - 1 day OSS 2nd Offense - Refer to Discipline Committee
Theft, larceny, robbery - the taking of any item or personal or public property without the expressed permission of the responsible party will be considered theft. (Va. Code §18.2-95, 96, 58)	1st Offense - Refer to Discipline Committee and police (The principal or his/her designee reserve the right to recommend cases to the discipline committee and to the police. )
Possession or use of a weapon or look-a-like weapons. (Va. Code §18.2-308.1, 308.7, 282, 280, 309, 284)	1st Offense – Refer to LCPS Code of Conduct Handbook.
Laser Pointers	1st Offense - Warning and confiscation of laser pointer to be returned to student's parent upon their request. 2nd Offense - 1 day OSS 3rd and subsequent offenses - 2 days OSS

Threats, Intimidation, or Endangerment to students	1st Offense - 1 day OSS 2nd Offense - 2 days OSS 3rd Offense - Refer to Discipline Committee
Sexual Harassment (Refer to section ACB in county policy manual)	Anyone who feels they are a victim of sexual harassment should notify the principal or his/her designee immediately.
Search and Seizure (Va. Code 277.02) (NJ <u>vs</u> TLO, 469 U.S. 325 (1985))	Lockers and other storage facilities are for the storage of personal items only and they remain under the joint control of the school administration. The school has the right to search any student or locker which the administration believes has items that violate the law, school policy or regulations.
Using, selling, or dispensing of alcohol/drugs, drug paraphernalia, medicine, prescription drugs, imitation controlled substances or anabolic steroids (Va. Code -277.01:1, 255A, 255B, 4.1-309)	1st Offense - OSS and notification of superintendent to obtain permission to exclude student pending expulsion By the board at its next regular meeting.  1st Offense - Student may be expelled or suspended
Convicted of crime - Convictions of: Drug offenses involving schedule I, II or marijuana; purchase/possess/use of a weapon; homicide; felonious assault; and sexual assault (Va. Code 277.02)	1st Offense – Student may be expelled or suspended
Making a false alarm - students making false emergency situations statements, pulling a fire alarm, using smoke bombs or fireworks (Va. Code §18.2-83, 84)	1st Offense - 5 days OSS and invoke rule #6 (See above)
Possession, selling, giving, bartering of weapons, concealed or not concealed, to include but not limited to firearms, knives, black jacks, stun weapons, brass knuckles, discs, switchblades, etc. and any look-a-like or toy weapons is prohibited (Va. Code §18.2-308, 308.1, 308.7,309)	1st Offense - refer to Lee County Discipline Committee with a recommendation of expulsion
Fighting (Va. Code §18.2-57)	1st Offense: Trivial Fight - 1 to 3 days OSS and Parent Conference Minor Fight - 3 days OSS and Parent Conference Serious Fight - 5 days OSS, refer to Discipline Committee and juvenile court services  2nd Offense: 5 day suspension, refer to Discipline Committee, refer to court services and police; may recommend expulsion

<p>Clothing bearing drug/alcohol-related slogans and/or symbols is prohibited.</p> <p>Students shall not wear clothing that exhibits, expresses or promotes sexually related content, or gang symbols or colors or clothing that urges vulgar or vulgar type language.</p> <p>Students shall not wear clothing that exposes their undergarments or reveal the human anatomy to the point of distraction or indecency.</p> <p>Students shall not wear chains that exceed 4mm in diameter and those may be worn only as jewelry around the neck, ankle, or wrist. (Va. Code §22.1-78)</p>	<p>1st Offense - Warning and inform of appropriate dress 2nd Offense - Parent Conference 3rd Offense - 1 day OSS 4th Offense - 2 days OSS 5th Offense - Student will be referred to the Discipline Committee</p>
<p>Tobacco (Va. Code §18.2-371.2)</p>	<p>1st Offense - 1 day OSS 2nd Offense - 2 days OSS and refer to court 3rd Offense - 3 days OSS and refer to court 4th and subsequent offenses - 4 days OSS, parent conference, and refer to court</p>
<p>Cursing or abusive language (Va. Code §18.2-416)</p>	<p>1st Offense – Warning – Notify Parents 2nd Offense - 1 to 3 days OSS 3rd Offense - 3 days OSS and Parent Conference 4th Offense - 5 days OSS 5th and Subsequent offenses - refer to the Discipline Committee</p>
<p>Cursing faculty or staff (Va. Code §18.2-416)</p>	<p>1st and Subsequent offenses - 5 days OSS and parent conference</p>
<p>Disruptive Conduct (Va. Code §22.1-78, 18.2-415)</p>	<p>1st Offense - 1 day OSS 2nd Offense - 2 days OSS and parent conference 3rd and Subsequent offenses - 2 days OSS</p>
<p>Removal From Class for Disruptive Behavior</p>	<p>Teachers have the authority to remove a disruptive student from class. Guidelines are available upon request.</p>
<p>Cutting class (Va. Code §22.1-254)</p>	<p>1st Offense - 1 day OSS and parent conference 2nd Offense - 2 days OSS and parent conference 3rd Offense - 3 days OSS and parent conference 4th Offense - Refer to attendance officer 5th Offense (and subsequent offenses) - refer to Discipline Committee</p>

Leaving School Grounds Without Permission (Va. Code §22.1-254)	1st Offense - 3 days OSS 2nd Offense - 5 days OSS 3rd Offense - 5 days OSS 4th Offense - refer to Lee County Discipline Committee
Habitual Offender - after a student has violated five policies	One day of OSS or other action at the discretion of the principal or his designee