



1700 Pope Street  
Virginia Beach, Virginia 23464  
Phone 757-648-4450 Fax 757-366-4550  
[www.brandonms.vbschools.com](http://www.brandonms.vbschools.com)  
[www.brandonchargers.thezonelive.com](http://www.brandonchargers.thezonelive.com)

Dr. Catherine Rogers, Principal  
Mr. John Carasella, Assistant Principal  
Mr. Skip McLamb, Assistant Principal  
Mrs. Linda Wormley, Assistant Principal  
Mrs. Joyce Kielbasa, Guidance Director  
Mr. Patrick Mackey, Student Activities Coordinator  
Mrs. Shelli Stough, PTA President  
School Colors: Columbia Blue/Gold/White  
School Logo: Knight on a Charger



Property of: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

In case of emergency, please notify:

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

The information in this book was the best available at press time. Watch for additional information and changes.



©2009 School Datebooks, Inc. All rights reserved.

No part of this publication may be reproduced, transmitted, transcribed, stored in any retrieval system, or translated in any form without the written permission of School Datebooks, Inc.

2880 U.S. Hwy. 231 S., Suite 200 • Lafayette, IN 47909 • (765) 471-8883  
<http://www.schooldatebooks.com> • [sdi@schooldatebooks.com](mailto:sdi@schooldatebooks.com)

## TABLE OF CONTENTS

Electives Schedule .....	3	Attendance at School .....	16
Core Teams Schedule .....	3	Bicycles/Skateboards/Scooters/Skates.....	17
Brandon Middle School Information .....	3	Breakfast/Lunch Program .....	17
Arrival to School.....	3	Bullying.....	17
Academic Letter Award .....	3	Cell Phones and Other Portable Communication Devices.....	18
Bicycles & Skateboards .....	3	Child Custody .....	18
Cafeteria Procedure.....	3	Child Find .....	18
Display of Affection .....	3	Clinic: Overview of Health Services for Students.....	18
Dismissal From School .....	4	Credit-Bearing Courses/Grade Removal .....	19
Dress Code .....	4	Discipline/Code of Student Conduct .....	19
Early Dismissal .....	4	Dress Code .....	20
Food/Gum/Candy Policy .....	4	Electronic Devices .....	20
Forgery/Honesty/Plagiarism Policy .....	4	Environmentally Sustainable Practices.....	20
Games/Cards, Etc .....	5	Extra-Curricular Activities.....	21
Guidance Department (Hours 8:00 A.M. - 4:30 P.M.).....	5	Firearms/Dangerous Weapons, Including Laser Lights .....	21
Health and Physical Education Information .....	5	Fire/Emergency Drills.....	21
Library Media Center .....	5	Gifted Program.....	21
Lockers.....	5	Grading Scale.....	22
Lost and Found .....	6	Graduation Requirements .....	22
National Junior Honor Society.....	6	Guidance Counseling Program .....	22
NJHS Officers 2009-2010.....	6	Health Insurance .....	22
Procedure for Parent/Teacher Communication.....	6	Honor Roll .....	22
Parent-Teacher Association .....	6	Inclement Weather and School Closings .....	22
School Colors/Mascot.....	6	Investigating School-Related Incidents .....	23
School Visitation.....	6	Leaving School Grounds.....	23
Student Activities.....	7	Make-Up Work .....	23
Interscholastic Eligibility .....	7	Minute of Silence and Pledge of Allegiance.....	23
Student Cooperative Association Officers 2009-2010 .....	8	Monitoring Student Progress/Schoolnet Parent Portal.....	23
Student Deliveries .....	8	News Media Coverage.....	24
Student Discipline.....	8	Parent Acknowledgement Form and Supporting Documents .....	24
Student Handbook/Planner .....	8	Promotion Standards.....	24
Supply Store.....	8	Proceeds From School Pictures Sales .....	24
Telephones .....	9	Protection of Pupil Rights Amendment, 20 U.S.C. Â§ 1231 (H).....	24
Tutorial Center Information.....	9	Reporting Student Progress.....	24
Vehicular Traffic Plan.....	9	Safe Schools and Emergency Procedures .....	25
Yearbook.....	9	School Insurance.....	25
Brandon Middle School Code of Student Conduct.....	10	Section 504.....	25
Honor Code.....	11	Special Education.....	25
Brandon Middle School Activity Schedule 2009-2010 .....	12	Standards of Learning and Adequate Yearly Progress .....	26
2009-2010 School Year .....	14	Students Charged with or Convicted of an Offense.....	26
Mission Statement.....	14	Textbooks.....	26
Strategic Goal.....	14	Tobacco Possession and Use .....	26
Non-Discrimination Statement .....	14	Transportation.....	26
2009-2010 School Calendar*.....	14	Visitation to Schools.....	27
Acceptable Use Agreement (AUP) for Computer Technology .....	15	Visitors/Trespassing.....	27
Access/Disclosure of Student Records .....	15	Withdrawal From School.....	27
Advanced Academic Programs.....	16		
Alcohol/Drug Policy .....	16		

## ELECTIVES SCHEDULE

Bell	Time
Grade 7	9:15-10:05
	10:10-11:00
Grade 6	11:05-11:50
	1:00-1:50
Grade 8	1:55-2:40
	2:45-3:40
Electives	

## CORE TEAMS SCHEDULE

Grade	Block	Time
6	1	9:10-11:55*
6	2	1:50-3:40
8	1	9:10-11:00
8	2	11:05-1:45*
7	1	11:05-12:45
7	2	1:50-3:40
* INCLUDES LUNCH		

## BRANDON MIDDLE SCHOOL INFORMATION

In addition to the Virginia Beach City Public Schools information contained in this planner, guidelines specific to Brandon Middle School follow.

*Our mission is to provide a challenging, supportive, caring, and safe environment that promotes academic and physical excellence for lifelong learning.*

### ARRIVAL TO SCHOOL

School hours are from 9:05 – 3:40. Students must not arrive to school prior to 8:55 a.m. unless they are going to the library or club meetings. Students may not enter other areas of the building without authorization. Students assigned morning detention or seeking extra help must present the detention notice or a teacher pass to travel in the building at 8:30 a.m. Students who ride buses must remain on buses until 8:55 a.m. at which time they will be released to enter the building. All students must be in bell one by 9:05 a.m.

### ACADEMIC LETTER AWARD

This award symbolizes a well-rounded student who excels in the combination of academics and after school activities. The criteria and application can be obtained from the main office starting on **May 1, 2010**.

### BICYCLES & SKATEBOARDS

Students may ride bicycles to school and secure their bicycles with their own locks at one of the racks provided at the school. Students may not bring bicycles into the building and may not ride them on sidewalks at the school. The school assumes no responsibility for bicycles while the bicycles are on school property. **Helmets** are required by law to be worn while riding bicycles. Students may not bring skateboards to school; skateboards will be confiscated.

### CAFETERIA PROCEDURE

A breakfast program is provided daily from 8:45 a.m. to 9:00 a.m. Participation is not an excuse for tardiness to first bell. Lunches are served daily in the cafeteria. **Breakfast \$1.00/Reduced\$.30 & Lunches \$1.80/Reduced\$.40**

**Point of Sale**-Each student is given a confidential identification number. Using this ID number, the student may purchase from two pre-paid accounts (meals & a-la-carte) or the student may pay on a daily basis. Money must be designated to the correct account when deposited. Students may not charge in the cafeteria. Students who misuse their ID number are subject to disciplinary action. Rules and procedures for cafeteria conduct are posted in the cafeteria and reviewed with students during orientation.

### DISPLAY OF AFFECTION

Public displays of affection, such as hand holding, kissing, or other physical contact are not allowed on school property.

## **DISMISSAL FROM SCHOOL**

1. Students should be out of the school building and off school grounds by 3:50 p. m. unless involved in tutorials or extracurricular activities. All students must remain with a coach, tutor, or sponsor until leaving the school.
2. Students may use after school activities buses only if they were participating in a school sponsored activity with a sponsor. Students riding after school activity buses without permission will lose their privilege to use bus transportation during after school activities.
3. All students should ride assigned school buses and may not leave school grounds after arrival in the morning nor prior to departure of the buses in the afternoon.
4. Students who walk must cross at designated intersections or at the direction of the duty teachers. Furthermore, students must use sidewalks when available. Law enforcement officials may issue a summons for jaywalking, trespassing, or pedestrian in roadway.

## **DRESS CODE**

Dress guidelines are designed to promote a standard of appearance that complements the learning environment. Students are expected to dress appropriately for the occasion. Students may not wear extreme or ostentatious apparel to school. In addition to the VBCPS dress code, Brandon Middle's code includes the following:

1. Students must wear footwear at all times. Shower shoes are not acceptable.
2. Students must wear clothes as they were designed to be worn (e.g., buttoned, zipped up, tucked in, or belted).
3. Students may wear shorts, subject to the following restrictions: shorts cannot be cut-offs unless hemmed. Shorts must have a 4" minimum inseam.
4. Headwear of any type may not be worn. This includes bandanas, sunglasses, combs, and sweatbands.
5. Students may not wear lewd or suggestive clothing. Bedroom attire is not permitted appropriate.
6. Students may not wear apparel that advertises, glorifies, or symbolizes any illegal substances or substances illegal to minors for their use.
7. Students may not wear torn or ripped clothing, pants or shorts that have logos or writing across the buttocks, tank tops, fishnet shirts, or other apparel that exposes the midriff, shoulders, or over exposes the back. Students' pants must be worn at the waist and belted. Boys must wear belts. All boys' shirts must have sleeves.
8. Students may not wear jewelry or clothing that might create a safety hazard.

If there is doubt about a particular item of apparel, the student should contact a school administrator for a decision. If the item is deemed inappropriate, the student will be denied entrance to class until the situation is corrected.

## **EARLY DISMISSAL**

A student must present a written note from their parent or legal guardian stating the date, time, and reason for early dismissal. This note must be presented to the administrative assistant at the Welcome Center prior to first bell. Only parents or legal guardians may pick up students unless prior verification has been made. Students must be signed out through the welcome center.

## **FOOD/GUM/CANDY POLICY**

No gum chewing is allowed in the school building. Consumption of candy, food, and beverages is allowed only in the cafeteria unless supervised by an adult. Beverages must be in a sealed container and the seal must not be broken prior to entering the cafeteria.

## **FORGERY/HONESTY/PLAGIARISM POLICY**

- A student must be honest in doing his/her own work and may not copy another's work.
- A student may not copy word for word from books, encyclopedias, etc., without using quotation marks to indicate the idea was copied.
- A student may not sign any note, excuse, or papers requiring parent/legal guardian signature.
- A student may not sell any items, including food.

## **GAMES/CARDS, ETC.**

Possession of devices such as games, cards, portable TVs, and laser lights are not permitted in school and will result in confiscation and disciplinary action as set forth in the Code of Student Conduct. **Confiscated items must be picked up by the parent or guardian.**

## **GUIDANCE DEPARTMENT (HOURS 8:00 A.M. - 4:30 P.M.)**

Students are assigned a counselor according to an alphabetical listing. The name of the counselor appears on each student's schedule. Counselors are to assist with educational, occupational, personal problems, and to help each student achieve his/her highest level of mental, emotional, and social growth. Counselors may also be in contact with parents concerning problems or successes students are having in school. Parents may arrange conferences by calling the guidance office at 648-4461.

The counselors at Brandon Middle School for 2009-2010 are as follows:

Mrs. Joyce Kielbasa, Director

Mrs. Suzanne Snyder

Mrs. Jeanellen MacNeal-Rhudy

Mrs. Mary Anne Delphry

Students desiring a conference with a counselor may obtain a request form from the guidance office or from their first bell teachers. Counselors are also available during lunch periods and before and after school.

## **HEALTH AND PHYSICAL EDUCATION INFORMATION**

- PE Locks**-All students enrolled in Health and Physical Education class will be issued a lock to be used in the locker room. If this lock is lost, the student is responsible for purchasing a new one from your PE teacher. Students are not allowed to bring their own locks from home.
- PE Uniforms**-All PE students are required to purchase a school PE uniform. The uniform must be worn while participating in PE class. The cost for the shirt is \$4. There are two types of PE shorts, soft shorts for \$7 and basketball type short for \$10. The maximum cost of a PE uniform is either \$11 or \$14. XXL sizes will cost \$1 more per item. **THE UNIFORMS ARE ADULT SIZES.** PE uniforms can be purchased the first week of classes.

## **LIBRARY MEDIA CENTER**

The Brandon Middle School Library Media Center (LMC) is open on school days from 7:30 a.m. to 4:00 p.m. except on Mondays and Wednesdays when the library will have extended hours until 5:30 p.m. Students may ride the activity bus home. Students may visit the LMC before school and after school. Students who use the LMC before school must remain until 8:55 a.m. If a classroom teacher considers it beneficial, a student may obtain a pass to visit the LMC. Teachers often sign up to bring their classes to work on research papers and projects. Most books may be checked out of the LMC for two weeks. Renewals are allowed. Reference and reserve books may be checked out overnight. A copier for student use is available in the LMC. Cost is 10 cents a copy. Students are welcomed and encouraged to make optimum use of the LMC by visiting, using, and borrowing materials. It is the student's responsibility to show proper regard for others by treating materials with care and returning them on time. Misuse of the LMC and/or its materials will result in the loss of LMC privileges.

## **LOCKERS**

Students are assigned lockers in which to keep books and other personal belongings. It is the students' responsibility to ensure the security of their belongings by placing them in the locker and locking it. Giving or sharing combinations or sharing lockers with friends is discouraged. To open your locker, do the following:

- Beginning at 0, turn RIGHT two whole turns and stop at your first number.
- Then turn LEFT one whole turn past your first number and stop at your second number.
- Now turn RIGHT and stop at your last number. Lift the locker handle.

## **LOST AND FOUND**

Students are responsible for the care and security of their own possessions. Lost and found articles are to be taken to and claimed from the clinic. Articles of value will be kept in the main office. At the end of year, unclaimed and lost and found items will be donated to charity.

## **NATIONAL JUNIOR HONOR SOCIETY**

Membership in the National Junior Honor Society is an honor bestowed by the faculty. Its purpose is to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, to develop character, and to encourage citizenship. A student must maintain a 3.5 grade point average during each nine weeks in the seventh grade and participate in at least two extracurricular activities ( one activity must be a school sponsored activity) in order to be considered for membership. Other requirements include demonstration of leadership skills, wholesome character, and service to the community and school.

## **NJHS OFFICERS 2009-2010**

President.....Joanna Tan

Vice President .....Desiree Jimenez

Secretary/Treasurer .....Justin Santos

Historian/Piper .....Taylor Cooper

## **PROCEDURE FOR PARENT/TEACHER COMMUNICATION**

Parents who wish to speak with a teacher may call the main office and leave a message. If a conference is desired, parents may contact guidance between 8:30 a.m. and 4:30 p.m. at 648-4461. If it is anticipated that a student will be absent for 3 or more days, please contact guidance for assistance in obtaining assignments and materials. Teachers must be given 24 hours notice to prepare materials.

## **PARENT-TEACHER ASSOCIATION**

The purpose of the Parent-Teacher Association (PTA) is to promote the welfare of all students, teachers, and parents involved in the educational process. Adult family members are encouraged to join the PTA. Dues are \$5.00 per person. Our PTA Officers for 2009-2010 are listed below.

President.....Shelli Stough

1<sup>st</sup> Vice-President.....Stacey Dayton

2<sup>nd</sup> Vice-President.....Karol Hodgson

Treasurer .....Diane Medel

Secretary .....Jennifer Scovill

## **SCHOOL COLORS/MASCOT**

Brandon colors are Columbia blue, gold, and white. Our mascot is a Charger. Our motto is Charged Up and In Charge!

## **SCHOOL VISITATION**

Parents and guardians are encouraged to visit Brandon Middle School. All visitors are requested to sign in at the Welcome Center where they will receive a pass and directions. Visitors are also requested to call the main office in advance to schedule appointments, thereby ensuring that their visit will be productive. There are occasions when visitations may not be feasible. Should a parent want to visit a classroom to observe, twenty-four hours notice is requested.

## STUDENT ACTIVITIES

### Brandon Middle School Interscholastic Activities

<u>1st Nine Weeks</u>	<u>2nd Nine Weeks</u>	<u>3rd Nine Weeks</u>	<u>4th Nine Weeks</u>
Football ( <b>Aug 31</b> ) Boys' Soccer ( <b>Aug 31</b> ) Girls' Soccer ( <b>Aug 31</b> ) Debate ( <b>Sept 8</b> ) Cheerleading ( <b>Sept 8</b> )	Boys' Basketball ( <b>Nov 16</b> ) Girls' Basketball ( <b>Nov 16</b> ) Academic Challenge ( <b>Nov 16</b> )	Wrestling ( <b>Feb 2</b> ) Volleyball ( <b>Feb 2</b> ) Drama ( <b>Jan 19</b> )	Baseball ( <b>Mar 22</b> ) Softball ( <b>Mar 22</b> ) Field Hockey ( <b>Mar 22</b> ) Forensics ( <b>Mar 22</b> ) Track (Boys & Girls) ( <b>Mar 22</b> )

- Notes:** Dates in bold parentheses indicate tryouts for each activity  
Cheerleading tryouts are done in **May** for the following school year.  
Cheerleading – Football and Basketball seasons only

### INTERSCHOLASTIC ELIGIBILITY

- Students may not have been enrolled in middle school for a period of more than six consecutive semesters, beginning with the semester in which he or she was enrolled for the first time in the sixth grade. The six consecutive semesters shall be counted continuously from that point, regardless of whether or not he or she remains continuously enrolled.
- Students who have been enrolled in middle school for longer than three years are not eligible to participate in any Middle School League sponsored activity. (interscholastic sports, debate, academic challenge, one-act play, and or forensics.)
- For the first semester, you must be currently enrolled in not fewer than five subjects or their equivalent, have passed five subjects or their equivalent the preceding year, and have a 2.0 grade point average in the second semester of the preceding year.
- For the second semester, you must be currently enrolled in not fewer than five subjects or their equivalent, have passed five subjects or their equivalent first semester and have a 2.0 grade point average in the first semester.
- You **MUST** have a current Middle School League Participation/Parental Consent/Physical Examination form on file in the Student Activity Office in order to tryout and participate. Forms may be picked up in the main office. **PHYSICALS MUST BE DONE ON A MIDDLE SCHOOL LEAGUE FORM, no other form will be accepted.** Sports Physicals offered during the 2009-2010 Season:

DATE	TIME
AUGUST 27	4:00PM
JANUARY 13	5:00PM
MAY 5	5:00PM

- You **MUST NOT** turn 15 years of age before **August 1, 2009**.

#### **Intramurals may possibly include the following:**

Flag Football	Basketball	Tennis	Conditioning
Board Games	Inline Skating	Volleyball	Aerobics
Floor Hockey	Soccer	Softball	Wrestling

**Clubs may possibly include the following:**

<i>Club</i>	<i>Sponsor</i>	<i>Club</i>	<i>Sponsor</i>
<b>Animal Awareness</b>	Ms. Pallett	<b>Jazz</b>	Ms. Pallett
<b>Basketball</b>	Mr. Taylor	<b>Marching Band</b>	Ms. Pallett
<b>Chargers for Change</b>	Ms. Stamm	<b>MP2</b>	Ms. Toliver
<b>Chess</b>	Mr. Taylor	<b>Reflections</b>	Ms. Nesbit
<b>Choral</b>	Ms. Powell	<b>S.C.A.</b>	TBA
<b>F.C.A.</b>	Mr. Lents	<b>Step Team</b>	Ms. Seymore
<b>Gentlemen's</b>	Mr. Banks	<b>Yearbook</b>	Ms. Butler

**STUDENT COOPERATIVE ASSOCIATION OFFICERS 2009-2010**

President..... Kayla Whyte  
 Vice President ..... Brittany Hatch  
 Secretary ..... Alex Gordon  
 Treasurer ..... Alexia Harmon  
 Historian..... Keyonia Driver

**STUDENT DELIVERIES**

Students may not receive any form of delivery (balloons, food, flowers, etc.) except by parent/guardian in person, and as necessary for the school day. Food items including but not limited to fast foods, pizzas, cakes, etc., will not be accepted for delivery to students; however, parents are welcome to join students for lunch in our school cafeteria and are encouraged to enjoy cafeteria food.

**STUDENT DISCIPLINE**

Students are expected to follow the rules and regulations set forth by the School Board and the school. A Student Code of Conduct is outlined in the student planner. Students with four or more disciplinary actions will be assigned out-of-school suspension. Habitual offenders may be recommended for long-term suspension/expulsion.

In addition, the following offenses will result in an immediate recommendation for expulsion, and where applicable, criminal prosecution (School Board Regulation).

- Drug Distribution
- Assault
- Extortion
- Weapons Possession
- Arson
- False Alarm/Bomb Threat
- Laser Pen to Threaten, Injure, or Intimidate
- Fireworks/Small Explosions

**STUDENT HANDBOOK/PLANNER**

Each student is provided with a professionally printed handbook/planner. The cost of a replacement planner is \$5.00.

**SUPPLY STORE**

Students may purchase school supplies (pencils, ballpoint pens, paper, notebooks, graph paper, poster board, erasers, colored pencils, rulers) from the school's supply store. PTA volunteers will be selling the supplies in the cafeteria.

## **TELEPHONES**

Students may use main office telephones before and after school. During school hours of 9:10-3:40 p.m. office phones may only be used in case of an emergency. In the event of an emergency, a staff member will contact the home on behalf of the student. Students may use personal cell phones before and after school. Cell phones may not be used during regular school hours 9:05-3:40p.m. Cell phones must be turned off before entering the building at 8:54 a.m. daily.

## **TUTORIAL CENTER INFORMATION**

Brandon Middle School students may participate in after-school tutorials beginning in October. Students will be assigned to classrooms and transportation home will be provided. Hours are from 3:50 – 5:30. All students must remain with their tutor until dismissal to the buses.

## **VEHICULAR TRAFFIC PLAN**

Buses load and unload students in front of the auditorium and on the cafeteria side. No cars are allowed in the bus loading/unloading area between 8:30 a.m.-9:10 a.m. and 3:00 p.m.-4:00 p.m. Parents may drop off or unload students at the front of the building.

## **YEARBOOK**

Brandon Middle School produces a hardbound yearbook for \$35.00. Orders are taken at the beginning of the school year and in the spring. Books may be purchased after their arrival if there are any unsold. Books are delivered at the end of the school year after June 1st.

## BRANDON MIDDLE SCHOOL CODE OF STUDENT CONDUCT

	<b>OFFENSE</b>	<b>MINIMUM CONSEQUENCES</b>
1	Disobedience/Disruption Disrespect/Defiance of Authority	First Offense- Thursday Detention Second Offense- Thursday Detention Third Offense- ISS <b>1 day</b>
2	Tardiness to Class (per nine weeks)	First Tardy- Verbal Warning by teacher Second Tardy- Teacher detention <b>1 day</b> Third Tardy- Teacher detention <b>2 days</b> Fourth Tardy- Thursday detention
3	Late Arrival to school (Unexcused)	First Offense- Warning Second Offense- Thursday Detention
4	Cutting Class	First Offense- Thursday Detention Second Offense- ISS <b>1 day</b> Repeated Offense- ISS <b>2 days</b>
5	Leaving School without permission	First Offense- ISS <b>1 day</b> Second Offense- ISS <b>2 days</b> Repeated Offense- ISS <b>3 day</b> and Parent Conferences
6	Forgery	First Offense- Teacher Detention/Intervention Second Offense- Thursday Detention Repeated Offense- ISS <b>1 day</b>
7	Lying	First Offense- Thursday Detention Second Offense- ISS <b>1 day</b> Third Offense ISS <b>2 days</b>
8	Theft/ Larceny	First Offense- ISS <b>1 day</b> <b>to Expulsion and Full Restitution/Referral to School Resource Officer</b>
9	Possession of Tobacco Products	First Offense- ISS <b>1 day/</b> Referral to School Resource Officer and Nurse. Second Offense- OSS <b>5 days/</b> Referral to School Resource Officer/ SAIP Third Offense- Long Term Suspension/ SAIP
10	Vandalism	First Offense- ISS <b>2 days</b> <b>to Expulsion and Full Restitution</b>
11	Alcohol/ Drug Use	First Offense- <b>Expulsion</b>
12	Fighting Mutual Combative Verbal Argument	First Offense- OSS <b>3 days</b> Second Offense- OSS <b>5 days</b> First Offense- <b>Peer Mediation</b> Second Offense- ISS <b>3days</b>
13	Physical (pushing, grabbing shoving, scratching, etc.)	First Offense- Thursday Detention Second Offense- ISS <b>3 days</b>
14	Use of Profanity/Abusive Language/Obscene Materials	First Offense- Warning Repeated Offense- ISS <b>1-3 days</b>

	<b>OFFENSE</b>	<b>MINIMUM CONSEQUENCES</b>
15	Gross Disobedience	First Offense- OSS <b>3 days</b> Second Offense- OSS <b>5 days</b>
16	Trespassing while Sus- pended	First Offense- Warned to Leave Second Offense- Extended Suspension Third Offense- Referral to SRO
17	Immoral Conduct	First Offense- OSS <b>1 day to expulsion</b>
18	Refusal to go to ISS/ Refusal to follow ISS Rules and Regulations	First Offense- OSS Addition to Assigned days in ISS
19	Failure to Report to Thursday Detention	First Offense- ISS <b>1 day</b>
20	In an Unauthorized Area without permission	First Offense- Thursday Detention Second Offense- ISS <b>1 day</b> Third Offense- ISS <b>2 days</b>
21	Hats/Sunglasses/Radios/ Electronic Games	First Offense- <b>Confiscated</b> Returned at the end of the school year
22	Violation of the Dress Code	First Offense- Opportunity to change clothes Second Offense- Thursday Detention Third Offense- ISS <b>1-3 days</b>
23	Truancy	First Offense- ISS <b>1 day</b> Second Offense- ISS <b>1-3 days</b>
24	No Show for Teacher Detention	First Offense- Teacher reassigns Detentions <b>2 days</b> Second Offense- Thursday Detention
25	Cheating/Honor Code/ Infractions	First Offense- Student Receives no credit/Parent/ Teacher Conference Second Offense- Student Receives no credit/Parent/ Teacher Conference Receives- ISS <b>1 day</b>
26	Beeper/Communication Devices	First Offense- Confiscate/ ISS <b>1 day</b>

**ISS**-In-School Suspension-Excusable Absence from Class  
**OSS**-Out-of-school Suspension-Inexcusable Absence from School  
**SAIP**-Substance/ Alcohol Intervention Program  
**SRO**-School Resource Officer

## **HONOR CODE**

*As a student of Brandon Middle School, I pledge to do everything to uphold my honor and integrity and that of my school. Lying, stealing, cheating, and disrespect for persons and property are serious honor violations. I assume responsibility for my own actions, and I will neither give nor receive help on any school work that I am expected to do alone.*

**BRANDON MIDDLE SCHOOL ACTIVITY SCHEDULE 2009-2010**

**TRANSPORTATION 263-1545**

**(Buses depart - 1<sup>st</sup> Quarter 5:45 p.m. & 2<sup>nd</sup> – 4<sup>th</sup> Quarters 5:30 p.m.)**

**SUBDIVISION: INDIAN LAKES AND ACREDALE**

***Bus 128 Bus Driver-Ms. Wallace***

Westerly Dr. & Burlington Rd.	Pleasant Valley Dr. & Weathervane Ct.	Autumn Harvest Dr. & Evesham Dr.
Westerly Dr. & Stonecrypher Ct.	Pleasant Valley Dr. & Amy Dr.	Autumn Harvest Dr. & Denny Dr.
Westerly Dr. & Lakeland Ct.	Pleasant Valley Dr. & Flobert Dr.	Indian Lakes Blvd. & Westerly Dr.
Indian Lakes Blvd. & Montrose Dr.	Pleasant Valley Dr. & Homestead Dr.	Indian Lakes Blvd. & Hiawatha Dr.
Autumn Harvest Dr. & Andover Dr.	Autumn Harvest Dr. & Edon Hall Ct.	

**SUBDIVISION: COLLEGE PARK AND LEVEL GREEN**

***Bus 97 Bus Driver-Mr. Burnside***

Left on Level Green at Shell	Providence Rd. & Banbury Apts.	Colgate & Chesnut Hill Rd.
Level Green Blvd. & Commonwealth	Providence Rd. & Chartwell Apts. Left	Left-Chestnut Rd, College Park Blvd.
Level Green Blvd. & Clear Springs Ct.	Left-College Park Blvd.	College Park Blvd. & Glyndon (both ends)
Level Green Blvd. & Beechwalk	College Park Blvd. & Duquesne	College Park Blvd. & Colby Way
Level Green Blvd. & Clearsprings	College Park Blvd. & Dillard	College Park Blvd. & Drexel
Level Green Blvd. & Drew Dr.	College Park Blvd. & Eastwick (1st and mid)	College Park Blvd. & Barnard Way
Level Green Blvd. & Appaloosa Ct.	Left-Drew Dr.	Right-Auburn Dr
Level Green Blvd. & Colgate	Drew & Dickinson Way	Auburn & Bennington
Level Green Blvd. & Clydesdale Lane	Drew Dr. & Clearsprings	Auburn & Anderson Way
Level Green Blvd. & Tradewinds	Left-Clearsprings	Amherst & Adelphi
Level Green Blvd. & Lockwood Ct.	Clearsprings & Colgate	Amherst & Amherst Ct.
Level Green Blvd. & Prairie Ct.	Left-Colgate	Right-Providence Rd.
Left-Indian River Rd, Left-Providence Rd.	Colgate & Colby Way	Providence Rd. & Antioch

**SUBDIVISION: ALEXANDRIA & JAKE SEARS**

***Bus 509 Bus Driver- Ms. Allen***

Little River Lane & Arlington Arch	Glenview Dr. & Mason Neck Lane	Lynnhaven Pkwy. & Glenview
Glenview Dr. & Falls Church Ct.	Glenview Dr. & Dunn Loring Dr.	Lynnhaven Pkwy & Monument Dr.
Monument Dr. & Gettysburg Dr.	Glenview Dr. & Fort Belvoir Dr.	Jake Sears
Wilson Creek & Manassas Run	Glenview Dr. & Cabin John Lane	

**SUBDIVISIONS: CHARLESTOWN LK S., WOODBRIDGE POINT,  
CHARLESTOWN LKS., CHARLESTOWN WDS. & CHTWN. PROPER**

**Bus 358 Bus Driver Ms. Tuthill**

Woodhill Drive & Susan Lee Lane	Right on Head Way	Hidden Valley Dr. & Blue Knob Rd.
Outerbridge Quay & Weir Ct.	Head Way & Avery Dr.	Hidden Valley Dr. & Sun Valley Dr.
Outerbridge Quay & Livingston Oak Dr	Head Way & Daniel Maloney Dr.	Hidden Valley Dr. & Blue Knob Rd. (Second End)
Livingston Oak Dr & Daniel Maloney Dr	Head Way & Bizzone Circle	Hidden Valley Dr. & Old Ridge Rd.
Livingston Oak Dr & Kinderly Lane / Lym Dr	Left on Head Way / Left on Lynnhaven Prkwy	Right on Old Ridge Rd.
Antonick Dr & La Placa Dr.	Lynnhaven Prkwy & Magnolia Run Apts.	Old Ridge Rd. & Stonehaven Dr.
Left on Garner Dr. / Right on Murphy Dr.	Right on Centerville Turnpike	Old Ridge Rd. & Rutledge Rd.
	Right on Hidden Valley Dr.	Right on Rutledge Rd.

**SUBDIVISIONS: CARRIAGE MILLS, BRIGADOON, AND LAKE CHRISTOPHER**

**Bus 76 Bus Driver- Ms. Ryan**

Kempsville Rd. & Canterford Lane	Melhall Dr. & Foxon Dr.	Albright Dr. & Lola Dr.
Albright Dr. & Macgregory Ct.	Foxon Dr. & Eagle Run Dr.	Blackwatch Ct. & Brockie Rd.
Albright Dr. & Peggy Cr.	Eagle Run Dr. & Hawksbill Dr.	Angus Rd. & Angus Ct.
Albright Dr. & Waff	Hawksbill Dr. & Eagle Run Ct.	Angus Rd. & Brockie Rd.
Albright Dr. & Ashton Dr.	Foxon Dr. & Crowsfood Rd.	Angus Rd. & Dundee Ct.
Albright Dr. & Stewart Dr.	Lynnhaven Pkwy. & Chilhowie Ct.	Angus Rd. & Lynnhaven Pkwy.
Ashton Dr. & Brookfield	Lynnhaven Pkwy. & Sinking Ct.	Lynnhaven Pkwy. & Etheridge Ct.
Waff Dr. & Lake Christopher Dr.	Lynnhaven Pkwy. & Middlebrook	Lynnhaven Pkwy. & Dalrymple Rd.
Lake Christopher & Edgewater	Albright Dr. & Pennywhistle Lane	Dalrymple Rd. & Ashton
Lake Christopher & Quarry Dr.	Albright Dr. & Beaton Ct.	Dalrymple Rd. & Seaton
Lake Christopher & Fairbanks Ct.	Albright Dr. & Bagpipers	Dalrymple Rd. & Warren Ct.
Lake Christopher & Longcoast Ct.		

**AFTER-SCHOOL BUS PRIVILEGES WILL BE REVOKED FOR ANY STUDENT WHO DOES NOT COMPLY WITH THE STUDENT CODE OF CONDUCT AND WILL BE REMOVED FROM ANY ACADEMIC, NON-ACADEMIC CLUB OR ATHLETIC TEAM FOR 9 WEEKS AS WELLAS BEING REMOVED FROM THE ACITIVITY BUS.**



**VIRGINIA BEACH CITY PUBLIC SCHOOLS**  
A HEAD OF THE CURVE

**MIDDLE SCHOOL STUDENT HANDBOOK**  
**2009-2010 SCHOOL YEAR**  
**VIRGINIA BEACH CITY PUBLIC SCHOOLS**  
**2512 GEORGE MASON DRIVE**  
**P.O. BOX 6038**  
**VIRGINIA BEACH, VIRGINIA 23456-0038**  
Telephone: 757-263-1000 • [www.vbschools.com](http://www.vbschools.com)

**MISSION STATEMENT**

The Virginia Beach City Public Schools, in partnership with the entire community, will empower every student to become a life-long learner who is a responsible, productive and engaged citizen within the global community.

**STRATEGIC GOAL**

Recognizing that the long range goal of the VBCPS is the successful preparation and graduation of every student, the near term goal is that by 2015, 95 percent or more of VBCPS students will graduate having mastered the skills that they need to succeed as 21st century learners, workers and citizens.

**NON-DISCRIMINATION STATEMENT**

The Virginia Beach City Public Schools prohibits discrimination on the basis of race, color, religion, sex, ethnicity, national origin, age, disability, pregnancy and childbirth, or marital status. School Board policies and supporting regulation (Policies 2-33, 4-4, 5-7, and 6-7 and Regulation 5-44.1) provide equal access to courses, programs, counseling services, physical education and athletics, vocational education, instructional materials, and extracurricular activities. Violations of these policies should be reported to the Director of Student Leadership at 757-263-2020 or the Assistant Superintendent of Human Resources at 757-263-1133.

**Dr. James G. Merrill, Superintendent** · School pages produced by Virginia Beach City Public Schools · No part of this publication may be produced or shared in any form without giving specific credit to Virginia Beach City Public Schools · [www.vbschools.com](http://www.vbschools.com).

**2009-2010 SCHOOL CALENDAR\***

**FIRST SEMESTER**                      **SECOND SEMESTER**

<b>September 7</b>	<b>Labor Day, schools closed</b>	<b>February 2</b>	<b>First day of third nine weeks</b>
<b>September 8</b>	<b>First day of school for students</b>	<b>February 5</b>	<b>Report cards issued</b>
<b>October 12</b>	<b>Progress reports issued</b>	<b>March 5</b>	<b>Progress reports issued</b>
<b>November 3</b>	<b>Staff day, schools closed for students</b>	<b>April 2</b>	<b>Staff day, schools closed for students</b>
<b>November 11</b>	<b>Veterans Day, schools closed</b>	<b>April 5-9</b>	<b>Spring Holiday, schools closed</b>
<b>November 16</b>	<b>First day of the second nine week</b>	<b>April 12</b>	<b>First day of the fourth nine weeks</b>
<b>November 23</b>	<b>Report cards issued</b>	<b>April 16</b>	<b>Report cards issued</b>

November 25	Adjusted dismissal for Thanksgiving	May 14	Progress reports issued
November 26, 27	Thanksgiving holidays, schools closed	May 31	Memorial Day, schools closed
December 17	Progress reports issued	June 15, 16	Adjusted Dismissal - high schools only
December 23-Jan. 1	Winter holidays	June 17, 18	Adjusted Dismissal - all schools
January 18	Martin Luther King, Jr. Day, schools closed	June 18	Last day of school
January 26-29	Adjusted Dismissal - all schools	June 21	Staff Day
February 1	Staff day, schools closed for students		June 25

\* Calendar is subject to change by the School Board.

## VIRGINIA BEACH CITY PUBLIC SCHOOLS MIDDLE SCHOOL INFORMATION

Please review the following information that summarizes school division policies, regulations, and procedures that directly affect middle school students. Additional information and direction can be found on the school division's Website, [www.vbschools.com](http://www.vbschools.com), *Code of Student Conduct*, *Secondary School Curriculum Student Guide for 2009-2010*, transportation rules, *Code of Virginia*, and the *Virginia Beach City Public Schools' Policy and Regulations*. Individual school rules are provided by each middle school. At the beginning of the school year, students will be given information and forms requesting acknowledgement and signatures. Students and parents are to return the completed forms following a review of the material. Students are required to carry their student planners on their persons whenever moving through a school building.

## ACCEPTABLE USE AGREEMENT (AUP) FOR COMPUTER TECHNOLOGY

The School Board provides a computer system to promote educational excellence and prepare students to live and work in the 21st century. In order to use this system, students under the age of 18 must obtain parental/legal guardian acknowledgment of the provisions of the Acceptable Use Agreement (AUP) which is integrated into the *Code of Student Conduct*. A Parent Acknowledgment Form will be forwarded annually and signed by the parent(s)/legal guardian(s) acknowledging that they have read and understand the AUP. Inappropriate use of the computer can result in disciplinary action taken under the provisions of the *Code of Student Conduct* and/or other School Board Policies and division regulations governing student discipline. Understanding the importance of Internet/computer safety, information on this subject will be made available to all students throughout the school year. Additionally, Internet/computer safety tips can be found on [www.vbschools.com](http://www.vbschools.com).

## ACCESS/DISCLOSURE OF STUDENT RECORDS

In compliance with the Family Educational Rights and Privacy Act (FERPA) and in accordance with School Board Policy (5-31) and Regulations (5-31.1 & 2), parents/legal guardians may review their children's cumulative education records at the school office upon request. If student education records are inaccurate or misleading, the student's parent or guardian may request an amendment by contacting the school principal. Cumulative records are treated as confidential material, and the privacy rights of parents and students are safeguarded. Except as provided by law, no outside agencies or individuals may have access to a student's record without written consent of the parent/legal guardian. If records are copied, a minimal fee may be charged. Parents/guardians have the right to file a complaint with the Family Compliance Office, U.S. Department of Education for failure to comply with FERPA. Whenever a student

transfers from one school or school division to another, the scholastic and discipline record or a copy of the scholastic and discipline record will be transferred to the school or school division upon request from the school or school division.

The School Board authorizes making Student Directory Information public as permitted under state and federal laws and regulations. Student Directory Information means information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. School Board Policy 5-66 defines Student Directory Information as the following: name of student in attendance or no longer in attendance; address; date and place of birth; telephone listing; dates of attendance; participation in officially recognized activities and sports; height and weight, if member of athletic team; awards and honors received; and other similar information. Examples include release of student name, school, and grade for submission to the Virginia Beach Beacon for scholastic recognition and/or to elected officials contacting the school division to request student addresses for congratulatory purposes. School Board policy provides the Superintendent with the discretion of selecting which student directory information may be released.

Detailed information on FERPA will be published in the Fall issue of the school division's parent newsletter *Apple-A-Day* and posted on our website at [www.vbschools.com](http://www.vbschools.com) under the category *Policies*.

### **ADVANCED ACADEMIC PROGRAMS**

The Advanced Academic Programs developed by Virginia Beach City Public Schools represent an exciting expansion of curricular options for all students across the city. Recognizing that no educational program should adopt a "one size fits all" philosophy, the division developed the advanced academic programs to provide additional academic choices for our students. The Middle Years International Baccalaureate Program at Plaza Middle School is designed to offer students an all-around foundation in liberal arts education. The Middle Years IB Program Academy not only encourages students to pursue an academic and rigorous curriculum, but also provides a natural progression to the high school IB program at Princess Anne High School. For additional information, contact the Office of Academy Programs at 757-263-1405.

### **ALCOHOL/DRUG POLICY**

Under Virginia law, it is unlawful for any person to manufacture, sell, distribute, possess with the intent to sell, give, distribute, or bring any controlled substance, imitation controlled substance, or marijuana on the property, including buildings and grounds, of public school property, within 1,000 feet of school property, on any school bus, or to any school-sponsored event. Violation is a felony; violators are subject to expulsion. A student will be recommended for expulsion for the use or possession of alcohol or drugs, or possession of paraphernalia used with drugs. A student accused of simple possession, a first offense, at the principal's discretion, may be offered the opportunity to participate in the *Substance Abuse Intervention Program* (SAIP) in lieu of the recommendation of expulsion.

### **ATTENDANCE AT SCHOOL**

The school division has established residency rules and attendance zones for schools. Under Virginia law, parents/legal guardians who falsify address information may be found guilty of a class 4 misdemeanor. Parents/legal guardians shall be liable to the school division for tuition charges for the time the student was enrolled in such school division. At the discretion of the School Administration, students who are admitted to VBCPS or specific schools based upon false information may be disqualified from attending VBCPS or a specific school.

Regular school attendance is important to academic development and successful completion of required Standards of Learning and end-of-course tests; therefore, excessive or unexcused absences from school and specific classes can be detrimental. Virginia law requires that all persons who have not reached their 18th birthday must attend school in the city or county in which they reside. Failure to attend school regularly may result in a referral to the courts. Virginia law requires schools to develop plans of action when a student has five (5) unexcused absences for which the parent has provided no documentation. After seven (7) unexcused absences, schools must report these absences to appropriate authorities.

The school division has established reasons for which an excused absence can be granted. These reasons follow: personal illness, severe illness or death in the family, exposure to contagious disease, religious holidays, extremely inclement weather, or school-related activities for which participation has been granted by the school. Absences for other reasons, including out-of-school suspension, are considered unexcused absences.

Absence for any reason other than those stated above must receive prior permission from the school administration. Request for this approval should be written and submitted as soon as possible, but no later than twenty-four hours prior to the date requested. The reason for the request and length of the absence must be provided. In all cases of absence or tardiness, students must present a written excuse from a parent/guardian to the school stating the reason. With a tardy or late arrival, the parent must accompany the student to the school office to obtain a pass to class. Students taking credit-bearing courses (often called high school courses) must meet special attendance requirements. Students with more than twelve (12) class absences in a semester—excused or unexcused—receive a failing grade—69/N (N=failure due to absences) for that semester or the actual class grade, whichever is lower.

In credit courses where alternate day schedules or block scheduling are in effect, students with more than six (6) class absences, within a given semester—excused or unexcused—will receive a failing grade (69/N) for that course or the actual class grade, whichever is lower.

When extenuating circumstances exist, a parent/guardian should discuss extensive absences with the principal or his/her designee. Students who miss fifteen (15) consecutive days during the school year are withdrawn from the school.

Students having more than twenty-four (24) absences for the year are considered as having excessive absences. When a student's absences number sixteen (16) or more, the school notifies the parents/guardians of the need to develop a corrective action plan for attendance. If attendance continues to be excessive, the student may be denied promotion by the principal.

## **BICYCLES/SKATEBOARDS/SCOOTERS/SKATES**

At schools where bicycles are allowed, students must obtain permission from the school to ride to or from school. Bicycles must be secured on a bike rack with the student's lock. Bicycles are not permitted in the school building and may not be ridden on sidewalks at the school. Students under 14 are required to wear helmets while riding bicycles and should obey traffic signals and signs to ensure a safe ride to and from school. The school assumes no responsibility for bicycles on school property. Skateboards and scooters are not allowed on School Board property and cannot be used for transportation purposes to and from school. In certain physical education classes, in-line skating is taught; students will be allowed to bring their own skates for this program.

## **BREAKFAST/LUNCH PROGRAM**

Virginia Beach City Public Schools participate in both the National School Breakfast and Lunch Programs. Applications for free or reduced price meals can be obtained from the school office throughout the school year. Menus, current meal prices, and a complete listing of a-la-carte items can be found on [vbschools.com](http://vbschools.com) under the category *Lunch Menus/Food Services* as well as in *The Virginia Beach Beacon* and on VBTV (channel 48). In addition to breakfast and lunch items, other items are offered for sale a la carte. Payments for meals can be made using one of three methods: **cash**; a **computerized** point-of-service system that allows individual student to have accounts for prepayment and payment at the time of service; and **online** using Visa, MasterCard, or a debit card. This online service—via [www.vbschools.com](http://www.vbschools.com) -- allows parents of students to prepay money directly into their child's account, monitor their child's food purchases, set up low-balance e-mail reminders, and schedule recurring payments.

## **BULLYING**

In accordance with School Board Regulation 5-36.3, bullying is defined as negative behaviors intended to frighten or cause harm, which may include, but are not limited to verbal or written threats, or physical harm. Bullying will not be tolerated, and students shall be referred to the principal or assistant principal for appropriate disciplinary action, which may include suspension and/or recommendation for long-term suspension or expulsion.

## **CELL PHONES AND OTHER PORTABLE COMMUNICATION DEVICES**

By School Board policy, middle school students may possess, display, and use Portable Communication Devices before or after the instructional day; however, such devices may not be displayed, used, or activated during the instructional day. The “instructional day” includes, but is not limited to, study hall, lunch break, class changes and any structured or non-structured instructional activity that occurs during the normal school day. School officials shall take possession of portable communication devices for twenty-four hours for any violation of this regulation, and parents/legal guardians must make arrangements with school officials to claim such devices. Confiscated Portable Communication Devices will not be released to students under any circumstances. In addition, students who violate this regulation shall be subject to discipline in accordance with the *Virginia Beach City Public Schools Discipline Guidelines* as specified in the *Code of Student Conduct*: First Offense – ISS (1 day), Second Offense – ISS (2 days), Third Offense – OSS (1 day), Fourth Offense – OSS (3-5 days). The school assumes no responsibility for the loss, damage, or theft of these devices.

## **CHILD CUSTODY**

The school division recognizes that issues related to the legal and physical custody of students are complicated and can impact the student’s educational experience. Parents and legal guardians of students are strongly encouraged to stay involved with their student’s academic progress. Unless a court order decrees otherwise, either parent or a legal guardian may view education records and attend school functions or school meetings regarding the student. Official notices and report cards will be sent to the parent or legal guardian with primary physical custody of the student during the school year. It is the responsibility of the parent or legal custodian with primary physical custody to provide current copies of court orders to the school. Child visitation and exchange of custody should not take place during school hours or on school property. The school division will assume no responsibility for enforcing visitation or custody orders and reserves the right to prohibit parents or legal guardians from entering School Board property if their conduct becomes disruptive to the school environment. Concerns regarding custody and visitation should be directed to the school principal.

## **CHILD FIND**

The Virginia Beach City Public Schools maintain an active and continuing child find program designed to identify, locate, and evaluate those children in need of special services. Child find includes children who are migrant, homeless, attend private schools, or are home schooled. All new students in kindergarten through grade three are screened in the areas of speech, language, voice, fine and gross motor functions, vision, and hearing within the first 60 days of enrollment. Vision and hearing screenings are conducted by the school nurse for all students new to the division in grades four through twelve. Additionally, the school nurse conducts vision and hearing screenings for all students in grades three, seven, and ten.

## **CLINIC: OVERVIEW OF HEALTH SERVICES FOR STUDENTS**

Each school clinic is staffed with a full-time Registered Nurse, along with trained clinic assistants in the larger schools. They provide health screenings, assessments for chronic and acute illness, and first aid. The Registered Nurse at each school is available to consult with parents/legal guardians as needed, regarding health concerns of students.

If a student has special health needs (medication, seizure precautions, catheterizations, gastric tube feedings, blood sugar checks, oxygen needs, or others), the parent/guardian is to schedule a time to meet with the school nurse to arrange for these needs to be taken care of during the student’s school day. All medications and treatments require both a written physician’s order and a parent/guardian’s signature. The school nurse will assist the parent/guardian by preparing a plan of care for the student and advising as to what supplies the student will need at school.

Administration of medications, especially short term, should be done at home whenever possible. However, if a student is required to take prescription or non-prescription medication during the school day, the following guidelines must be met:

- A *Request for Administration of Medication in Hampton Roads Schools* form must be completed and signed by either a physician, dentist, nurse practitioner, or physician’s

assistant and include the parent/guardian signature. This medication form is available for your convenience in the school clinic and on [www.vbschools.com](http://www.vbschools.com).

- Medication must be in a container that has been labeled by the pharmacy and has the most current prescription date. Over-the-counter medication must be in a sealed, unopened new bottle.
- Parent /guardian must deliver medication to the school clinic, as students are not permitted to transport medication.
- All medicine must be picked up by a parent at the end of the school year. Medicine not picked up will be discarded.

Accommodations can be made for students with asthma or life-threatening allergies to self-administer their inhaled asthma medication or their auto-injectable (Epi-Pen) medication. The Registered Nurse must receive either an *Asthma Health Care Action Plan & Authorization (to self-carry) Medication* form, or a *Care Plan for Emergency Alert and Self-Administered Epi-Pens* form completed and signed by either a physician, nurse practitioner, or physician's assistant. These forms can be obtained from your school clinic and on [www.vbschools.com](http://www.vbschools.com). Additional questions and concerns may be directed to the Registered Nurse at your school.

As per the *Code of Virginia*, the school division must comply with all requirements for immunizations of school age children. There are specific requirements for DPT, Polio, MMR, Hepatitis B, Varicella, & HPV. Rising sixth graders are required to have a Tdap booster prior to entering sixth grade. In addition, new enrolling students in the 7th and 8th grades, that have not had the Tdap booster, must receive the vaccine. If a Tetanus containing booster has been given in the past 5 years (since September 8, 2004), the Tdap booster is not required. Documentation of a Tetanus containing vaccine may appear as DPT, TD, DtaP, DT and/or Tdap. Rising sixth grade girls in Virginia schools received an HPV vaccine (Virginia Department of Health) educational letter during their 5th grade year. The Registered Nurse at your school should be contacted if this HPV information was not received or your child is new to Virginia. Lack of compliance with vaccine requirements can result in students being excluded from school until compliance, or a plan for compliance is achieved.

Parents/guardians are encouraged to keep the school nurse informed of significant health concerns and diagnoses for their children. It is essential that the clinic staffs have current work, cell, home phone numbers, pagers, and any other means whereby parents/guardians can be contacted should the need arise. Emergencies can occur at any time. It is imperative that each student's school be able to reach parents and caregivers during the school day. Collaboration and communication with parents, guardians, and physicians are necessary in order for complete and effective care to be provided to students.

## **CREDIT-BEARING COURSES/GRADE REMOVAL**

Currently, Virginia Board of Education regulations allow middle school parents/guardians to submit to the principal a written request that a final grade from a credit-bearing course be omitted from the student's transcript and that high school credit not be earned. The parent/guardian of a middle school student taking a high school credit-bearing course(s) may request that the grade for such course or courses be purged from the student's transcript and that the student not earn high school credit for the course. The request must be presented for consideration no later than August 1 after the completion of the student's 8th grade year. **EXCEPTION:** In a sequential program such as a foreign language where one course must precede the next, students who choose to purge or expunge the credit from a lower level course after successfully completing the higher level(s) of the course will not be permitted to do so without expunging all subsequent courses in that sequence.

## **DISCIPLINE/CODE OF STUDENT CONDUCT**

Every student is expected to maintain self-discipline. If the student is unable to behave appropriately, he/she may be referred to an administrator. Disciplinary actions may include detention, suspension, or recommendations for long-term suspension or expulsion. Parents/legal guardians must attend conferences following suspensions. Refer to the *Code of Student Conduct* for additional information. Parents/legal guardians and students must review these

rules and procedures annually and sign an acknowledgment of support of the *Code of Student Conduct*. School personnel may interview students regarding school matters without prior notice or consent of the parent/legal guardian. **The School Board requires all principals to make recommendations for expulsion when the following incidents occur.**

1. Arson or attempted arson
2. Assault and battery of an employee or student
3. Possession, use, or sale of a firearm or dangerous weapon
4. Use, possession, being under the influence of, selling, bringing, giving, distributing or passing to another individual or possessing with intent to sell, give, or distribute alcohol, marijuana, controlled substances or imitation controlled substances, and inhalants
5. Extortion, attempted extortion, robbery, burglary, motor vehicle theft, and/or larceny
6. Sex offenses: Sexual battery, inappropriate sexual behavior, obscene phone calls, and sexual assault
7. Hazing: Initiation of another student through abuse and humiliation so as to cause bodily injury
8. Kidnapping or other serious criminal violations
9. Possession, use, distribution, sale, lighting or discharging of explosive devices
10. Homicide
11. Malicious wounding of an employee or student
12. Other good and just cause as determined by the Superintendent

### **DRESS CODE**

Dress guidelines are designed to promote a standard of appearance that complements the learning environment; each middle school will provide guidelines. All students are expected to wear dress appropriate to the occasion; extreme or ostentatious apparel or appearance is to be avoided. Any article of clothing or accessory that advertises alcohol, or an illegal substance, depicts lewd graphics, displays offensive or obscene language, or is gang-related is forbidden. Disciplinary action will be taken against any student taking part in gang-related activities that are disruptive to the school environment, which include the display of any apparel, jewelry, accessory, or tattoo, by virtue of its color, arrangement, trademark, or any other attribute, denotes membership in a gang that advocates illegal or disruptive behavior. If there is doubt about a particular item of apparel, the student should contact a school administrator for a decision prior to wearing the clothing to school. If the item is deemed inappropriate and the student does not modify the attire, entry into class may be denied by an administrator.

### **ELECTRONIC DEVICES**

Use of electronic devices such as CD players, MP3 players, iPods, DVD players, unauthorized laptop computers, games, and the like may result in disciplinary action during the instructional day as set forth in the *Code of Student Conduct*. With bus driver approval, students can use these electronic devices. These items, however, must be stored and remain unused during the instructional day. Students assume all responsibility for **breakage, theft or loss**.

### **ENVIRONMENTALLY SUSTAINABLE PRACTICES**

The School Board of the City of Virginia Beach recognizes the critical importance of environmental sustainability in today's changing world and is committed to fostering the principles of environmental, economic, and social stewardship through the incorporation of sustainable practices throughout the school division. The intent of this policy is to provide a healthful learning/working environment which contributes to protecting, conserving, and enhancing the nation's environmental resources while providing long-term savings to taxpayers through lower operating costs.

## **EXTRA-CURRICULAR ACTIVITIES**

Students have the opportunity to participate in a variety of after school activities, including intramural, athletic, academic, and club activities. The school's Student Activity Coordinator (SAC) can provide information regarding the individual programs. Students in good standing may participate in intramural, interscholastic, and club activities.

Middle schools provide the opportunity for students to participate in interscholastic competition. Students at all grade levels may participate on any competitive team once selected for the team. Interscholastic competitive activities include: academic challenge, boys' baseball, boys' and girls' basketball, cheerleading, debate, girls' field hockey, football, forensics, one-act play festival, girls' softball, boys' and girls' soccer, boys' and girls' track, girls' volleyball, and wrestling. Students must meet the following eligibility requirements:

- A student must be enrolled in no less than five subjects and passed five subjects for the previous year for first semester participation and passed five subjects in the first semester for second semester participation.
- A student must have achieved a 2.0 grade point average in the preceding semester.
- A student must have a current middle school league participation form and permission for emergency care form properly completed and signed.
- A student must not turn 15 years of age before August 1 immediately prior to the start of the current school year.
- From the time a student first enters the sixth grade, he/she is eligible to compete in Virginia Beach Middle School League activities for a total period of six consecutive semesters. If the student continues in middle school past six semesters, he/she would no longer be eligible to participate.

## **FIREARMS/DANGEROUS WEAPONS, INCLUDING LASER LIGHTS**

Carrying or possessing firearms, pneumatic weapons, or other dangerous weapons, including look-alikes, is prohibited. Using, distributing, selling, lighting or discharging an explosive device, including fireworks, on school property violates Virginia law and School Board policy. Legal authorities may impose imprisonment and/or fines for guilt. Possessing and using laser lights to potentially cause harm, injury, or irritation violates the *Code of Student Conduct*. Expulsion recommendation and police notification are mandatory for these offenses.

## **FIRE/EMERGENCY DRILLS**

Regular emergency evacuation drills are conducted at the direction of school staff. When a fire alarm sounds, students must evacuate the school quickly in an orderly fashion. At the direction of staff, students must follow evacuation routes noted on diagrams posted throughout the school. Students must follow all staff directions regarding movement to other locations and return to classrooms. It is essential to be quiet during drills and evacuations. Specific procedures will be outlined by each middle school for all other emergencies.

## **GIFTED PROGRAM**

The middle school gifted program serves students through a cluster/resource model or a full-time gifted school. Students may apply for admission to the gifted middle school, Kemps Landing Magnet, or students may choose to remain in their home schools and receive gifted instruction through the collaborative works of cluster teachers and the gifted resource teacher. Either option allows gifted students to work to their potential through curricular opportunities emphasizing differentiated instruction, specialized programs, and the use of strategies designed especially to raise levels of thinking and learning. For additional information, contact the Office of Gifted Programs at 757-263-1405.

## GRADING SCALE

The School Board has approved the use of an A-E grading scale as follows:

*Grade Teacher Assessment Number Score*

A	Superior	94-100
B	Above Average	86-93
C	Average	78-85
D	Below Average	70-77
E	Failing the Class	69 and below

A “W” is given when a student has withdrawn from a class; “I” indicates incomplete work that must be turned in to the teacher prior to the end of the following nine weeks. “N” indicates excessive absences and loss of credit.

## GRADUATION REQUIREMENTS

There are specific requirements for graduation from high school. The Virginia Board of Education and the Virginia Beach School Board establish these requirements. Middle school students may take high school courses. Specific course requirements and course descriptions are provided in a student guide published annually through the guidance department and available on [www.vbschools.com](http://www.vbschools.com). It is the responsibility of the student, with family support, to meet all requirements for graduation. This can be accomplished by staying in touch with your student’s assigned guidance counselor during his/her academic careers.

## GUIDANCE COUNSELING PROGRAM

Each middle school offers a comprehensive and developmental counseling program that is an integral part of the total educational program designed to promote the academic, social, and career development of all students. As an essential part of the instructional program, school counseling helps to build a foundation for student learning and academic success. Certified school counselors provide a variety of services, including classroom guidance, crisis intervention, individual and group counseling, consultation with parents, teachers, and administrators, and coordination of services with outside agencies.

Parents/legal guardians may arrange conferences by calling the school. On a space available basis, student schedules may be modified. Students may elect to add a year class to their schedule prior to the end of the fifteenth school day. Students may add a semester course only during the first eight days of the semester. Students may add a nine-weeks course during the first four school days of the grading period.

## HEALTH INSURANCE

Family Access to Medical Insurance Security (FAMIS) is available for children (ages birth to 19 years) of families who qualify based on income. FAMIS is Virginia’s health insurance program for children. It provides access to quality health services for children of working families.

For additional information, you may call 1(866)87-FAMIS or visit their website at [www.famis.org](http://www.famis.org). Your school nurse can also assist you with obtaining information on this program. Should there be any changes to the health insurance offered to students, this information will be made available on [www.vbschools.com](http://www.vbschools.com) by selecting the category *Student Health Services* on the homepage.

## HONOR ROLL

An Honor Roll and Principal’s List are established after each nine weeks to recognize students who achieve excellence in academic performance. To qualify for the Honor Roll, a student must earn a “B” average, with no grade lower than a “C.” To qualify for the Principal’s List, a student must earn all “As.”

## INCLEMENT WEATHER AND SCHOOL CLOSINGS

In the interest of student safety, federal and local agencies are consulted prior to making a decision to close, delay, or dismiss schools early due to inclement weather. Parents will be

notified via phone and/or email about school delays or cancellations using the rapid notification system *AlertNow*. An official notice will also be posted on the homepage of the school division's website [www.vbschools.com](http://www.vbschools.com). Radio and television stations will also be notified should schools be closed, delayed, or dismissed early.

Each school has an *Emergency Response Plan* for use in the event of early closings and other emergencies. Parents should make sure they have plans in place since students will be transported home earlier.

## **INVESTIGATING SCHOOL-RELATED INCIDENTS**

If an allegation was made that an employee was exhibiting poor performance and/or engaging in misconduct (which could include an allegation of child abuse/neglect), a VBCPS Human Resources Employee Relations Specialist or other administrator could decide to interview one or more students to obtain pertinent information. In appropriate circumstances an interview(s) may be conducted jointly with the Department of Human Services and/or law enforcement personnel. Although Division administrators are not legally obligated to obtain parental permission before interviewing a student, as a general rule the principal or his/her designee will make a reasonable attempt to notify a parent or guardian that an interview will be conducted. If notification cannot be given prior to the interview, the principal or his/her designee will make a reasonable attempt to notify a parent or guardian that an interview has been conducted. Virginia law permits law enforcement personnel and/or child protective service workers to interview any child suspected of being abused or neglected and/or siblings without first obtaining parental consent.

## **LEAVING SCHOOL GROUNDS**

Students must remain on school grounds after arriving on school premises. Students are released to parents/guardians or designated adults listed in the student database who have presented photo identification. Students are dismissed to older siblings when parents/guardians submit prior authorization. Written parental approval is necessary prior to leaving school grounds for field trips or special visits to specific schools or work sites.

## **MAKE-UP WORK**

Students who receive excused absences will be allowed to make up all assignments that affect the course grade and will be made aware of these assignments. It is the student's responsibility to make up assignments within a reasonable amount of time. Students who receive unexcused absences may make up assignments at the discretion of the teacher, subject to the requirements communicated (provided) by the teacher at the beginning of the course. It is the student's responsibility to be aware of established guidelines and to follow those guidelines to make up the assignment. Students who are under the penalty of Out-of-School Suspension (OSS) will be provided class work and homework material if requested by the parent/guardian and/or student, so the student may remain current with school instruction as long as enrolled in school.

## **MINUTE OF SILENCE AND PLEDGE OF ALLEGIANCE**

The Virginia General Assembly has mandated a daily minute of silence and the recitation of the Pledge of Allegiance. The *Code of Student Conduct* addresses disruptive behavior during these daily activities.

## **MONITORING STUDENT PROGRESS/SCHOOLNET PARENT PORTAL**

Parents and guardians of students enrolled in the middle and high school levels have access to the *SchoolNet Parent Portal*. The *SchoolNet Parent Portal* is a powerful online resource that provides parents the opportunity to monitor their child's progress in school and view historic academic and enrollment information dating back to the 2004-2005 school year. All parents and guardians of middle school students are encouraged to use this resource to help their child succeed academically. To learn more about the *SchoolNet Parent Portal*, to login to your account, or to set up an account, go to the home page of any middle school website or the school division's website [www.vbschools.com](http://www.vbschools.com).

## **NEWS MEDIA COVERAGE**

From time to time, news reporters may use photos or videotape of students in incidental news coverage. A parent/legal guardian who objects to a student's image being used should notify the school at the beginning of each academic school year. If a student is to be interviewed on school property by the news media, a signed parental consent form is required (*Parental Release for Interviewing, Photographing, and Videotaping/Audio-recording of Students Form*) and is available in each school office.

## **PARENT ACKNOWLEDGEMENT FORM AND SUPPORTING DOCUMENTS**

Each parent will receive a *Parent Acknowledgement Form* during the first week of the school year. This form is for parents/legal guardians of all minor students or for students who are eighteen years of age or older enrolled in Virginia Beach City Public Schools. The *Parent Acknowledgement Form* must be signed and returned to the student's teacher in order to verify that the parent/legal guardian has received these important documents. A complete list of documents is available on the school division's website at [www.vbschools.com](http://www.vbschools.com) by selecting the category *Schools/Centers* on the homepage.

## **PROMOTION STANDARDS**

Middle school students are promoted to the next grade on the basis of criteria requiring final passing grades in the four core subjects (English, math, science, and social studies) and a final passing grade in either health/physical education or the equivalent of a full-year in exploratory/elective course(s). SOL test results are a part of the criteria utilized to determine promotion.

## **PROCEEDS FROM SCHOOL PICTURES SALES**

Each school schedules photography sessions for all students in the fall and spring of each year. Funds generated from this activity benefit school projects, which can include but are not limited to, purchasing supplementary instructional materials and equipment, outdoor equipment/signs, and supporting student activities that benefit students.

## **PROTECTION OF PUPIL RIGHTS AMENDMENT, 20 U.S.C. § 1231 (H)**

The Protection of Pupil Rights Amendment (PPRA) 20 U.S.C. § 1231 (h) requires that the School Board notify parents/legal guardians and obtain consent or allow parents/legal guardians to opt their student out of participating in certain school activities such as student surveys, analyses, or evaluations that concern one or more of the following areas:

- Political affiliations or beliefs of the student or student's parent;
  - Mental or psychological problems of the student or student's family;
  - Sexual behavior or attitudes;
  - Illegal, anti-social, self-incriminating or demeaning behavior;
  - Critical appraisals of others with whom respondents have close family relationships;
  - Legally recognized privileged relationships such as with lawyers, doctors, or ministers;
  - Religious practices, affiliations, or beliefs of the student or parents; or
  - Income, other than as required by law to determine program eligibility.
- This requirement also applies to the collection, disclosure or use of student information for marketing purposes, and certain physical exams and screenings.

The School Division will publish a schedule of activities requiring parental notice and consent or opt-out for the upcoming school year.

## **REPORTING STUDENT PROGRESS**

All students are issued progress reports every nine-weeks grading period. The dates when progress reports and report cards are issued can be found on the school division calendar included in this handbook and on [www.vbschools.com](http://www.vbschools.com). In addition, parents can view students' grades and attendance online anytime via the *SchoolNet Parent Portal* link found on the home

page of each school website or at [www.vbschools.com/schoolnet](http://www.vbschools.com/schoolnet). Students earning an E in any core subject on a report card will be placed in a mandatory Academic Support class.

## SAFE SCHOOLS AND EMERGENCY PROCEDURES

Virginia Beach City Public Schools is committed to providing a **safe environment** for students, staff and visitors. The school division conducts annual safe school audits of all school facilities in accordance with Virginia State Code. The audit process provides a comprehensive overview of the school division's security and emergency preparedness.

We work closely with national, state, and local safety officials – police, fire, emergency medical services, and public health – in order to ensure our schools are well prepared for an emergency. Together, we have developed a comprehensive *Emergency Response Plan* that covers a wide variety of emergencies that serves as a guide to help staff and our public safety partners respond swiftly should a crisis occur in our schools.

Should a school emergency occur, parents will be notified and updated by phone and/or email using the school division's new rapid notification system – *AlertNow*. Prior to reporting to your child's school during an emergency, it is critical for parents to follow directions communicated via *AlertNow*.

Should a school be evacuated, each school has a procedure for helping parents locate their child. Parents will be directed to a specific location where they will be required to show proper identification. **Remember, a student can only be released to an adult who is documented as an emergency contact.** If you are a non-custodial parent, you must be listed with your child's emergency contact information as a guardian and show proper identification.

In addition to being notified via *AlertNow*, parents are able to receive information about the school emergency by:

- Calling the school division's Emergency Hotline at 757-263-1000
- Visiting the homepage of [www.vbschools.com](http://www.vbschools.com)

Additional information on school emergencies and important terms that are used during an emergency, such as internal/external lockdowns, are available at [www.vbschools.com](http://www.vbschools.com).

## SCHOOL INSURANCE

The school division contracts with authorized insurance carriers for voluntary student accident and dental insurance programs. This insurance is available yearly to all students. Fee information, application forms, and information are sent home with students at the beginning of the school year.

## SECTION 504

*Section 504 of the Rehabilitation Act of 1973*, as amended, is a civil rights law that prohibits discrimination against individuals with disabilities. The statute ensures that a qualified student with a disability receives reasonable accommodations necessary for that student to access education or school-related programs and activities. A student suspected of needing a Section 504 Plan can be referred by any source. Upon referral, the process for determining whether the student meets the qualifications under this federal law will be initiated. A complete description of *Section 504 of the Rehabilitation Act of 1973* is available on [www.vbschools.com](http://www.vbschools.com).

## SPECIAL EDUCATION

Special Education is specially designed instruction to meet the unique needs of an eligible child with a disability. The referral of a student for a suspected disability that may require special education services can be made by any source. A full evaluation is conducted to determine the student's eligibility and to assist in planning to meet the student's educational needs.

A student who has been found eligible for special education will receive supports and services as identified through an Individualized Education Program (IEP) that is planned and designed to provide an appropriate education. Further information and referrals may be made to the administration of the school where the student is enrolled. Additional information may be obtained through the Virginia Beach City Public Schools Parent Resource Center at 757-263-2066. The Director of Special Education and the Section 504 Coordinator for the Virginia

Beach City Public Schools is Robert L. Mitchell, Office of Programs for Exceptional Children, 757-263-2400, Laskin Road Annex, 1413 Laskin Road, Virginia Beach, VA 23451.

## **STANDARDS OF LEARNING AND ADEQUATE YEARLY PROGRESS**

Standardized testing will also be administered to students to gather additional information about student progress. Virginia Standard of Learning (SOL) objectives will be assessed by criterion-referenced tests. Students and parents or guardians receive results of the SOL testing in the following areas: English: Reading (Grades 6, 7, and 8), English: Writing (Grade 8), mathematics (Grades 6, 7, and 8), science (Grade 8), history and social science (Grades 6, 7, and 8). Students enrolled in Algebra 1, Geometry, Algebra II/Trigonometry, or Earth Science are required to take SOL end-of-course tests. Students enrolled in Advanced Science 7 and/or Advance Math 7 must take the appropriate grade 8 SOL test(s). Students interested in taking an Earth Science class who are not enrolled in advanced classes must meet division standards by passing a locally developed test or enrolling in a Physical Science 8 summer school course.

The Virginia Beach City Public Schools continues to support the federally mandated *No Child Left Behind Act of 2001 (NCLB)* for the benefit of all students in grades K-12. This legislation requires students in grades 3-8 to be tested annually in reading and mathematics and to meet certain benchmarks under Adequate Yearly Progress (AYP). AYP requires schools to meet annual student performance benchmarks and a 95% student participation rate on statewide tests in reading and mathematics. AYP applies to all students and to the following subgroups of students: students with disabilities, limited English speaking students, economically disadvantaged students, and students in major racial/ethnic groups. All students are expected to participate in state assessments as required. By 2014, the expectation is that every student will pass every test.

## **STUDENTS CHARGED WITH OR CONVICTED OF AN OFFENSE**

If a court petition or warrant is filed against a student, or a student is found guilty or not innocent of a crime, the School Board may require that the student attend an alternative education program. Students who have been expelled or suspended for thirty days from another public or private school may be required to attend an alternative education program.

## **TEXTBOOKS**

The school division provides textbooks free of charge to students for use during the school year. Students are expected to care for books they receive. Fees are assessed for damaged or lost books. Virginia law authorizes local school boards to take action against students who fail to return property owned by the school division.

## **TOBACCO POSSESSION AND USE**

Students possessing or using tobacco products are subject to disciplinary actions as described in the *Code of Student Conduct*. Based on the number of offenses, students could receive recommendations for various interventions and short- or long-term suspensions. Under Virginia law, the Virginia Beach Police Department must be notified when a student 18 years or younger is suspended for a tobacco related offense.

## **TRANSPORTATION**

Bus transportation is provided for Virginia Beach City Public Schools' students to and from school, based on each school's transportation zone. Students riding a bus to school must be at their stop no earlier than five minutes before regular pickup time. The *Code of Student Conduct* outlines the conduct for all students while riding a school bus. Bus routes, pickup times, and safety tips are posted on [www.vbschools.com](http://www.vbschools.com) and are available at every school prior to the beginning of the school year. Students must ride their assigned buses. Extenuating circumstances requiring a bus change must be submitted in writing with a contact telephone number and approved in advance by the administration.

## **VISITATION TO SCHOOLS**

Students may not visit other Virginia Beach middle schools during the school day. Parents/legal guardians may visit classrooms following advanced consultation and approval from building administrators. Other specific guidelines may be established by middle schools.

## **VISITORS/TRESPASSING**

Visitors are welcome in the Virginia Beach City Public Schools. Parents/legal guardians visiting their student's school should make arrangements in advance in order to be assured that school personnel will be available to meet with them.

All persons entering the school must receive authorization to move through the school. The visitor must wear an identification badge while in the school. Outside of regular school hours, it is unlawful for any person, without authorization, to enter school grounds, premises, or property for any purpose other than to attend an event/meeting held at the school. Violators may be charged. Persons failing to conduct themselves in a lawful and orderly manner may be banned from School Board property.

## **WITHDRAWAL FROM SCHOOL**

Students withdrawing from school during the school year must present a written or electronic note from a parent/guardian stating the reason for the withdrawal, the withdrawal date, and the student's destination, so that the transfer process can be completed. Withdrawing students must return all textbooks, library books, and instructional materials assigned to them. All financial obligations must be cleared.