

**LUTHER PORTER JACKSON MIDDLE SCHOOL
PARENT-STUDENT HANDBOOK**

2022-2023



“Returning to the Basics”

**4255 New Design Road
Dendron, VA 23839
757-267-2810 (MAIN OFFICE)
757-267-0809 (FAX)**

LUTHER PORTER JACKSON MIDDLE SCHOOL

ADMINISTRATORS

Ms. Trina Craddox – Principal
Mr. Todd Neal – Assistant Principal

SCHOOL COUNSELOR

Ms. Shonda Poole

OFFICE STAFF

Ms. Lillie Womble – Secretary/Bookkeeper
Mrs. Tiffany Flowers – Secretary/Receptionist
Mrs. Regina Edwards – Nurse

COORDINATORS

Ms. Carrie Brower – School Gifted Coordinator
Mrs. Yuriko Edwards - National Junior Honor Society Advisor
Mrs. Deborah Seward – School Based Intervention Team Coordinator/504
Coordinator Mrs. Brittney Custalow – 21st Century Community Learning Center
Project Manager

SAFETY

Ms. Katrina Rawlings – School Security Officer

DIVISION ADMINISTRATORS

Dr. Serbrenia J. Sims – Division Superintendent
Mr. Giron Wooden – Assistant to the Superintendent for Operations &
Infrastructure Mrs. Natasha Myrick – Director of Special Education & Federal
Programs Director
Mrs. Airon Grim – Dir. of Assessment, Career Readiness & Instr.
Technology
Ms. Bertha Thomas, Transportation Supervisor

DIVISION STAFF

Mr. Victor DeLuke – School Psychologist
Mrs. Latasha Wooden – School Social Worker

The Surry County School Division is committed to a policy of nondiscrimination based upon race, color, religion, national origin, ancestry, political affiliation, sex, gender, gender identity, age, marital status, genetic information or disability in the administration of any of its educational programs, activities or employment.

**ALL COURSES ARE OPEN TO ALL STUDENTS WITHOUT REGARDS TO SEX
UPON THE SUCCESSFUL COMPLETION OF THE NECESSARY
PREREQUISITES.**

SURRY COUNTY PUBLIC SCHOOLS IS AN EQUAL OPPORTUNITY EMPLOYER.

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MISSION STATEMENT

The mission of the L. P. Jackson Middle School is to ensure that all students will become and will excel as:

- lifelong learners
- independent thinkers
- responsible citizens

We, therefore, accept the responsibility to educate all students to their fullest potential.

The L. P. Jackson Middle School's faculty and staff acknowledge that the fulfillment of this mission statement depends on the active participation of:

- school
- home
- community

We embrace this partnership to ensure success.

PHILOSOPHY

The philosophy of Luther Porter Jackson Middle School reflects the belief that all students can learn. We believe middle level students have very special needs and characteristics that are directly related to that critical age called early adolescence. During this period of rapid social, physical, intellectual, cultural and emotional growth, school curriculum must reflect each student's need to develop a positive self-image, to form future goals and to concentrate on becoming a productive citizen. This awareness must take place through a relationship of mutual respect, cooperation and understanding among students, parents, teachers and administrators.

The faculty, staff and administration are committed to helping the students make the transition from elementary to high school a gradual process. L. P. Jackson Middle School will continually strive to create a safe learning environment that provides stability and promotes self-confidence in each student, is sensitive to the needs of each student and maximizes each student's potential.

The students, parents, community, faculty and staff share the responsibility for the education of every student at L.P. Jackson Middle School. The involvement, understanding, pride, determination, acceptance and support of each group are essential to the success of the L. P. Jackson program.

LPJMS GOLDEN RULES (PBIS School Wide Expectations)

- 1. Be respectful.**
- 2. Be responsible.**
- 3. Be ready to learn/ride.**

STUDENT CREED

I am proud to be a Junior Cougar
I will respect my school, the staff, my peers, and myself.
I will always work to do my best. I will achieve because
I AM a Junior Cougar of L. P. Jackson Middle School.

SCHOOL COLORS AND SCHOOL MASCOT

The mascot of Luther Porter Jackson Middle School is the Junior Cougar. Our school colors are blue and gold. Our students are encouraged to show respect, school pride and spirit for these symbols.

L.P. JACKSON'S FIVE

Be the best person you can be.
Respect other students' comments, opinions, and ideas.
If anyone is bullying you, let an adult know.
No matter the circumstances, always be honest.
Respond to an adult appropriately when spoken to.

THE HISTORY OF LUTHER PORTER JACKSON



Timeline

- **July 11, 1892** - Luther Porter Jackson is born in Lexington, Kentucky, into a family of twelve children.
- **1914** - Luther Porter Jackson receives a Bachelor of Arts degree from Fisk University in Nashville, Tennessee.
- **1922** - Luther Porter Jackson marries Johnella Frazer, a fellow graduate of Fisk University and an accomplished educator in her own right.
- **1922–1950** - Luther Porter Jackson is a professor at Virginia State Normal and Industrial Institute (now Virginia State University) in Petersburg.
- **1937** - Luther Porter Jackson receives his doctorate from the University of Chicago. • **April 12, 1950** - Luther Porter Jackson dies of a heart attack in Petersburg.
- **1950** – Luther Porter Jackson High School opens in Dendron, VA.
- **1975** – Luther Porter Jackson High School is renamed Luther Porter Jackson School for grades 4-7.
- **1983** – Luther Porter Jackson School closes.
- **1995** – Luther Porter Jackson Middle School opens at its current location.

PROGRAM OF STUDIES

5th GRADE

ENGLISH
MATHEMATICS
SCIENCE
HEALTH/PHYSICAL EDUCATION

***RESOURCE CLASSES** - Students will rotate on a **9 weeks** basis in the classes listed below: SPANISH
KEYBOARDING
ART
CAREER EXPLORATION

6th GRADE

ENGLISH
MATHEMATICS
UNITED STATES HISTORY I
SCIENCE
HEALTH/PHYSICAL EDUCATION

***RESOURCE CLASSES** - Students will rotate on a **9 weeks** basis in the classes listed below: SPANISH
INTRODUCTION TO AGRISCIENCE
BUSINESS/KEYBOARDING
BAND

7th GRADE

ENGLISH
MATHEMATICS
CIVICS & ECONOMICS
LIFE SCIENCE
HEALTH/PHYSICAL EDUCATION
MATH 8/PRE-ALGEBRA (**Teacher recommendation required**)

*ALGEBRA I (**Teacher recommendation required**)
***RESOURCE/EXPLORATORY CLASSES** will be offered, based on enrollment, in a rotational sequence. These classes will rotate on an **18-week cycle** (semester courses); therefore, a student may select **two** courses. ART
COMPUTER INFORMATION SYSTEMS I
SPANISH
CAREER INVESTIGATION
BAND (**Year-long course**)

8th GRADE

ENGLISH
MATH 8
*ALGEBRA I (**See Advanced Class Participation**)
*GEOMETRY (**Prerequisite...Algebra I**)
PHYSICAL SCIENCE
HEALTH/PHYSICAL EDUCATION

RESOURCE/EXPLORATORY/ELECTIVE CLASSES will be offered, based on enrollment, for the **entire school year**. Therefore, a student may select **one** course.

*SPANISH I (7th Grade Spanish Required)
BAND
COMPUTER INFORMATION SYSTEMS II
ART

AGRISCIENCE & TECHNOLOGY

***Credit-Bearing Course Opportunities-** In accordance with Regulations Establishing Standards for Accrediting Public Schools in Virginia (September 1997), Regulation 8 VAC 20-131-90, Instructional Program in Middle Schools, section C-Credit bearing Course Opportunities, parents may request that grades be omitted from the student's transcript and the student not earn high school credit. The decision must be made within one week after the end of the first semester. The parent's decision for the student to receive credit for a course is final. Please contact the guidance department if you wish to have your child's high school grades and credits omitted from his/her transcript. Luther Porter Jackson Middle School currently offers Algebra I, Geometry, and Spanish I for high school credit.

PLEASE NOTE!!

****Students will be placed in Reading for RESOURCE/EXPLORATORY/ELECTIVE**

CLASSES if they: • Scored more than one year below grade level on the STAR Reading Assessment

AND

• Scored below "60" on the final Student Growth Assessment or scored below "400" on the Reading SOL test.

ACADEMIC AND CAREER PLAN

A student's Academic and Career Plan is developed to support the student's academic success and prepare the student with the knowledge and skills necessary for higher education, multiple career paths and active citizenship. The components of the Academic and Career Plan include the student's course selections through high school graduation. Identification of a postsecondary career pathway based on the student's academic and career interests and goal-setting are also part of the plan. LPJ students begin the development of an Academic and Career plan in the sixth-grade student. A completed Academic and Career Plan will be in place by the spring of the student's eighth grade year. The process continues with the annual review of progress toward the student's established goals. Students, parents, school counselors and teachers work collaboratively to make appropriate course choices.

ACCEPTABLE USE POLICY

All use of the Surry County School Division's computer system shall be consistent with the School Board's goal of promoting educational excellence by facilitating resource sharing, innovation and communication. The term computer system includes hardware, software, data, communication lines, and devices, terminals, printers, CD-ROM devices, tape or flash drives, servers, mainframe and personal computers, tablets, cellular phones, smart phones, the Internet and any other internal or external network.

Please see Appendix A for the complete Acceptable Use of Technology and Internet Safety Policy instituted for all students in Surry County Public Schools.

ADVANCED MATH

**Advanced math will be offered in grades 5, 6, 7, and 8. To qualify, the following must be met:*

- Entry Requirements
 - September pre-test score of at least 50%
 - Minimum grade of 80/B in previous math course
 - State math End-of -Course score of 440+ or division post-test score of 80/B

- Teacher recommendation
- Good Standing
 - Maintain an 80/B in advanced math courses with no end of quarter grade below 75/C.
 - Meet school attendance requirements
 - Pass division benchmark tests and the SOL test

Students who are not making progress based on Good Standing without reason MAY be removed from the advanced math class and placed in the grade level math class prior to the end of the school year.

AFTER SCHOOL PICK UP

Parents are to pick-up their child from the front office. Students are to be signed out by the parent/guardian or designee.

AFTER SCHOOL TUTORING/PROJECT STARS

Project STARS provides after school tutoring and Fun Friday through a 21st Century Community Learning Center grant. The goal of the program is to increase student academic performance in the classroom and on SOL tests, as well as improve student behavior and attendance. Transportation is provided. The program begins immediately after school on designated days and ends at approximately 5:00 pm on Monday - Thursday. Fun Friday ends at 4:30 pm. If students are not riding the bus then they must be picked up by 5:55 pm Monday - Thursday and 4:55 pm on Friday. Registration forms are available in the main office.

ASSEMBLIES

There will be a variety of assembly programs presented during the year. Assemblies are an important enrichment addition to the curriculum and are educational as well as entertaining. Assemblies provide one of the few opportunities in school to learn formal audience behavior. Regardless of the program, courtesy demands that the student audience be respectful and appreciative. Students who misbehave may be denied the right to attend assemblies.

ATHLETICS/EXTRACURRICULAR ACTIVITIES

GENERAL

Our school division offers students the opportunity to participate in extracurricular activities. In addition to the policies set forth by the Surry County School Board, the policies and regulations of the Virginia High School League (VHSL) are enforced. The purpose of this policy is to establish procedures for determining students' eligibility to participate in extracurricular activities. This policy shall apply to all students in grades 5-12. Refer to Surry County High School's Athletic page located at <https://surrycountyhs.schoolteams.com> for information on the Virginia High School League (VHSL), VHSL Physical Form, Concussion Fact Sheet, Return to Play Protocol, scoreboard, and upcoming events.

Students participating in high school extra-curricular activities are subject to the academic requirements established by the school's leadership team and may be found ineligible to participate in activities/games based on the requirements. Middle school students may only participate in one activity each season.

LPJ SPORTS AND EXTRACURRICULAR ACTIVITIES

- Fall Sports: Football, Soccer, Girls' Basketball, and Cheerleading
- Winter Sports: Boys' Basketball, Cheerleading
- Spring Sports: Girls' Softball, Boys' Baseball, Choir and Track and Field
- Yearlong Activities: National Junior Honor Society, Precious Jewels and Boys II Men (No physical needed; eligibility determined by the Department of Youth and Family)

Resources.)

- There is a **\$5.00 admission fee** to LPJMS basketball games.

SCHS SPORTS IN WHICH LPJ STUDENTS CAN PARTICIPATE

*Only 8th grade students are permitted to participate in Surry County High School Junior Varsity(JV) sports.

- Fall: Band (Grades 6 – 12) and JV Volleyball
- Winter: JV Boys' Basketball and JV Girls' Basketball
- Spring: JV Baseball and JV Softball

ELIGIBILITY

Students cannot attend or participate in tryouts, practices or events without the following: 1)

Must have a current physical on file that has been signed by a physician and parent/guardian, dated after May 1.

2) Must have passed five (3) out of six (4) classes and earned an overall 70/C grade point average at the end of the previous nine weeks. Students who are not maintaining a passing grade in all classes during the sport may be put on probation by the principal or the assistant principal, who serve as the academic advisors for the schools.

Exceptions:

- Students enrolled in special needs classes as determined by their IEPs must pass at least three (3) classes or make sufficient progress towards all IEP goals.
- Students who transfer to Surry from another district will be allowed to participate the first semester enrolled based on their eligibility status from the previous school. Each semester thereafter, eligibility will be based on the current school's eligibility policy.

ELIGIBILITY MONITORING PROCESS

1. The sponsors, coaches and academic advisors (principals) will meet with students and review grades after the interim and each marking period (nine weeks).
2. Students who earned a "D" or "F" in a core subject and/or failed one or more SOL tests during the previous year **must** enroll in the after-school tutoring program.
3. Students who have a "D" or "F" in a core subject(s) at interim/progress report must enroll in the after school tutoring program.
4. All non-tutoring students will participate in a daily one-hour study hall prior to practice, regardless of academic standing.
5. The principal will submit the eligibility list to the athletic director no more than one week after report cards are issued. Coaches and sponsors will receive the official list of ineligible students from the principals or the athletic director.

GOOD STANDING

All coaches will develop and enforce rules for their individual sports. Students in the building at times other than during regular school hours must be under the supervision of a staff member.

All rules as listed in the Student Code of Conduct will apply. In addition, the following rules will be strictly adhered to:

- Any player who misses school excessively may be removed from the team.
- Any player suspended out of school cannot practice or play with his/her team while under suspension, and each suspension will result in a minimum of one-game suspension.
- Any student receiving in-school suspension will not participate in any extra or co-curricular activities

for the day in question or the day served; however, students may attend tutoring on those days.

- Any student whose actions are deemed detrimental to the school or to fellow students may be removed from the team by the Athletic Director or the Principal.
- Any player suspended from a game for unsportsmanlike conduct is subject to removal from the team for the remainder of that team's season.
- Any player who quits a team or is suspended from a team before the end of the season will not receive any awards for that sport.
- Any player who quits a team without the coach's permission may not try out for another sport until the regular season for the first sport is over.
- Any athlete seen using tobacco, alcohol, or drugs on school grounds or while wearing a Surry County athletic uniform on or off school grounds will be suspended from the team for the remainder of the season.
- Any student found to be in violation of the drug-alcohol policy will be removed from the team and may become ineligible to participate in any athletic event for the remainder of the school year.

ATTENDANCE

School attendance is directly related to academic achievement and the development of good work habits. Any student who is less than eighteen years of age is required to attend school daily for the entire instructional day.

Luther Porter Jackson Middle School adheres to the Surry County Public Schools policy on Student Absences/Excuses/Dismissals, File: JED-AED. House bill adopted by the 2005 General Assembly – Creates a Class 4 misdemeanor charge for knowingly making a false statement concerning the residency of a child in a particular school division or school attendance zone.

Note: Parents or guardians enrolling a student must provide a sworn statement as to whether the student has been expelled from previous school for offenses involving drugs, weapon, or willful injury to someone else (VA. Code Ann. Code Section 22.1-3.1).

ABSENCE NOTES

Your parent/guardian may call the attendance office notifying the school of your absence. In addition, a note stating the reason for the absence is due the first day you return to school. If you had a doctor's visit, please bring a note from the doctor.

Students are required to bring notes to the main office to the secretary immediately after returning to school. No notes will be accepted after the 5th day of returning to school. The note must contain the dates, reason, telephone number, and signature of parent/guardian or physician. The excuse does not eliminate the absence, but it allows students to make up work. Valid excuses will be determined at the discretion of the administrator. A student is automatically dropped from the class roll if he/she misses fifteen (15) consecutive days.

Students who report to school after 11:00 a.m. or leave before 11:00 a.m. will be marked absent for that day.

TARDY TO SCHOOL

Students who report to school after 8:05 AM for any reason other than a late bus will be considered tardy. Report directly to the office. Sign the Tardy Book, and get an admission slip for class.

Legitimate excuses for tardiness may include but are not limited to a *doctor's certificate, legal authority, social agency, court summons, mechanical road mishaps*, or parent's note approved by the principal or principal's designee.

ATTENDING ANOTHER CLASS:

No student shall attend another class without permission from his regular teacher or an administrator. If there is a need to change a student's class, all teachers involved will be notified in advance of the change by an administrator.

TARDY TO CLASS

Time is allotted between classes to change from one location to another, go to the restroom, and locker if needed. Locker visits will also be permitted with the teacher's signature in the agenda. Students are to be in the classroom when the tardy bell sounds.

CHRONIC ABSENTEEISM AND TRUANCY - STATE REQUIREMENTS FOR ACCREDITATION

The Virginia Department of Education (VDOE) has incorporated efforts and requirements to improve school attendance and reduce dropout rates. These new requirements can impact school divisions' accreditation.

"Truancy" means unexcused absence from school. However, there is an important distinction between truants and chronic truants. A student displays truant behavior with a single unexcused absence from school, but a student needs to reach or surpass a certain number of unexcused absences to be considered a chronic truant. Virginia law does not define a truant specifically but does define a child who is habitually and without justification absent from school as a "child in need of supervision" when certain other conditions are met.

Chronic absenteeism, on the other hand, incorporates all absences: excused, unexcused and suspensions. The focus is on the academic consequences of this lost instructional time and on preventing absences before students miss so much school that they fall behind. It recognizes that students miss school for many understandable issues such as asthma or homelessness or unreliable transportation, for which a punitive response is not appropriate. But what helps is working with families to share the importance of attendance and to fix the underlying problems that lead to absenteeism.

Given this broader focus, addressing chronic absenteeism becomes an issue for the entire community. Medical providers can help address health challenges; transit and housing agencies can resolve other barriers to attendance; volunteers from businesses and faith communities can mentor students and support families. These approaches can also reduce truancy.

Like truancy, chronic absence has no common definition, though many researchers and schools monitor how many students are missing 10 percent or more of the school year. That's about two days a month, or 18 days in most school districts. The U.S. Education Department's Office of Civil Rights this spring will release data showing how many students miss 15 or more days.

CONSEQUENCES OF TRUANT BEHAVIOR

SCPS adheres to Virginia's Compulsory Attendance Law (2.1-254) which requires school personnel to make reasonable efforts to contact parents/guardians "whenever any pupil fails to report to school on a regularly scheduled school day and no indication has been received by school personnel that the pupil's parent is aware of and supports the pupil's absence. The code also requires that school personnel make reasonable efforts to contact a parent/guardian "whenever any pupil fails to report to school for a total of five scheduled school days for the school year and no indication has been received by school personnel that the pupil's parent is aware of and supports the pupil's absence."

Failure to adhere to school attendance rules may result in serious consequences for students as well as parents/guardians.

SCPS TRUANCY PLAN:

- First absence - Phone call to parent
- Second absence - Phone call to parent
- Third absence - Phone call and letter
- Fourth absence - Phone call to parent
- Fifth absence - Attendance Plan
After missing five scheduled school days, the school principal, social worker, student and the student's parent/guardian shall jointly develop an Attendance Plan (5 missed days) to resolve and improve student's attendance.
- Sixth absence - Attendance Conference
If the student is absent an additional day after the plan is made and the social worker has not received any indication that the student's parent/guardian is aware of and supports the student's absence, the school social worker may/will schedule an Attendance Conference (6 missed days) with the student, parents/guardians, and possibly other community service providers to assist in resolving issues related to student's non-attendance.
- Seventh absence - Court Referral
Upon the next absence by a student, the school social worker may/will initiate a Court Referral (7 missed days).
- Eighth absence - Considered for Retention
SCPS requires that students missing more than eight days from school may be considered for Retention (8 missed days) in the same grade.

Any student who is absent from school for 15 consecutive days, without excuse, will be officially withdrawn from school, per the compulsory attendance expectations outlined in the Virginia Code 22.1-254. The parent will be notified in writing that the student has been withdrawn from school records. However, these students are still required to attend school every day and will be subjected to measures for violating compulsory attendance laws.

In order to avoid consequences for absences, excused absence notes or other documentation must be presented immediately after returning to school or within 5 days of returning to school for extenuating circumstances. The note must contain the date, reason for absence, telephone number, and signature of parent/guardian or physician. The excused absence note does not eliminate the absence but allows for the student to make-up missed assignments. Valid excuses will be determined at the discretion of the school administrators. A student is automatically dropped from the class roll if they miss fifteen (15) consecutive days. **Parentally excused absences due to illness are only accepted up until the 10th absence; any subsequent absences will require a doctor's note, court order, or other official documentation.**

SCPS is committed to working with our students and parents to prevent chronic absenteeism. We will continue to diligently work with our community partners to address the underlying factors that may be contributing to student absenteeism.

AWARDS AND HONORS

Students are often recognized by departments and individual staff members throughout the year. Other recognitions may be initiated by internal groups or organizations. However, at the end of the year at an awards assembly/reception, students will be recognized in the following areas:

- **Outstanding Student Award** – given to the student with the highest average in each course taught per semester.
- **Principal’s List** – Student with all “A”s for the first three nine weeks
- **Honor Roll** – Student with all As and Bs for the first three nine weeks
- **Most Improved** – Student who has overcome challenging obstacles and shown significant academic growth per semester.

At the first meeting in June of the Surry County School Board, the Lamp of Knowledge Trophy is awarded to students in the following areas:

- **Perfect Attendance** - the student must be counted present everyday consecutively until the established cutoff date. (Refer to *Absences*)
- **Principal’s List and Honor Roll** (1st semester-final grade, 2nd semester- 3rd quarter grade)

BELL SCHEDULES

#1 Regular Bell Schedule

| | |
|-------------------------|-------------------------------------|
| 7:45 a.m. – 8:03 a.m. | Homeroom |
| 8:05 a.m. – 9:39 a.m. | 1st Block |
| 9:43 a.m. – 11:14 a.m. | 2nd Block |
| 11:18 a.m. – 11:40 a.m. | 1st Lunch Shift |
| 11:18 a.m. – 12:52 p.m. | 3rd Block Class for 2nd Lunch Shift |
| 11:44 a.m. – 1:18 p.m. | 3rd Block Class for 1st Lunch Shift |
| 12:56 p.m. – 1:18 p.m. | 2nd Lunch Shift |
| 1:22 p.m. – 2:55 p.m. | 4th Block |
| 2:56 p.m. - 3:05 p.m. | Lockers & Dismissal |

#3 Early Dismissal

| | |
|-------------------------|-----------|
| 7:45 a.m. – 8:03 a.m. | Homeroom |
| 8:05 a.m. – 8:50 a.m. | 1st Block |
| 8:52 a.m. – 9:37 a.m. | 2nd Block |
| 9:39 a.m. – 10:24 a.m. | 3rd Block |
| 10:26 a.m. – 11:11 a.m. | 4th Block |
| 11:13 a.m. – 12:00 p.m. | Lunch |
| 12:05 p.m. – Dismissal | |

#2 Activity Period Schedule

| | |
|-------------------------|-------------------------------------|
| 7:45 a.m. – 8:03 a.m. | Homeroom |
| 8:05 a.m. – 9:20 a.m. | 1st Block |
| 9:24 a.m. – 10:39 a.m. | 2nd Block |
| 10:43 a.m. – 11:03 a.m. | 1st Lunch Shift |
| 10:43 a.m. – 12:03 p.m. | 3rd Block Class for 2nd Lunch Shift |
| 11:07 a.m. – 12:27 p.m. | 3rd Block Class for 1st Lunch Shift |
| 12:07 p.m. – 12:27 p.m. | 2nd Lunch Shift |
| 12:31 p.m. – 1:46 p.m. | 4th Block |
| 1:50 p.m. – 2:55 p.m. | Activity |
| 2:56 p.m. - 3:05 p.m. | Lockers & Dismissal |

#4 Two Hour Delay

| | |
|-------------------------|-------------------------------------|
| 9:45 a.m. – 10:03 a.m. | Homeroom |
| 10:05 a.m. – 11:08 a.m. | 1st Block |
| 11:12 a.m. – 12:12 p.m. | 2nd Block |
| 12:16 p.m. – 12:36 p.m. | 1st Lunch Shift |
| 12:16 p.m. – 1:21 p.m. | 3rd Block Class for 2nd Lunch Shift |
| 12:40 p.m. – 1:45 p.m. | 3rd Block Class for 1st Lunch Shift |
| 1:25 p.m. – 1:45 | 2nd Lunch Shift |
| 1:49 p.m. – 2:55 p.m. | 4th Block |
| 2:56 p.m. - 3:05 p.m. | Lockers & Dismissal |

BULLYING

Bullying is defined as:

- Any aggressive and unwanted behavior that is intended to harm or humiliate the victim
- Involves a real or perceived power imbalance between the aggressor or aggressors and victim
- Is repeated over time or causes severe emotional trauma.

Bullying includes behavior motivated by a real or perceived differentiating characteristic of the victim and cyberbullying. This may include but is not limited to verbal or written threats of physical harm. Bullying does not include ordinary teasing, horseplay, argument, or peer conflict. (Refer to Code of Conduct for additional information.)

Please see Appendix C for more information on bullying and its characteristics.

BUS

AFTER SCHOOL BUS

After school buses will run for supervised school activities Monday through Thursday at 6:00 PM and Tuesday and Thursday at 4:30 PM, unless otherwise notified. Only students who are staying over for supervised school activities are allowed to ride the activity bus. LPJ Tutoring buses will run for students who participate in 21st CCLC afterschool activities on Monday - Thursday at 5:00 PM and Friday at 4:30 PM. Students must attend an activity on that day to ride the bus.

BUS AND BUS STOP EXPECTATIONS

Students are required to conduct themselves on the bus and at the bus stop in a manner consistent with the Student Code of Conduct. Riding the school bus is a privilege and should be respected and valued. The bus rules also apply when traveling for extra-curricular trips under school sponsorship. It is our goal to provide students a safe and non-threatening environment; therefore, bus drivers may institute and apply additional rules to maintain safety and order.

Rules for the Bus Stop:

- Be on time, at least five minutes before scheduled pick up.
- Be safe and stand on the sidewalk or in the grass off of the road. Stay alert to traffic.
- Wait quietly and orderly.
- Make sure the bus has come to a complete stop before boarding. Check traffic and look both ways before crossing the street to board the bus.
- Take your time and use the handrail when entering or exiting the bus.

While on the Bus:

- Be Respectful: Follow directions from the bus driver. Use soft voices and appropriate language. Use care with the bus equipment, the seat, and the interior.
- Be Responsible: Save food and drink for later. Keep your belongings secured and with you at all times. Remember to follow classroom rules and safety guidelines.
- Be Safe: Take your seat quickly, face forward, and remain seated for the duration of the ride. Keep your hands and head inside the bus and to yourself at all times. Sit quietly and respectfully when the dome lights are on.

Leaving the Bus:

- Remain seated until the bus comes to a complete stop.
- Make sure to remove all belongings that you brought on the bus. Clean up any trash in your seat.
- Leave in an orderly manner.
- Leave at your assigned stop. Students will only be permitted to leave at their designated stop unless proper

authorization has been received from the parent and school administrator.

- Students should remain in their seats until dismissed by the driver.

BUS CHANGE REQUEST

Students are not allowed to leave their regular bus to ride another bus without a written note signed by their parent/guardian. The note should include the date, student's name, the bus number, where or with whom the student will get off of the bus and a phone number where the parent/guardian may be reached. **The request for change of bus must be presented to the front office staff in the morning. Parents/Guardians will be contacted to verify all bus pass requests. If the request cannot be verified, it may be denied. If the request is approved, the student will receive a bus pass. Students may not get off the bus to go to another school without a bus pass unless they are participating in an authorized after school activity and have the appropriate pass from the school or sponsor.**

CAFETERIA

Breakfast and lunch will be served daily in the Cafeteria. **All students of Surry County Public Schools are eligible to receive free breakfast and lunch under the Community Eligibility Provision (CEP) program.**

Students must attend to the following:

- Students are not permitted to eat food in the halls, or outside.
- Students must report and remain in the cafeteria during their assigned lunch shift.
- Glass containers are not permitted in the school.
- Students are responsible for discarding trash on tables or floors, and pushing in chairs.
- Students are responsible for completing their breakfast/lunches before the end of the shift. If students are late as a result of a cafeteria problem, the student's agenda/pass must be signed by a school staff member assigned to breakfast/lunch duty.

For additional information, you may contact the Food Service Supervisor at (757) 294-5229.

CARE OF SCHOOL PROPERTY

Students are responsible for the proper care of all books, agendas, supplies and furniture supplied by the school. Students who disfigure property, break windows, or do other damage to school property or equipment will be required to pay for the damage, replace the items and/or be disciplined according to the Student Code of Conduct.

CELL PHONES

Surry County Public Schools is not responsible for cell phones that are lost, stolen, or damaged. Student cell phones must be turned off and out of sight during instructional time. Place cell phones in the locker upon entering the building. Students may use their cell phones on buses during the regular route. Students are prohibited from taking pictures or recording videos with their cell phones at all times on school property. Students caught taking photos or videos in the restroom or locker room will be prosecuted by law. Cell phones will be confiscated and will only be released to a parent or legal guardian by a building administrator. A violation is subject to loss of privileges and disciplinary action. Additional information can be found in the Student Code of Conduct. See sections "Phone Messages" and "School Telephones" for details on how to reach your child during the school day.

CHARACTER EDUCATION

In accordance with new state requirements, L.P. Jackson Middle School will include a character education program within its existing programs. "The purpose of the character education program is to instill in

students civic virtues and personal character traits so as to improve the learning environment, promote student achievement, reduce disciplinary problems and develop civic-minded students of high character.” We will also implement Character County, a research based Character Education program this year. (22.1-208.01 Code of VA)

CHEATING/PLAGIARIZING

Cheating and/or plagiarizing are serious offenses. With increased pressure to excel and the availability of the internet, we are experiencing an increase in cheating and plagiarizing; therefore, the consequences for these offenses have been strengthened. Formal instruction on plagiarism is introduced in Grade 3 and continues throughout middle school. (SOL objectives 3.11, 4.9, 5.9, 6.9, 7.9, and 8.9)

Students who cheat and/or plagiarize will receive a grade of zero (0) for the assignment and a disciplinary referral to the office. For each referral after the first referral, the same consequences will apply with days of suspension added and the offenses will become a part of the student’s permanent records. For habitual offenders, a letter of recommendation may not be provided or will include a statement regarding the problem of cheating or plagiarizing.

Cheating includes the actual giving or receiving of any unauthorized aid or assistance, or the actual giving or receiving of any form of academic work.

Plagiarism includes the copying of the language, structure, idea, and/or thought of another representing it as one’s own original work. Incidents of cheating and/or plagiarism threaten the integrity of instruction and compromise the character of the individual. Examples of cheating may include but are not limited to: permitting another student to copy work or assignments, giving or receiving answers, plagiarizing, and improperly using the internet and web materials to complete papers or assignments. The faculty and staff encourage students to take pride in their own success and support and guide students to achieve success through their own initiative and perseverance. If a student has cheated, it will be regarded as a serious matter and appropriate consequences will be administered.

CHROMEBOOK

Please refer to the school web page for information regarding the Chromebook sign-out, usage, product care, software, repair, return, and other helpful information.

- Bring a Chromebook to class, fully charged daily.
- Transport the Chromebook in the zipped case when walking.

If you have any issues with your Chromebook:

- **Not working at all** - Contact the main office or homeroom teacher. The teacher will submit an IT help request. Be prepared to turn in both your Chromebook and matching charger prior to receiving another device which could take 24 hours.
- **Broken screen** - Bring the Chromebook to the main office and complete an incident form. The IT Department and school administrators will determine if the broken device was the result of an accident or intentional/negligence (may result in a fee).
- Charger replacement fee - \$20
- Do not install or download games, music, or videos that are not related to instruction. •Do not remove or install software or apps.

CLASSROOM VISITATION PROCEDURES

Parents are welcomed to visit their children's classes. Our schools value the concept of parents in education. The support and assistance of parents are vital to the success of the school's program.

Guidelines

The parent must:

- Make the request to the principal at least 24 hours prior to the proposed observation.
- State the purpose of the visit.
- Leave all babies and young children at home as they create a disruption to the learning environment.
- Enter by the front door and report directly to the main office for all reasons.
- Check in at the office and wear a visitor's pass in a place where it is clearly visible.
- Wait to be escorted to the classroom by the principal/assistant principal or designee.
- Stay no longer than one class period at the discretion of the principal.
- Refrain from engaging the attention of teachers or students through conversation or other means.
- Return to the office for a brief conference with the principal at the end of the visit. If the purpose of the classroom observation is to observe learning and teaching activities, the parent must be asked to conference with the teacher before or after the observation to enhance understanding of the activities.

Approval of an observation can be withheld if particular events such as testing would be adversely affected by the visit. Also, if a parent's presence becomes disruptive, the principal may withdraw approval. In either case the principal should give reasons for the action. If a dispute arises regarding either the limitation of a visit or the denial of a visit, the parent may take the following actions:

- Meet with the principal to discuss the matter.
 - Request a meeting with the superintendent or designee if the matter is not satisfactorily resolved.
- Meet with the superintendent or designee at a mutually agreed upon time and place. At the conclusion of the meeting(s) the parent will be rendered a written response.

Classroom observations are not a time for parent-teacher conferences. Parents should not expect teachers to conference with them at these times. The regular school program must continue during such visits. Only one parent will be allowed to observe for a given period.

CLINIC/SICK

The clinic is staffed by a Certified Nurse Assistant, Licensed Practical Nurse or Registered Nurse. Students who need to see the nurse for any reason need to obtain permission from the teacher. The nurse will not accept a student in the office for treatment without an agenda or note signed by a teacher, or an escort by a school employee, unless it is an emergency. No medication can be given without written parental permission. When a student is too sick to remain in school, the parents are contacted. Provision for transportation home is the responsibility of the parent/guardian. If you have kept your child home, inform the attendance clerk prior to 8:45 am. The attendance clerk will document the absence and transfer you to the nurse.

CLOSED CAMPUS

Surry County Public Schools are closed campuses. Once students come on school grounds, they must remain on school grounds until their regular dismissal time. Leaving school grounds at any time without permission is a violation of the Student Code of Conduct.

CODE OF CONDUCT

A copy of the school division's *Code of Conduct* is available on the division's website (<https://www.surryschools.net>) and can be printed upon request. It contains a comprehensive description of inappropriate behaviors/language and explains the various levels of disciplinary actions that can be taken by teachers and administrations. The code has been designed to support a safe and secure learning environment. Parents and students should review these rules and procedures. The Statement of Receipt document should be returned to the front office by the tenth day of school each year.

COUNSELING DEPARTMENT

The School Counseling department is established to facilitate total development of students by helping them to prevent and/or overcome problems that impede learning and assist them in making academic, personal, social plans that hold promise for their personal fulfillment as mature and responsible men and women.

The Surry County School Board affirms that parents are the student's first teachers and that the public schools should serve to strengthen family and parental support. No student will be required to participate in any counseling program to which the student's parents object. For the purposes of this policy, the following definitions apply:

- **Academic development** – Guidance which assists students and their parents to acquire knowledge of the curricula choices available to students, to plan a program of studies, to arrange and interpret academic testing and to seek post-secondary academic opportunities.
- **Career development** – Guidance which helps students to acquire information and plan action about work, jobs, apprenticeships and post-secondary educational and career opportunities.
- **Social/Emotional development** – Counseling which assists a student to develop an understanding of himself/herself, the rights and needs of others, how to resolve conflict and to define individual goals, reflecting their interest, abilities and aptitudes. Such counseling may be provided either (i) in groups in which generic issues of social development are addressed or (ii) through structured individual or small group multi-session counseling which focuses on the specific concerns of the participant(s).

It shall be the policy of the Surry County School Board with respect to personal/social counseling that parents will notify the school division in writing if the student is not to participate in the personal/social counseling program (Opt-Out). Counseling techniques which are beyond the scope of the professional certification or training of counselors including hypnosis, or other psychotherapeutic techniques that are normally employed in medical or clinical settings and focus on mental illness or psychopathology are not a part of the counseling program.

The Counseling program at L.P. Jackson Middle School consists of three main areas: individual counseling, group counseling and classroom guidance in grades 5-8. Your child will be directly involved in one or more of these activities with the counselor during the school year.

Career development at this level will consist of students learning about jobs and careers from invited guests (parents and community members) who share employment experiences with students. Classroom guidance lessons will supplement this career activity.

Classroom development is a program of learning experiences which foster academic, social, emotional and

career development of all children. Activities complement much of the grade level curriculum and focus on understanding self and others, interpersonal skills, communication and decision making skills, responsibility for personal behavior, cooperation, study skills and career awareness.

Individual and group counseling (personal/social counseling) is a significant part of the program at L.P. Jackson Middle School.

COUNSELING INFORMATION

L. P. Jackson Middle School respects the rights of each student. A confidential relationship exists between the student and his/her counselor. Consequently, upon the client's request, privileged information will not be divulged by the counselor. Access to student records will be properly controlled. A release form must be signed by the parent or eligible student (18 years old) before records are sent to other parties. A standard release form is available from the Counseling Office. This form must be completed and returned before records will be forwarded to the requested school or agency. The major exception to this is that records are sent to public schools in Virginia as directed by the Surry County School Board. Professional staff members are granted access to all records after stating an acceptable reason and signing a log.

COURSE SYLLABUS

Each student should receive a course syllabus for each course in which they are enrolled at Luther Porter Jackson Middle School. It is recommended that the course syllabus be placed in the front of each course section of the binder for future reference. It discusses matters such as classroom procedures, homework policies and late work policies.

DELIVERIES

Deliveries of gifts, flowers, etc for students shall be accepted in the main office. Students will be able to pick up items at 2:55 PM. Large packages such as balloons and glass items cannot be transported on the school bus.

DISCIPLINARY PROCEDURES

It is our goal to provide a safe and secure learning environment. For information on student expectations, please refer to Appendix D. In matters of discipline, the student will be referred to a school administrator who may suspend the student from school. A student suspended out of school is excluded from all Surry County Public School activities including extra-curricular activities for the period of suspension' not limited to games, prom/dances, and ceremonies. A suspended student may not enter any school building in Surry County Public Schools or come on school property during the period of the suspension except with the prior permission of an administrator.

Disciplinary actions may include in-school suspension, alternative school, suspension, or recommendations for long-term suspension or expulsion. Parents may be required to attend conferences following suspensions. Any person who commits battery against a staff member may be subject to assault charges. Additional information can be found in the Code of Conduct, which is available on the school website.

Please refer to Appendix D to read more about our expectations.

DRESS AND GROOMING POLICIES

There is a direct correlation between student dress and achievement. In support of the Code of Conduct, we prohibit any clothing that causes a substantial disruption and/or distraction to others from the educational process or poses a serious health or safety concern. We will permit clothing and accessories that are required for bona fide religious beliefs or prescribed medical purposes.

Students may NOT wear:

1. Messages on clothing, tattoos, and personal belongings which pertain to or advertises alcohol, tobacco, vaping, or illegal substance, depicts lewd graphics, displays offensive or obscene images

- or language or is gang-related.
2. Tops which expose the midriff, navel, cleavage, or undergarments. Strapless, backless or blouses with ties in the back, transparent, off-shoulder garments or garments with straps measuring less than two (2) inches wide.
 3. Underwear as outer garments or clothing that reveals underwear or being used as underwear; lingerie, swimwear, pajamas, and leotards.
 4. Excessively tight/form fitting garments.
 5. Inappropriate leggings, jeggings, compression pants, spandex tights, and Lycra garments without a mid thigh top that measures more than six (6) inches above the knee.
 6. Inappropriate dresses, shorts, or split skirts that measure more than four (4) inches from the top of the knees.
 7. Sunglasses indoors, unless prescribed.
 8. Accessories which could in some way pose a danger to the wearer or others; and/or could be used as weapons (including but not limited to, spiked jewelry, chains around the neck, and unfastened belts).
 9. Hoods, hats/caps, head coverings or (including, but not limited to, stocking/wave caps, DuRags, scarves or bandanas).
 10. Inappropriate torn, ripped, or slashed clothing that reveals bare skin. Pants, skirts and/or shorts that sag below the waistline (low-riding). Rips above the knee require a non-sheer garment beneath.
 11. Inappropriate footwear including, but not limited to bedroom slippers and unfastened shoes or shoes missing appropriate closures.
 12. Articles of clothing that are hazardous or distracting to the operation of school including, but not limited to excessively short or tight miniskirts/dresses.
 13. Ear, facial, tongue, or body piercing is prohibited in certain courses.
 14. Draping towels, blankets, shirts, or shorts around the neck are prohibited.

Administrators will notify students and parents of modifications to the dress code for spirit days and other school celebrations, as particular items pose a disruption, or as other circumstances warrant.

Recommended Dispositions

Students who violate the dress code will face the following disciplinary consequences:

First Offense – Warning with opportunity to correct dress code violation

Second Offense – Warning with opportunity to correct dress code violation & parent notification

Third Offense – One (1) day In-School-Suspension

Fourth Offense- One (1) day Out-Of- School Suspension

NOTE: Parents will be called to pick up a student or bring a change of clothing if the dress code is violated. To avoid this, remind your child to dress appropriately. Administrators will use discretion to address any and all instances of dress code violations which may not have been identified in the above list.

EARLY ARRIVAL

Students are not permitted in the school building prior to 7:45 am. Surry County Public Schools is not responsible for the safety of students who are dropped off at school in the morning prior to the contractual hours of staff. Thank you for your cooperation in this matter.

EARLY DISMISSAL

Parents who must pick up a child early should report to the main office and sign him/her out. If anyone other than the parent/guardian is to pick the student up, the parent should send a note indicating that person's name, the date and time of the pickup, and a telephone number where the parent can be reached for verification. The student should bring the note to the attendance assistant upon arrival at school. (Identification will be required if the office staff is not familiar with the individual picking up the student.)

FAMILY LIFE EDUCATION

Overview

In response to the requirements of Section 22.1-207.1 of the Code of Virginia, Surry County Public Schools has implemented a comprehensive, sequential, abstinence-based, age-appropriate Family Life Education curriculum grades K-10.

The Surry County Family Life Education curriculum is designed to:

1. Emphasize the importance of family
2. Stress the need for individuals to make decisions appropriate to values established within their families.
3. Assist students of all ages in accepting responsibilities for and consequences of their behavior.
4. Encourage child–parent discussion in order to foster mutual support between the home and the school.
5. Stress the value of life and the numerous opportunities available to young people.

Unless parents indicate by completing the Opt-Out Form, students will be taught the objectives of the Family Life Education curriculum. Copies of the Family Life Education curriculum are available for parent review in each school library and the public libraries in Surry County. Parents are encouraged to become familiar with the contents of the curriculum. A copy of the Family Life objectives and Opt-Out Form will be distributed to students the first week of school. **Parents/Guardian who wish to opt their child out of part or the entire Family Life curriculum should complete the Opt-Out Form and return it to school no later than September 30, of each year.**

FEES AND ASSESSMENTS

Teachers frequently provide classroom experiences which may require a minimal cost to each student. These may include field trips, food festivals, special projects, etc. A student is not denied the right to participate in such activities due to economic hardship. Parents who wish to claim economic hardship should contact the school principal.

FIELD TRIPS

Teachers frequently supplement classroom experiences by planning content related field trips. Appropriate informational letters and permission slips will be sent home by the students. Written parental permission is required for all students prior to participation. Field trips may require the students to pay fees. These fees are nonrefundable after the date indicated in the permission letter, unless the office revokes the student's privilege to participate. ***All parents should return the permission forms, even if their children are not being allowed to participate.*** Students will be reminded regularly to return their forms, and those who do not, will not be allowed to participate. No phone calls will be made home on the day of the trip to get permission.

Students should remember that while they are on field trips they are still under the authority of Surry County Public Schools. All rules of conduct that apply at school shall apply to all students on field trips. In rare cases, students may be returned to school. Students who receive a disciplinary referral within 30 days of the field trip may not be permitted to attend the field trip.

FINAL EXAM EXEMPTION POLICY BASED ON SOL RESULTS

The standardized and required testing program prescribed by the Virginia State Department of Education for Surry County School Division will be administered in accordance with state and local regulations.

Students who take and pass the SOL test(s) may be exempt from the final examination in that course. Students will receive a final exam grade of 100. The same exemption will apply to students whose SOL score in math or reading shows growth, as defined on the Virginia Department of Education growth scale (refer to the website). Those students may be exempt from taking a final exam and receive a final exam score

of “100”.

FOOD AND DRINK

L. P. Jackson Middle School participates in the federal school breakfast and lunch program. Therefore, we do not sell beverages and snacks during the regular school day.

The cafeteria staff will sell beverages and snacks during the lunch shifts. Students who purchase them should consume them there. Open/uncovered beverages and snacks cannot be brought out of the cafeteria into the halls or be consumed in other parts of the building. Students who attempt to do so will have their items confiscated without reimbursement. **Students are not permitted to eat or drink in the classroom.** Students may bring clear, non-glass containers for water refill.

FORBIDDEN ITEMS:

Students are not to bring items to school which may in any way disrupt the normal operation of the school. Forbidden items include, **(but are not limited to):**

- Drugs (including tobacco products, e-cigarettes, vaping pens, alcohol, medications or look alikes)
- Water guns, water devices and water balloons
- Laser pointers or devices that emit intense beams of light
- IPODs/MP3 Players, cameras, and electronic games
- Noise makers of any type
- Weapons (including any type toy guns or knives and look alikes) and chains
- Aerosol sprays, nail polish, nail polish remover, and other liquids that could trigger allergic reactions or affect one’s breathing
- Live animals
- Glass containers and open drink containers (Non-transparent)
- Matches, lighters or other incendiary devices
- Skateboard/roller skates and shoes with rollers

Students found to have any of these items are subject to having them confiscated and disciplinary action taken. All items will be kept until the last day of school or picked up by a parent/guardian. **Smart watches are forbidden during classroom, division, and state tests. Wireless earbuds or headphones are not permitted during the instructional day.**

FUNDRAISING ACTIVITIES

All fund raising activities must be approved by the administration. School Board policies and regulations must be adhered to for all fundraising activities. **Non-school sponsored fund raising activities are not permitted on school grounds.**

GRADING POLICY

Teachers will use class work, observations, homework, papers, projects, quizzes, tests, and examinations to determine student achievement.

Interim reports are issued mid-way through the nine-weeks marking period. Parent Teacher Conferences (PTC) are scheduled in October and March. However, the staff is available for scheduled conferences during the year at planning periods or after student dismissal. Report cards are issued at the end of each marking period. Please contact the Guidance Department if you have not received the directions to access the Parent Portal along with your Access ID and Password.

| 9 Weeks | CATEGORIES |
|---------|--|
| 35% | Tests/Projects/Research Papers: This category includes tests, major projects, performances, portfolios, art portfolios, vocational projects, science projects, research papers, and other assignments as determined by the teacher or team. |
| 15% | Quizzes: Short assessments to determine the effectiveness of the daily instruction or to determine preparation for class. |
| 30% | Classwork : This category is a combination of activities. These activities include but are not limited to: daily work, class work, group activities, current events, performances, labs, skills activities, computer programs, timed writings, conditioning practices and other activities as determined by teacher or department. |
| 10% | Homework/Participation/Binder Check: Independent practice on material already presented in class so as to reinforce learning and facilitate mastery of specific skills. Binder checks are limited to no more than two per quarter. |
| 10% | Nine Weeks Test |

PROCEDURE: FINAL AVERAGE

50% 1st Nine Weeks of Semester
50% 2nd Nine Weeks of Semester

GRADING SCALE

A 90-100
B 89-80
C 79-70
D 69-60
F 59 – Below

HALL PASSES/RULES

Only emergency passes will be written during the first or last ten minutes of class. Students are given three minutes to change classes. While in the hallways, students should:

1. Walk, not run. (Be safe.)
2. Maintain appropriate voice level (whisper) in the main hall and the Quiet Zone.
3. Walk on the right side of the hall to help maintain a steady two-way flow.
4. Help to keep the building clean by putting trash in cans.
5. Keep hands and feet off of walls and off each other.

HOMEWORK

Homework is an important and valuable part of the learning process, serving to strengthen skills, increase

learning time and provide enrichment opportunities. Homework contributes to the development of organizational skills, self discipline and a sense of responsibility.

Successful students are those who complete homework assignments. Students who constantly do not complete homework are in violation of the Student Code of Conduct, Rule #10, *failure to follow directions*. **Parents will be notified through notes in the agenda, phone calls or conferences when students are not completing assignments.** Students who consistently do not turn in homework may be referred to the office for disciplinary actions.

Responsibilities of Students:

- Copy all assignments in the agenda in the appropriate place.
- Ask questions in class if unsure of an assignment. If questions still exist after trying to perform the assigned task, the teacher should be consulted the next day.
- Complete homework as neatly and accurately as possible. Homework assignments should be turned in to the appropriate teacher when due.
- Schedule study time so that projects and long-term assignments are completed over a period of time.

Responsibilities of Parents:

- Provide a good learning environment in the home.
- Ensure adequate study time.
- Provide an atmosphere free from disruptions.
- Supply necessary reference materials such as a dictionary, encyclopedias, atlas and other materials.

INCLEMENT WEATHER PROCEDURE

In case of severe weather--snow, low temperatures, ice, etc., please listen for the official announcement of school closings or delayed openings on a local television station or via the SCPS Instant Alert System.

LOCKERS

A locker with a combination lock is assigned to each student at the beginning of the school year. No one should give a combination to another student. Lockers are to be kept clean and neat at all times and are to be used for storage of books and clothing. Administrators and designated personnel may search lockers without permission. Students should not write or place stickers on the lockers, inside or out. Each student is responsible for all items found in his/her locker.

Students enrolled in physical education classes are assigned a locker in the locker room. Each student must provide a lock to use in the gym locker room. Each student shall be responsible for the lockers and the possessions within. Valuable items and large amounts of money should not be brought to school. The school is not responsible for stolen items. Lockers and combinations are not to be shared unless permission is given by the designated administrator. **All lockers are the property of Surry County Public Schools and are subject to inspection by authorized school personnel in accordance with School Board Policy.**

LOST AND FOUND

Lost and found items should be taken to the main office. Items not claimed after 30 days will be discarded.

MAKE-UP WORK

Students who are absent for any reason will be required to make-up missed work in each class. Obtaining and completing make-up assignments are the responsibility of the student. If a student is absent from school for one or two days, he/she should contact classmates to get assignments. When a student misses three or more consecutive days of school due to illness, parents may contact the guidance office to request that assignments be gathered and sent to the student. The teacher is not required to remind the student repeatedly of missed assignments. Please see the course syllabus for additional information.

MEDICATION

POSSESSION OF MEDICATION AND PRESCRIPTION DRUGS

All medication must be kept in the school clinic and dispensed by school personnel. No student may have in his/her possession any medication or prescription drugs, even if recommended or prescribed for the student's use. "Medication" shall mean any drug or other substance used in treating diseases, healing, or relieving pain, including over-the-counter drugs such as aspirin, cough syrups, gargles, caffeine pills, and the like.

A Surry County Public Schools Authorization for Medical Administration form must be secured from the main office and approved by the school nurse, principal, or principal's designee prior to bringing any medication(s) in the building which includes both prescription and non-prescription medication regardless of reason or need.

PRESCRIPTION MEDICATIONS

Surry County Public School personnel may give prescription medications to students providing the following guidelines are met:

- Short-Duration Prescription Medications (Those to be given 10 days or less that must be taken more than 3 times a day)
 1. Provide a written request by a parent or guardian. This should include the student's name, the time of administration and the dosage to be given.
 2. Bring the medication in the original prescription bottle, properly labeled with the student's name, physician's name, and directions. This label will be accepted as the physician's order.
 3. Provide enough medication for the entire time of administration. Students are not to transport medication back and forth daily.
- Long-Duration Prescription Medications (Those to be given longer than 10 days)
 1. Provide a written order from a physician and signed request from parents or guardians.
 2. Bring the medication in the original prescription bottle, properly labeled with the student's name, physician's name and directions.
 3. Provide a required physician's order for each new school year and for any change in medication or dosage.

NON-PRESCRIPTION MEDICATION

Surry County Public School personnel may give non-prescription or over the counter (OTC) medication to students for up to 5 consecutive days, provided the following guidelines are met:

1. Written permission from parent or guardian is provided that includes the name of the medication that is to be given, the required dosage of the medication and the time the medication is to be given.
2. The medication must be unexpired and in the original container.

3. In order for (OTC) non-prescription medication to be administered for longer than 5 consecutive days, written permission from the student's physician shall be required along with permission or request from the parents or legal guardians.
4. Medication should be picked up after 5 days or it will be discarded.

Students who do not follow the above procedure with medication will be disciplined according to the Code of Conduct for possession of medication and prescription drugs.

EXCEPTION FOR POSSESSION OF MEDICATION

VA State Code 22.1-274.2 permits students with a diagnosis of asthma or anaphylactic allergy to possess and self administer inhaled asthma medication to include self-injected epinephrine during the school day, at school sponsored activities or while on a school bus or other school property.

L. P. Jackson Middle School requires that a physician's note be on file with the school nurse prior to possessing or using the devices.

*If an inhaler is prescribed: a *VA Asthma Action Plan* is required as well.

*If an Epi-pen is prescribed for a known allergic reaction or Life-Threatening Allergy: an *Allergy Health Care Plan* is required.

MISSING ASSIGNMENTS

Students must complete all assignments unless the assignment is waived by the teacher. Missing assignments are posted in PowerSchool. The teacher will announce the last date that he/she will accept missing work. Each course syllabus has guidelines for missing assignments as well. A grade deduction will occur unless there are extenuating circumstances. Missing assignments will be converted to a zero.

NATIONAL JUNIOR HONOR SOCIETY

The Luther Porter Jackson Middle School Chapter of the National Junior Honor Society is a duly chartered and affiliated chapter of this prestigious national organization. Membership is open to those students who meet the required standards in five areas of evaluation: scholarship (3.5 grade point average), leadership, service, character, and citizenship. Standards for selection are established by the national office of NJHS and have been revised to meet our local chapter needs. Students are selected to be members by a five-member Faculty Council which is appointed by the principal. The Council will bestow this honor upon students on behalf of the faculty of our school each second semester during the month of May. Students in the 6th (second semester), 7th, and 8th grades who meet the required criteria are eligible for membership. The official attire is a white dress shirt and black dress bottoms for all ceremonies and events serving as ushers.

Students or parents who have questions regarding the selection process or membership may contact the chapter adviser at L. P. Jackson Middle School.

NON-CUSTODIAL PARENT RIGHTS

The General Assembly added Code Section 22.1-279.4 to the Code of Virginia which specifically allows non custodial parents to participate in school related activities. The law states that unless there is a court order to the contrary, non-custodial parents cannot be denied the opportunity to participate in school activities such as lunch breaks, parent-teacher conferences, and extracurricular activities. **If there is a court order denying access, it is the responsibility of the custodial parent to provide an up-to-date copy of that order to the school.**

State Board of Education regulations concerning management of student scholastic records (8 VAC

20-150-370 {10}), clearly state that data contained in the record

...shall be disclosed to the parent or guardian of the student including a non-custodial parent, unless such parent's parental rights have been terminated or a court of component jurisdiction has restricted or denied such access until the student is 18 years of age or is enrolled in an institution of post-secondary education....

OFFICE HOURS

The official office hours for Luther Porter Jackson Middle School are **7:45 am to 4:00 pm. Surry County Public Schools is not responsible for students dropped off prior to 7:45 am. Students must be picked up no later than 3:55 pm.**

PARENTAL SUPPORT

PARENT-TEACHER ORGANIZATION (PTO)

L. P. Jackson Middle School welcomes all parents to join and become actively involved in their child(ren)'s education. The LPJMS PTO will try to reorganize this year. We welcome any parents who are interested in joining and working with this group. Notices concerning the organization of our PTO will be sent home.

PARENT WORKSHOPS

Parent workshops will be held by the school counselor. Parenting is a tough job and an awesome responsibility. Raising a middle school child often becomes quite a challenge, as these young adolescents drift between child-like behavior and a desire to become independent. These workshops will offer helpful information and important "bonding" time with parents who often share many of the same concerns.

Parent Workshops will be announced at a later time.

PARTIES

All party treats must be commercial items and must be wrapped. No home baked items will be accepted for student consumption. Lunch with relatives and cake with friends (not to exceed 8) will take place in the conference room. Please notify the main office **no later than 10:00 am.**

PHONE MESSAGES FOR STUDENTS/PARENTS CONTACTING STUDENTS

The staff is committed to providing the best learning environment in which all students receive opportunities to be successful. Interrupting the classroom creates disturbances in the educational environment that may jeopardize learning opportunities. In order to protect instructional time, classes will not be interrupted to deliver phone messages, money, lunch, equipment, or other items to individual students unless there is an emergency. Messages or items will be delivered between classes. The office staff will make every effort to assist families with emergencies. Cell phones are **NOT** allowed to be used during the school day to call parents or send electronic messages. Please make arrangements with your child before school with regards to any special arrangements to keep phone calls limited.

POLICY MANUAL

A current copy of the division's policy manual is available online and in the library of each school and in the Surry Public Library. The manual is available to employees and to the public. VSBA Policy IKF; VA Code 22.1- 253.13:7.

PRINCIPAL'S ADVISORY COUNCIL

The L. P. Jackson Middle School Principal's Advisory Council seeks to establish a strong relationship between students and administration. The council is composed of students in grades 5 - 8 and seeks to solve school issues

from a student's vantage point. The Council meets with the principal to provide their input on school issues. Students also participate in school-wide events held throughout the year. Students are asked to commit to being a member for one year.

The Council celebrates student diversity, and all students in grades 5 - 8 who have not previously been on the Council are welcome and encouraged to apply. Students of varying achievement and involvement levels are encouraged to apply. Teacher recommendation is also considered.

RESTROOMS/LOCKER ROOMS

Restrooms are not to be used as gathering places. They are a necessary facility. It is the student body's responsibility to keep restrooms clean and in functional condition. Students should report any misuse of the facility to a teacher, assistant, or administrator. Students may not video or take pictures. Violators may be subject to law enforcement.

RETENTION POLICY

Students will be retained based on any of the following:

1. Failing Math
2. Failing English
3. Failing in two or more core subjects (Reading, English, Math, Science, or Social Science).
4. Exceeding 8 days of unexcused absences.

All grade 8 students will be allowed to participate in the June Bridging Ceremony regardless of their current academic status. The Individualized Education Plan Committee will make promotion/retention decisions for students who are in a primarily non-academic, functional life skills curriculum provided through the Special Education Department. (Surry County Public School Board Policy – IKFA – P)

SCHEDULE CHANGES

Students will have the opportunity to drop or add classes no later than two weeks after enrollment for core classes. All related arts schedule changes must be within one week after each nine weeks period starts. Drop/add forms are located in the school counseling department which must be signed by the parent, teachers, counselor and the principal/designee.

SCHOOL LIBRARY MEDIA CENTER

The school media center is the hub of the school. As the hub, the school library media program is not only integral to and supportive of the curriculum, but also provides a mechanism for choice and exploration beyond the prescribed course of study. The school library media program provides a wide range of resources and information that satisfies the educational needs and interests of students.

Students may visit the library with a class or with a signed agenda. Since the library is the center for many varied activities, students should make their visits purposeful. The basic guideline for all students is that no disturbance to others will be tolerated. Students causing a disturbance will be sent back to class.

Students are responsible for checking out each item removed from the library and for returning library materials on time.

LOST BOOKS – Students who lose a library book will not be allowed to check out additional books until the book has been returned to the Media Center. If the book is not found, the student must pay for the lost item.

LIBRARY PASSES (AGENDA) – A student must have a signed agenda to come to the library before the homeroom bell. A signed agenda during class time allows a student to visit the library one class period,

unless the teacher states otherwise.

RULES AND REGULATIONS

- The LMC will open at 7:50 AM and close at 3:15 PM.
- Students are assessed a fine of ten cents (\$0.10) per day for each school day that a book is overdue. SPECIAL FINE NOTICE: The Destiny Library Automation System does not calculate fines when school is closed for planned holidays and vacations. Books which have a due date on unplanned closings must be turned in or rechecked on the first day that school reopens following the closing to avoid a late fee. NOTE: No fees will be charged for the unplanned closures.
- Outstanding library obligations (overdue books and unpaid fines) are cumulative and can result in the loss of check out privileges until the debt is cleared.
- Loud talking and eating (snacks, lollipops, gum, etc.) are not permitted in the LMC. Students may bring bottled water in its original container.
- Current newspapers and magazines must remain in the LMC at all times. Back issues may be checked out.

SCHOOL RESOURCE OFFICER

Surry County Public Schools have been assigned a School Resource Officer (SRO), by the Sheriff's Department.

SCHOOL SAFETY

School safety is a top priority at L.P. Jackson Middle School. School safety is the responsibility of everyone – staff, students, parents and community. Having a safe and secure building will help ensure that students can maximize their learning potential within a safe and secure environment.

Principal's Responsibility

The principal and assistant principal have the responsibility of maintaining security and safety in the school. Procedures have been established and implemented for the following:

- Safety and security of building and grounds
- Development and enforcements of policies
- Plan of action for those who violate or threaten the safety of the school community
- School safety audit completed annually

Door and Building Security

- All doors shall be maintained in good repair at all times. A regular periodic check shall be made to ensure that the doors are locked. Defective or damaged doors must be reported to maintenance.
- All doors shall be locked to the outside.
- Morning and afternoon rounds to check the security of the building shall be made.
- Restrooms shall be checked periodically.

Visitors/Fast Pass

Visitors/Parents are welcomed to visit the school; however, classroom instruction will not be interrupted. With the exception of presently enrolled students and staff members, everyone entering L.P. Jackson Middle School **MUST STOP** at the main office to receive a Visitor's Pass. **Please be sure to bring your driver's license or state issued identification to be scanned before going beyond the main office for visitation.** Visitors must sign out and leave the building by the front entrance. Parents are encouraged to visit the school on scheduled days of

conference with teachers, assemblies, PTA meetings and other school programs.

Fire Drills

Fire Drills at regular intervals are required by law and are an important safety precaution. At the sound of the first signal, evacuation of the building is mandatory. Movement should be quick, quiet and by a single line. Teachers are expected to familiarize their classes with the emergency evacuation routes as posted in each classroom.

Fire Emergency Evacuation Procedure – In the event of an emergency drill, teachers and students are required to follow the procedures below:

AT THE SIGNAL

- 1.) Close windows
- 2.) Line up quickly (No talking)
- 3.) Take the roll book/attendance sheet and Evacuation Form (Teachers)
- 4.) Turn off lights
- 5.) Exit the room
- 6.) Close the door once everyone has left the room.
- 7.) Follow designated route to at least 250 feet from building
- 8.) Account for all students (Teachers - Using Evacuation Form)
- 9.) Remain outside of the building until the signal is given to return.

Bomb Threats

Bomb threats are to be treated as a serious threat to all persons in the school. The school staff, teachers and administrators are prepared for this type of emergency. Immediate evacuation of the building and notification of authorities are the standard procedures. The school administration, with the advice of the emergency authorities, will determine whether it is safe to return to the school. If determined that returning to the school building is not safe, the students will be taken home on the school buses. Announcements of school closings will be made or broadcasted through the radio and television media. An instant alert may be sent as well.

Tornados

The Governor has proclaimed March as Tornado Preparedness Month. The Virginia Department of Emergency Management and the national Weather Service will conduct a statewide tornado drill in March. The purpose of this drill is to provide schools, businesses and residents of Virginia with an opportunity to test their emergency plans for tornadoes. Two tornado drills will be conducted during the school year. The first drill will be conducted in September. The second drill will be conducted in March. Upon receiving notification of a tornado watch, the principal will alert staff members. Upon receiving notification of a tornado warning, students should file out of the classroom in an orderly line. Students will assemble in the hallway, away from windows and doors. They will be instructed to get on their knees, make sure their heads face interior walls, and place their hands over their heads.

Lockdown/Active Shooter

Take the following steps on a hearing a lockdown alert:

- Secure students in a safe place. Choose small, confined places that can be entered with little crossing of open spaces. Suggested places: locker room, field house, and auditorium.
- Lock exterior doors of the building.
- Lock all doors to rooms in which there are students or staff.
- Lock all windows.
- Move away from windows
- DO NOT LEAVE the area, this includes fire alarms, bells, or any announcement unless you recognize it as coming from a school administrator, crisis team member, police/fire officer.
- Remain in lock-down condition until you are directed otherwise by a school administrator, crisis team member, or police/fire officer.

Earthquakes

An announcement will be made that the earthquake drill has begun and to Drop, Cover, and Hold On. Drop to the ground. Take Cover under a sturdy table or desk if possible, protecting your neck and head. Hold On until the shaking stops.

SCHOOL SUPPLIES

Students are expected to bring supplies to school each day. School supply lists are available in the main office as well as the school's web page. Paper and pencils are needed throughout the year, not just the beginning of the year.

SCHOOL TELEPHONES

The telephone is for emergency use only. Students will not be called to the phone except in emergency situations. Messages may be left and will be delivered during class changes throughout the school day. Students must have the permission of a teacher or staff member before using a phone. Cell phones are NOT allowed to be used during the school day to call parents. Please make arrangements with your child before school with regards to any special arrangements to keep phone calls limited. Students are not allowed to make non-emergency phone calls from 2:30 to 3:15 pm. Students should get permission for announced activities, practices, and tutoring prior to leaving home.

SEARCH AND SEIZURES

LOCKER SEARCHES

Student lockers are school property and remain at all times under the control of the school. Periodic general inspections of lockers may be conducted by school authorities for any reason at any time without notice, without student consent, and without a search warrant.

SEIZURE OF ILLEGAL MATERIALS

If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to proper legal authorities for ultimate disposition.

COMPUTER SEARCHES

School computers, software and internet access are school property. Students are only authorized to use school computers and other similar educational technology consistent with the educational mission of the school. School officials may search school computers, software and internet access records at any time for any reason and without student consent. All students must sign the Acceptable Computer System Use Agreement found on Appendix G.

CONSENT SEARCHES

If a student gives a school official consent for a search the school official does not need to demonstrate reasonable suspicion. A student's consent is only valid if given willingly and with knowledge of the meaning of consent.

SMOKE FREE CAMPUS

Surry County Public Schools is a Smoke Free Campus school division. Smoking, chewing or any other use of any tobacco products by staff and students shall be prohibited on school property. Staff members and students found to be in violation of this policy shall be subject to appropriate disciplinary actions.

SPECIAL PROGRAMS

PROGRAMS FOR GIFTED STUDENTS

The Surry County Public School System is dedicated to the ideals upon which this country was founded; i.e., each individual or student must be provided the opportunity to develop to his or her fullest potential based on abilities, interests, needs and previous experiences. Gifted students, the nation's most valuable undeveloped resource, can achieve their highest level of productivity and creativity by participation in a challenging, differentiated, flexible, instructional program, one which exceeds regular grade level programs in scope, diversity, complexity and intensity of materials presented. It is the belief of Surry County Public Schools that gifted students in kindergarten through grade 12 should be provided educational opportunities to maximize their fullest potential. Surry County Public Schools will provide individualized differentiated instruction, enriched experiences and extended opportunities for these students.

A pool of potential candidates is created through general screening and/or a direct referral process. These procedures are used to ensure that all high potential/ability students, which include the culturally diverse, low socio economic and/or disabled are afforded the opportunity to be considered for the Gifted Program.

Direct referrals will be solicited annually. To initiate a referral, the person making the referral, including parents, students, and community persons, should contact the school's principal, building level gifted coordinator, or the gifted administrator. All referral information is verified and reviewed by the school's Child Study Committee. Formal assessments are conducted after parental permission is given.

The Gifted Program at L.P. Jackson has a part-time gifted coordinator who is responsible for student screening and assisting teachers. The coordinator also assists students in locating off-site enrichment programs that meet their interests or instructional strengths.

PROGRAMS FOR DISADVANTAGED STUDENTS-TITLE 1

The Title I Program for disadvantaged students is authorized by the Improving America's School Act of 1994. It provides remedial instruction in reading for students who meet at least one of the following criteria:

- Below average in measured ability and unable to function or are not functioning successfully in regular course because of limited ability.
- Below average in achievement in the required course and need remediation and/or supplemental work to function successfully in required course(s). A general rule of at least one year below grade level should apply.
- Score below 400 on the State SOL Reading Test

SECTION 504 OF THE REHABILITATION ACT OF 1973

Services for students who have been determined eligible under Section 504 of the Rehabilitation Act of 1973 are available. Contact the building principal/guidance for information and referral procedures.

THE SERVICES FOR CHILDREN WITH DISABILITIES

The Surry County Public School Division is committed to a program which will provide basic services for children with disabilities through exposure to a continuum of services with differentiated curricula, which meets the needs for adjusted learning environments.

The Surry County School Board offers a special education program for children, ages birth to twenty-one, inclusive, who are intellectually disabled, physically disabled, seriously-emotionally disturbed, speech and language impaired, autistic, deaf, deaf-blind, profoundly disabled, specific learning disabled, visually impaired, and

developmentally delayed (preschool).

To be eligible to receive special education services, a student must be evaluated in the educational, medical, socio cultural and/or psychological areas. After the student is determined to be eligible, he/she must be placed in the least restrictive environment by the local special education program.

Parents/Guardians are entitled to full process protection in the placement of each disabled child.

Each student in special education is to have an Individual Education Plan (*IEP*).

No *IEP* will be acceptable unless the *IEP* committee (which generated the instructional content goals, objectives, evaluated techniques, etc.) is multidisciplinary and includes the following:

- a.) special education administrator/designee
- b.) special education teacher with whom the student will be assigned/designee
- c.) regular classroom teacher(s)
- d.) the parents(s) or surrogate parent(s)
- e.) building administrator or designee

STATE TESTING PROGRAM

The Standards of Learning Assessments that will be in May or June for English, Math and Science. Civics 7 will SOL tests will be administered in January and May or June.

Test Grade Level(s)

Writing 8
Reading 5,6,7,8
Math 5,6,7,8
Science 5, 8
Civics 7
Algebra I in 7 or 8
Geometry 8

The multiple-choice and the direct writing component of the English/Writing Test will be administered after the second week in March. Students will be notified of the exact dates when the information becomes available.

The testing schedule for the other SOL tests will be announced at a later date and will be based on the date our school closes. They will more than likely occur between **May 15 and June 10**. Parents and students will be given adequate notification of the dates and times prior to administration of the tests. Some students with disabilities may be eligible for the Virginia Alternate Assessment Program (VAAP). IEP committees will make these decisions.

The Virginia Department of Education provides Standards of Learning (SOL) retakes for students who score 375- 399 with parental permission. Please see the Guidance Counselor for further information.

It is important to keep in mind that tests are only one type of information about students. Daily assignments, performance on teacher-made tests, portfolio, and teacher observations should all be part of the evaluation and should be used together to provide the most comprehensive picture.

STUDENT ARRIVAL/DISMISSAL

Students will be welcomed into the building at 7:45 a.m. Teachers will be in their rooms ready to receive students at 7:45 a.m. Students will begin dismissal at 3:00 p.m. Students are not permitted to leave school grounds during the school day, unless signed out by a parent/guardian.

STUDENT HOURS

Students who are not transported by bus should not arrive at the school prior to 7:45 a.m. Before that time, no one is here to properly supervise the students. Students are to report to the Commons when they arrive. Students who ride the buses are also expected to report to the Commons/or Gym immediately after getting off the buses in the morning. They are to stay in the Commons/or Gym unless excused by an administrator, teacher or an instructional assistant.

Formal instruction is from 8:05 am - 3:05 pm. **Any student entering school after 8:05 am must obtain a tardy slip from the attendance office before entering class.** If a tardy student goes to class without it, the teacher will send him/her back to the office. All non-tutoring students must be picked up by 3:55 pm.

STUDENT PICK-UP

If you wish to pick up your student prior to 3:05 p.m., arrive by 2:55 p.m. to sign your student out. Students who are picked up by a parent or guardian daily will complete a registration form and receive a pickup number to avoid reporting to the main office daily. If the student is being picked up by someone other than the parent or guardian, the student must bring a note to the office during homeroom, which includes the date, time of dismissal, reason, phone number, and name of the person picking the student up and signature of the parent/guardian. This person picking up the student will have to ring the door bell, present a state issued identification, and enter the building to sign the student out.

STUDENT WITHDRAWAL & INFORMATION CHANGES

Parent/Guardian must complete a withdrawal form prior to the student's last day. The form may be obtained from the school counselor. Promptly report any changes in student address or contact information to the school counselor or attendance secretary.

STUDENT RECORDS

RECORD CONTENTS

This school maintains a cumulative folder of each student's progress in school. This cumulative record will include:

- A.* An academic record of student progress in all grades and subjects to date
- B.* Standardized tests results
- C.* Health Charts
- D.* Personal data as supplied by the students or parent/guardian
- E.* Any correspondence pertinent to student records
- F.* Disciplinary records

REVIEW OF RECORDS

Public Law 93-380 enacted by Congress effective November 30, 1974, gives to students or parents the right to review all records maintained by schools. Students or parents who wish to review any school records may do so by appointment with the principal or guidance counselor. Proper forms requesting permission to review the records must be signed by the student or his/her parent. No materials or information enclosed in the student's permanent record may be removed by the student or parent without the permission of the principal.

WITHDRAWAL AND TRANSFERS

The procedure for withdrawing from school or transferring to another school is as follows:

- A.* The parent/guardian needs to notify the office of the withdrawal or transfer of a student.
- B.* Obtain appropriate forms completed by all teachers, return Chromebook and parts, all school books and property, and make sure that all financial obligations are paid.
- C.* Return completed forms to the guidance office for final clearance.

TEXTBOOKS

Textbooks are furnished by the county. The books are coded with an identifying number and labeled new, good, fair, or poor to indicate the condition of the book. Each student is responsible for all books issued to him/her at the beginning of the school year. Students will be financially responsible for textbooks lost or damaged and will be charged accordingly. All obligations must be settled by the end of the year.

Textbook checks will occur quarterly. Parents of students with missing textbooks will be contacted by the child's teacher or main office.

TRESPASSING

Both students and non-students can be charged under Virginia law (Va. Code Ann. Code Section 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.

VIDEO SURVEILLANCE

As a component of a comprehensive safe school plan, video surveillance with or without audio capability may be used in the common areas of school and on school buses to maintain the security of students, staff members and visitors. Video recordings also may be used for disciplinary purposes. **To protect the confidentiality of all students, only school personnel may view video recordings that include more than one student. In a criminal investigation, law enforcement representatives may view or subpoena video surveillance.**

WORK PERMITS

Students 14-16 years of age are required to secure work permits before obtaining employment. Work permits forms can be picked up from the main office **at the high school or the guidance office at the middle school.** The completed form must be presented to the issuing officer (the high school principal) with evidence of age such as birth certificate or school records and signed in the presence of the officer.

APPENDICES

APPENDIX A

ACCEPTABLE USE OF TECHNOLOGY AND INTERNET SAFETY POLICY SURRY COUNTY PUBLIC SCHOOLS

All use of the Surry County School Division's computer system shall be consistent with the School Board's goal of promoting educational excellence by facilitating resource sharing, innovation and communication. The term computer system includes hardware, software, data, communication lines, and devices, terminals, printers, CD-ROM devices, tape or flash drives, servers, mainframe and personal computers, tablets, cellular phones, smart phones, the Internet and any other internal or external network.

I. Computer System Use-Terms and Conditions:

1. **Acceptable Use.** Access to the Division's computer system shall be (1) for the purposes of education or research and be consistent with the educational objectives of the Division or (2) for legitimate school business.
2. **Privilege.** The use of the Division's computer system is a privilege, not a right.
3. **Unacceptable Use.** Each user is responsible for his or her actions on the computer system. Prohibited conduct includes:
 - Using the network for any illegal or unauthorized activity, including violation of copyright or contracts, or transmitting any material in violation of any federal, state or local law.
 - Sending, receiving, viewing or downloading illegal material via the computer system.
 - Unauthorized downloading of software.
 - Downloading copyrighted material for unauthorized use.
 - Using the computer system for private financial or commercial gain.
 - Wastefully using resources, such as file space.
 - Gaining unauthorized access to resources or entities.
 - Posting material authorized or created by another without his or her consent.
 - Using the computer system for commercial or private advertising.
 - Submitting, posting, publishing or displaying any obscene, profane, threatening, illegal or other inappropriate material.
 - Using the computer system while access privileges are suspended or revoked.
 - Vandalizing the computer system, including destroying data by creating or spreading viruses or by other means.
 - Intimidating, harassing, bullying or coercing others.
 - Threatening illegal or immoral acts.
4. **Network Etiquette.** Each user is expected to abide by generally accepted rules of etiquette, including the following:
 - Be polite.
 - Users shall not forge, intercept or interfere with electronic mail messages.
 - Use appropriate language. The use of obscene, lewd, profane, threatening or disrespectful language is prohibited.
 - Users shall not post personal contact information, other than directory information as defined in Policy JD Student Records about themselves or others. This includes names, home, school or work addresses, telephone numbers, or photographs, about themselves or others.

- Users shall respect the computer system's resource limits.
 - Users shall not post chain letters or download large files.
 - Users shall not use the computer system to disrupt others.
 - Users shall not read, modify or delete data owned by others.
5. **Liability.** The School Board makes no warranties for the computer system it provides. The School Board shall not be responsible for any damages to the user from use of the computer system, including loss of data, non-delivery or missed delivery of information, or service interruptions. The School Division denies any responsibility for the accuracy or quality of information obtained through the computer system. The user agrees to indemnify the School Board for any losses, costs or damages incurred by the School Board relating to or arising out of any violation of these procedures.
 6. **Security.** Computer system security is a high priority for the school division. If any user identifies a security problem, the user shall notify the building principal or system administrator immediately. All users shall keep their passwords confidential and shall follow computer virus protection procedures.
 7. **Vandalism.** Intentional destruction of or interfere with any part of the computer system through creating or downloading computer viruses or by other means is prohibited.
 8. **Charges.** The School Division assumes no responsibility for any unauthorized charges or fees as a result of using the computer system, including telephone, data or long-distance charges.
 9. **Electronic Mail.** The School Division's electronic mail system is owned and controlled by the School Division. The School Division may provide electronic mail to aid students and staff in fulfilling their duties and as an education tool. Electronic mail is not private. Students' electronic mail can be monitored. The electronic mail of staff may be monitored and accessed by the School Division. All electronic mail may be archived. Unauthorized access to an electronic mail account by any student or employee is prohibited. Users may be held personally liable for the content of any electronic message they create or that is created under their account or password. Downloading any file attached to an electronic message is prohibited unless the user is certain of the message's authenticity and the nature of the file.
 10. **Enforcement.** Software will be installed on the Division's computers having Internet access to filter or block internet access through such computers to child pornography and obscenity. The online activities of users may also be monitored manually. Any violation of these regulations shall result in loss of computer system privileges and may also result in appropriate disciplinary action, as determined by School Board policy, or legal action.

II. Internet Safety

The School Division will integrate Internet Safety into the K-12 curriculum and instruction. The Internet is a valuable tool and the Virginia Department of Education and the School Division will take the necessary steps to ensure that the students learn how to use the Internet safely and effectively.

1. **Personal Safety on the Internet**
 - Students should never give out personal information without an adult's permission.
 - Students should understand that predators are always present on the Internet and recognize the various forms of cyberbullying and know what steps to take if confronted.
2. **Information on the Internet**
 - Students and parents should discuss how to identify acceptable sites and what to do if an inappropriate site is accessed.
 - Students should be aware of Web advertising and realize not all sites provide truthful information.

3. Activities on the Internet
 - Students and parents should discuss acceptable social networking and steps to take when encountering a problem.
 - Students and parents should be aware of potential dangers of emailing, downloading files and peer-to-peer computing. These could lead to viruses, legal issues, harassment, sexual predators or identity theft.

4. Protecting Yourself
 - Students and parents are required by law to report illegal Internet communication and activities to Internet Service Providers and local law enforcement authorities.
 - Students and parents should use caution when visiting chat rooms and using instant messaging (know with whom you are communicating).

5. Resources to help students and parents remain safe on the Internet
 - Get Your Web License (PBS KIDS)
<http://pbskids.org/license>
 - Tips by Teens for Teens (GetNetWise)
<http://kids.getnetwise.org/safetyguide/teens>
 - KeepSafe Internet Safety Coalition http://ikeepSAFE.org/iksc_statemessage/state.php?abbr=VA
 - NetSmartz: National Center for Missing and Exploited Children
<http://www.netSmartz.org>
 - Stay Safe Online: National Cyber Security Alliance
<http://www.staysafeonline.org/>

Legal Ref.: Guidelines and Resources for Internet Safety in Schools

Legal Refs: 18 U.S.C. §§ 1460, 2256.
47 U.S.C. § 254.

Code of Virginia, 1950, as amended, §§ 18.2-372, 18.2-374.1:1, 18.2-390, 22.1-70.2 and 22.1-78.

Guidelines and Resources for Internet Safety in Schools, Virginia Department of Education
(Second Edition October 2007)

| | | |
|-------------|-------|-------------------------------|
| Cross Refs: | GCPD | Professional Staff Discipline |
| | JFC | Student Conduct |
| | JFC-R | Standards of Student Conduct |

APPENDIX B

**SURRY COUNTY PUBLIC SCHOOLS
LUTHER PORTER JACKSON MIDDLE SCHOOL
SCHOOL CALENDAR 2022-2023**

| Date(s) | Day(s) | Events |
|------------------------|--------------------|--|
| September 6, 2022 | Tuesday | First Day of School for Students |
| October 10, 2022 | Monday | Columbus Day & Asynchronous learning day – PD for Staff |
| October 14, 2022 | Friday | Homecoming – ½ Day |
| October 20, 2022 | Thursday | Parent-Teacher Conference 2:00 – 7:00 pm - Asynchronous Learning Day for Students |
| November 3– 4, 2022 | Thursday – Friday | 1 st Nine Weeks Tests |
| November 8, 2022 | Tuesday | Election Day Holiday – Schools/Offices Closed |
| November 8, 2022 | Tuesday | 2 nd Nine Weeks Begins |
| November 14, 2022 | Friday | Veteran’s Day Holiday – Schools/Offices Closed |
| November 18, 2022 | Friday | Report Cards Sent Home |
| November 23 – 25, 2022 | Wednesday – Friday | Thanksgiving Holiday – Schools/Offices Closed |
| December 2, 2022 | Friday | Professional Development – Asynchronous Learning Day for Students |
| December 8, 2022 | Thursday | Interims Sent Home |
| December 19 – 30, 2022 | Monday – Friday | Winter Break – Schools/Offices Closed |
| December 31, 2022 | Saturday | Winter Break – Schools/Offices Closed |
| January 2, 2023 | Monday | Schools Reopen |
| January 16, 2023 | Monday | Martin Luther King, Jr. Holiday – Schools/Offices Closed |
| January 26 – 27, 2023 | Thursday – Friday | Semester Exams/PD for Staff – ½ Day for Students |
| January 30, 2023 | Monday | Teacher Workday – No school for students |
| January 31, 2023 | Tuesday | 3 rd Nine Weeks/2 nd Semester Begins |
| February 3, 2023 | Friday | Report Cards Sent Home |
| February 17, 2023 | Friday | Professional Development – Asynchronous Learning Day |
| February 20, 2023 | Monday | President’s Day Holiday – Schools/Offices Closed |

| | | |
|---------------------|----------------------|---|
| March 2, 2023 | Thursday | Interims Sent Home |
| March 9, 2023 | Thursday | Asynchronous Learning Day/PTC 2:00 – 7:00 pm |
| March 29 – 30, 2023 | Wednesday – Thursday | 3 rd Nine Weeks Tests |
| April 7, 2023 | Friday | Asynchronous Learning Day for Students/ PD for Staff |
| April 10 – 14, 2023 | Monday – Friday | Spring Break – Schools/Offices Closed |
| April 17, 2023 | Monday | 4 th Nine Weeks Begins |
| April 21, 2023 | Friday | Report Cards Sent Home |
| May 11, 2023 | Thursday | Interims Sent Home |
| May 29, 2023 | Monday | Memorial Day Holiday – Schools/Offices Closed |
| June 10, 2023 | Saturday | SCHS Commencement |
| June 15 – 16, 2023 | Thursday – Friday | Final Exams – ½ day for Students |
| June 16, 2023 | Friday | Last Day of School for Students |
| June 19, 2023 | Monday | Juneteenth Holiday – Schools/Offices Closed |
| June 22, 2023 | Thursday | Report Cards Mailed Home |
| June 20, 2023 | Tuesday | Summer School Begins |
| July 27, 2023 | Thursday | Summer School Ends |

is it
BULLYING?

When someone says or does something
unintentionally hurtful
and they do it once, that's

RUDE.

When someone says or does something
intentionally hurtful
and they do it once, that's

MEAN.

When someone says or does something
intentionally hurtful and they *keep doing it*—
even when you tell them to stop or show
them that you're upset—that's

BULLYING.

APPENDIX C

| CONFLICT | RUDE | MEAN | BULLYING |
|---|--|---|--|
| Occasional | Occasional | Once or Twice | Is REPEATED |
| Not planned/in the heat of the moment | Spontaneous/often unintentional behavior | Intentional behavior | Is often planned and done on purpose |
| All parties are upset | Can upset and cause hurt feelings | Can hurt others deeply | Can cause serious, life-long emotional damage |
| All parties want to work it out | Often based in thoughtlessness or poor manners | Often based in anger; impulsive cruelty | The bully is trying to gain power or control over the target |
| All parties will accept responsibility | Rude person should accept responsibility | Behavior is often regretted | The bully often blames the target |
| An effort is made by all parties to solve the problem | Apology | Apology is often sufficient | The target wants the bully's behavior to stop |
| Can usually be resolved through mediation | Social skill building could be of benefit | Needs to be addressed/should not be ignored | Cannot be resolved through mediation, should be reported |

Source: Adapted from Jennifer Astles, DASA Newsletter, January 2014, TST BOCES and modified by the School District of Lee County, Student Services

| LUTHER PORTER JACKSON MIDDLE SCHOOL | | | | | | | |
|--|---|--|--|--|--|---|---|
| BUILDING MATRIX | ALL SETTINGS | MEALTIME | HALLWAY | RESTROOM | GYM | LOCKER ROOM | SOCIAL EMOTIONAL |
| E X P E C T A T I O N S | <p>Follow Healthy Protocol: -Wear face coverings -Maintain social distancing -Use your own materials -Limit touching shared surfaces</p> <p>Use appropriate language and volume when speaking</p> <p>Be considerate of each other's perspectives, opinions, contributions, and property</p> <p>Be attentive and follow directions</p> | <p>Use appropriate language and volume when speaking</p> <p>Avoid sharing food with others</p> <p>Keep your hands, feet, and objects to yourself</p> <p>Listen quietly and follow the dismissal/clean up routine</p> | <p>Transition to your area quickly and quietly</p> <p>Allow others to pass</p> <p>Walk on the right side of the hallway, parallel to the social distancing dots.</p> | <p>Knock before entering stall</p> <p>Allow others their privacy</p> | <p>Play fairly</p> <p>Be a team player</p> <p>Be considerate of each other's perspectives, opinions, contributions, and property</p> | <p>Respect other people's property</p> <p>Tell a peer about odor in privacy</p> | <p>Take care of self</p> <p>Communicate your feelings (I feel or I am feeling).</p> <p>Support and encourage each other</p> <p>Be patient with yourself and others</p> <p>Celebrate successes</p> |
| | <p>Use time wisely and be punctual.</p> <p>Clean up after yourself</p> <p>Use materials for intended purpose</p> <p>See something, say something</p> <p>Keep cell phones in bookbags turned off at all times</p> | <p>Throw trash away in the appropriate area</p> <p>Wash your hands thoroughly</p> | <p>Keep materials with you</p> | <p>Wash hands with soap and water for 20 seconds</p> <p>Keep the bathroom clean</p> <p>Disposal of trash in the proper place</p> | <p>Stay in your assigned area or group</p> <p>Be aware of your surroundings.</p> | <p>Remember to bring clothes and shoes for gym days.</p> <p>Avoid sharing personal items. (clothes, deodorant, hair accessories, shoes)</p> | <p>Plan your day/week including breaks</p> <p>Seek support if/when needed</p> |
| | <p>Represent your school in a positive manner</p> <p>Ask for help when needed</p> <p>Sit quietly until the speaker provides directions</p> <p>Be prepared</p> | <p>Focus on eating before socializing</p> <p>Stay on task during clean up</p> | <p>Use low volume when classes are in session</p> <p>Remain in designated areas</p> | <p>Use the facility while on break or between classes</p> <p>Be brief, stay focused</p> | <p>Listen for the rules of the game.</p> <p>Arrive and leave on time.</p> | <p>Change out in the allotted time.</p> | <p>Balance sleep, work, and social activities</p> <p>Beware of distractions</p> <p>Remember you are learning, mistakes happen.</p> <p>Use calming strategies when frustrated.</p> |