



COL. Fred Cherry Middle School

“Soaring to New Heights”

2020-2021

Student Handbook

Mr. Daniel O’Leary, Jr. - Principal  
Mr. Roosevelt Brown, II - Assistant Principal  
Ms. Marian Looney-Gill - Assistant Principal

7401 Burbage Drive  
Suffolk, Virginia 23435  
757-923-4249

# Mission Statement

At **Col. Fred Cherry Middle School** we are committed to:

We are committed to **H**ighly collaborative & engaging instruction

We are committed to **A**chieving high standards

We are committed to **W**hole student development

We are committed to **K**indness, respect & acceptance of all

We are committed to a **S**afe & supportive environment



## Table of Contents

Absentee Notes/Admit Slips	4
Accident Reporting	4
Activity Fee	4
Address And Telephone Changes	4
Agendas	5
Announcements	5
Arrival And Dismissal	5
Assembly Programs	6
Bell Schedule	6
Book Bags/Backpacks	7
Bus Passes	7
Bus Regulations	7
Cafeteria	8
Concerns Or Conflicts	8
Cellular Phones	9
Distribution Of Literature, Poster Display, And Sales	9
Dress Code	10
Emergency Drills	11
Food And Drinks At School	11
Guidance Department And Services	11
Hall Passes/Restroom Passes	11
Immunization Requirement	12
Insurance	12
International Baccalaureate Diploma Program	12
Lockers	12
Lost And Found	12
Metal Detectors	13
Parent Conferences	13
Peer Mediation	13
Physical Education Classes	13-15
Supplies	15
Tardiness And Absences	15-16
Telephone Use	16
Textbooks	16
Visitors	17
Wellness Policy	17
Work Permits	17
Parent/Guardian And Community Responsibilities	17-18
Staff Responsibilities	18
Positive Behavioral Interventions And Supports (PBIS)	19
PBIS School-Wide Expectation	19
CFCMS PBIS Matrix	20
Levels Of Interventions And Responses	21

## **GENERAL SCHOOL INFORMATION**

### **ABSENTEE NOTES/ADMIT SLIPS**

Students who have been absent from school or tardy to school must bring a signed note from their parent/guardian or a doctor's excuse which includes the student's names, the date(s) of the absence(s) and the reason for the absence(s). In the case of absence, notes should be given to the homeroom teacher or dropped off in the front office. In the case of tardiness, students should report to the main office immediately upon the student's arrival to sign the Record of Student Tardies book and to obtain an admittance slip to be presented to his/her teacher. Notes for tardiness will be needed in order for a tardy to be excused.

According to the present School Board Policy a student in grades K-8 who misses in excess of **20 unexcused days** during the school year may be retained in the same grade for the next school year. If a student is absent / tardy to school for any reason, documentation (see above) for the absence/tardiness must be submitted to the school's office upon the student's return to school or within a period not to exceed five school days immediately thereafter. Any deviation from the criteria must be documented by a written explanation from the parent/guardian, doctor, court notice, etc.

### **ACCIDENT REPORTING**

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

### **ACTIVITY FEE**

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

### **ADDRESS AND TELEPHONE CHANGES**

Please notify the office immediately if there is any change in address, telephone number, guardian, emergency contacts, or other personal information. Any USPS Mail that is returned will require parents/guardians to bring proof of residency within 10 days of receipt of notice. Proof of residency includes a copy of mortgage or lease AND a major utility bill or copy of driver's license with updated address. Without the updated

information, the student will be unable to utilize Suffolk Public School transportation system and may be withdrawn from Suffolk Public Schools.

## AGENDAS

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

## ANNOUNCEMENTS

Announcements will be read daily over the public address system to keep students informed of activities and other pertinent information. Additionally, pertinent information will be displayed on the monitors in the cafeteria. Announcements and school activities are also posted on the Col. Fred Cherry Middle School website.

## ARRIVAL AND DISMISSAL

**Arrival** School personnel CANNOT assume responsibility for students who are brought to school before 7:00 a.m. each morning. Students are not to arrive prior to that time. All students should arrive at school no later than 7:20 a.m. each morning. Students are considered tardy if the tardy bell rings and they have not reported to their 1st Block of the day.

**Early Dismissal** An authorized adult must provide picture identification and sign the Record of Early Dismissal ledger in the main office before any student is dismissed from our care. Students will be called from classes for an early dismissal upon arrival of the parent or authorized adult. The parent or authorized adult is required to sign the early dismissal ledger in the main office before departure. In order to prevent interruptions to the instructional process for all students, parents are asked to please make every effort not to take their children from school early unless there is a legitimate reason. *\*Picking students up every day at 1:30 to avoid the car line takes away 4500 minutes a year of student time in the classroom.*

**Early Dismissal by someone other than guardian** Students needing an early dismissal from school by someone other than a parent are to present a written statement to the main office prior to the BEGINNING of the first class period. This note must contain the following information: date; student's name; time of dismissal; reason for dismissal; who will be picking up the student and their relationship to the student; signature of parent/guardian, and phone number where the parent may be reached. **Students will not be given an early dismissal without verbal confirmation from the parent.**

**Dismissal** The instructional day ends at 2:00 p.m. Announcements will be made daily over the public address system to designate the dismissal time for each grade level. Students who are “everyday pick up” and “everyday walkers” will report to the gym. If your student walks home, a walker form must be filled out and on file in the office. Forms are available in the front office. Once a student decides to be a walker, they are no longer allowed to ride a school bus without first obtaining a bus pass.

### **ASSEMBLY PROGRAMS**

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

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

### **CFCMS BELL SCHEDULE**

6th Grade	<b>7:00-7:20</b> Homeroom Breakfast/Locker	<b>7:25-9:00</b> 1st Block	<b>9:05-11:10</b> 2nd Block (30 min Lunch)	<b>11:15-12:45</b> 3rd Block	<b>12:50-2:00</b> PE/EXP
7th Grade	<b>7:00-7:20</b> Homeroom Breakfast/Locker	<b>7:25-9:00</b> 1st Block	<b>9:05-10:15</b> 2nd/3rd PE/EXP	<b>10:20-12:20</b> 4th Block (30 min Lunch)	<b>12:25-2:00</b> 5th Block
8th Grade	<b>7:00-7:20</b> Breakfast/Locker	<b>7:25-9:00</b> 1st/2nd Block	<b>9:05-10:15</b> Homeroom/3rd Block	<b>10:20-11:50</b> 4th/5th Block PE/EXP	<b>11:55-2:00</b> 6th/7th Block (30 min Lunch)

## **BOOK BAGS/BACKPACKS**

Students are given a set of textbooks for home use, therefore, no book bags, backpacks or the like are permitted in the classrooms. Backpacks, book bags, etc. MUST be collapsible and fit inside the hall locker (6" W x 10" D). Students should keep such items in their locker and may access them at the designated times. Any necessary classroom supplies may be carried into the classroom. *"DUE TO THE SAFETY HAZARD ROLLING BOOKBAGS / BACKPACKS" INCUR WITH THE LARGE NUMBER OF STUDENTS AND STEPS THEY ARE NOT PERMITTED ON THE BUS OR IN THE BUILDING.*

## **BUS PASSES**

Bus drivers are instructed not to pick up or take an additional student without permission from the principal. Any time a student needs to ride a different bus or get on/off their regularly scheduled bus at a different stop, they must have a bus pass approved by an administrator. To obtain a pass, students are to bring a parental note to the front office upon their arrival to school. These notes MUST include the following information: date, student's name, destination, bus number to ride, parent signature and phone number where parent may be contacted during the school day. Students will not be given a bus pass without verbal confirmation from the parent/guardian. Seating on the requested bus must ALSO be available in order for a bus pass to be approved.

## **BUS REGULATIONS**

School buses are provided for the convenience of the students. This privilege may be taken away from a student who endangers his/her safety or the safety of others. Please review the following regulations with your child:

- All riders shall remain seated when the bus is in motion.
- Keep hands, arms and head inside the bus. Gestures at cars or individuals in the public are prohibited.
- Each rider shall remain in the seat assigned to him/her. Touching, fighting, and obscene language are forbidden.
- Bus riders must not litter the bus with food or other debris.
- The bus driver shall report any misconduct to the office.
- The bus driver is in complete charge at all times. Parents shall be notified if misconduct of a student continues.
- The rider or his/her parents will pay for damage to the bus, other than from regular usage.
- Students must be at the loading stop at the scheduled time, both in the morning and the afternoon.

- Students must cooperate with the driver at all times.
- Students shall be prohibited from bringing unnecessary items or dangerous objects on the school bus.
- If an incident happens on the bus, the student must report it to the bus driver as soon as possible.

### CAFETERIA

The cafeteria offers a variety of breakfast and lunch choices daily. Lunch cost at this time is \$2.10 or \$.40 at the reduced rate. Breakfast costs \$.85 or \$.30 at the reduced rate. This rate is subject to change. Students will be able to obtain breakfast on their grade level wing and will eat in the classroom. Breakfast time will be extended for students who arrive to school tardy because of the school bus. Breakfast time will NOT be extended for students who are dropped off by parents tardy, especially on a consistent basis

A menu is posted in each homeroom monthly. Milk may be purchased separately for \$.55. Free or reduced price lunch applications will be distributed to students the first day of school.

**Suffolk Public Schools** is pleased to announce the availability for Free and Reduced Price Meals online at [www.sps.heartlandapps.com](http://www.sps.heartlandapps.com). The process is SAFE, SECURE, PRIVATE, and AVAILABLE anytime, anywhere! Applications will also be available in the school's main office. The Food and Nutrition Services Office (not the school) will notify applicants of approved or denied status.

**The following rules and procedures apply in the cafeteria:**

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



## **CONCERNS OR CONFLICTS**

If a student or parent has a concern about an individual or a school practice/policy, the following pathway of assistance is available and should be used in order to resolve the problem as quickly as possible.

1. Notify the supervising teacher, bus driver, or other school staff of the problem.
2. Seek peer mediation as appropriate.
3. Make an appointment with the guidance counselor.
4. If the problem is still unresolved, contact an administrator.

## **CELLULAR PHONES**

COL. Fred Cherry Middle School will NOT participate in Bring Your Own Device for Learning -BYOD4L - due each student having access to their own Chromebook. Students are allowed to bring their personal devices to school; however, the device must be powered off and stored in their locker. If a device is confiscated, the legal parent/guardian will be required to make arrangements with the school's administration to retrieve such items.

## **DISTRIBUTION OF LITERATURE, POSTER DISPLAY, AND SALES**

Posters, leaflets, flyers, or the like may not be distributed or displayed without the principal's approval. All sales of goods must be approved by the administration. Failure to comply may lead to disciplinary action.

## **DRESS CODE**

A. The School Board and Suffolk Public Schools Staff rely heavily on parents and students to support the division's policies. One of the fundamental purposes of school is to provide an appropriate environment for learning. A student will maintain personal attire and grooming standards that promote safety, health, and avoid unnecessary disruptions.

B. Suffolk Public Schools has established the following guidelines for student dress while in the classroom or participating in school-sponsored activities:

1. Shirts and blouses must include at least 3" width on shoulders, garments (which

includes skirts, dresses, and shorts) must not reveal any exposed skin 2” above the knee while standing. Leggings, jeggings, and workout clothes must be covered with a long shirt, skirt, or dress that covers the buttocks.

2. Clothing must not reveal undergarments such as underwear, bras, and white undershirts. This includes any article of clothing that does not cover the midriff, back, reveals cleavage, sags below the beltline, or is sheer.
3. Clothing and accessories may not advertise alcohol or illegal substances, depict lewd graphics, display offensive or obscene language, promote violence, or is gang related. Slogans and graphics are prohibited across the buttocks.
4. Sunglasses may not be worn within the building. Wallet chains are not permitted.
5. Unless worn for religious or medical reasons, head coverings are not permitted. This includes hats, hoods, bandanas, combs, and picks.
6. All shoes worn should not pose a safety concern. Slides, flip flops, and slippers are not permitted. Sandals with a back strap are permitted. High heels must be an appropriate height for school activities.
7. Sleepwear may be worn only during designated school functions.
8. Clothing worn by a student must not cause a disruption and/or distract others from the educational process or pose a health or safety concern.

### **EMERGENCY DRILLS**

Teachers will direct students in the proper procedures to follow during regularly scheduled fire, weather, and emergency code drills.

### **FOOD AND DRINKS AT SCHOOL**

Everyone must work together to keep the school clean and attractive. Gum is NOT permitted at school. Food and drink must remain in the cafeteria unless authorized by the administration. Water bottles/containers may be brought to school in a container that is clear and plastic. Water fountains/water fill stations are available throughout the building. Glass bottles are strictly prohibited. If parents/guardians bring outside food for their student, it must be consumed in the cafeteria and during the student’s lunch time, Lunch brought after a student’s designated lunch time will be sent home with the parent/guardian. Parents are welcome to eat lunch with their child at a designated location. In connection to the wellness/allergy policy, parents/guardians may not bring in food for a group of friends or a class.

## **GUIDANCE DEPARTMENT AND SERVICES**

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

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

## **HALL PASSES/RESTROOM PASSES**

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

## **IMMUNIZATION REQUIREMENT**

Effective July 1, 2019, a booster dose of Tdap vaccine is required for all children entering the 7th grade.

## **INSURANCE**

Dental and accident insurance may be purchased through the insurance companies approved by the School Board. The homeroom teachers will distribute insurance forms during the first week of school.

## **INTERNATIONAL BACCALAUREATE DIPLOMA PROGRAM**

8th grade students who are enrolled in Algebra I, foreign language, and language arts with a "B" or better, and an overall core GPA of 3.0 will have the opportunity to apply to the Pre-IB program in January, which is offered in grades 9 and 10. It is an intensified course of study in preparation for the rigorous IB Diploma Program. The IB Diploma

Program begins in the junior year of high school, and is a pre university course of studies leading to examinations that meet the needs of highly motivated secondary school students.

### **LOCKERS**

Hall lockers are assigned by homeroom teachers for general student use. Each grade level will be assigned times to visit their lockers during the school day. All lockers are school property and are to be kept free of trash and writings/markings at all times. Abuse or improper use of lockers may result in the loss of this privilege or other disciplinary action. Lockers may be searched by school officials at any time. For security reasons, students are not to share lockers nor disclose their lock combination to another student. Lockers for physical education classes are assigned by P.E. teachers. Home purchased locks may be used on designated lockers for physical education classes only. Items must be removed at the end of the class.

### **LOST AND FOUND**

Articles which are found by someone other than the owner should be taken to the office immediately. The school is not responsible for any loss of property by students. The Lost and Found is located on each grade level wing and Items are cleared/discarded quarterly. Any item not claimed by June 30th of each year will be discarded.

### **METAL DETECTORS**

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

### **PARENT CONFERENCES**

Parents who desire to have conferences with teachers should make arrangements in advance by contacting the teacher(s) directly, the guidance office, or the main office. To ensure continuation of instruction for students, teachers are available to meet with parents BEFORE school (Before 7:00AM), DURING their designated planning period, and AFTER school. Teachers are not available to meet with parents during HOMEROOM unless arrangements are made prior.

**7th Grade Planning 9:05-10:20 8th Grade Planning 10:20-11:50 6th Grade Planning 12:50-2:00**

Parent/Teacher Conference days have been scheduled for **November 20, 2020** and **February 12, 2021**; however, parents are encouraged to contact teachers at any time throughout the year, when a conference is necessary.

## PEER MEDIATION

Conflict is a normal life experience. Peer mediation is a highly successful program designed to deal with conflicts in a positive manner as they occur, thereby avoiding the consequences of aggressive behavior which still leaves the conflict unresolved. The students involved in the conflict are then able to identify the issues, brainstorm possible solutions, and commit to an agreed upon plan of action.

## PHYSICAL EDUCATION CLASSES

Physical education is part of the required curriculum in middle school. The following rules and regulations apply to P.E. classes:

**All students must change out of the clothes they wore to school and dress for physical education class in the appropriate attire. Students will change for class in their respective locker rooms.**

### DRESSING OUT REQUIREMENTS:

**TOP:** Gray or navy blue T-shirts with sleeves. (No white shirts)

-No tank tops, jean jackets, or sport jerseys (including CFCMS team issued uniforms).

-**Athletic** sweatshirts can be worn over the P.E uniform.

**BOTTOM:** Gray or Navy blue shorts/sweatpants.

-Shorts must be no higher than two inches above the knee.

-Spandex shorts, tights and yoga pants are **not** allowed.

-Tights and leggings may only be worn UNDER gym shorts.

**FOOTWEAR:** Athletic shoes only. NO hiking boots, canvas slip-ons, ( VANS without laces) or boat shoes. All shoes must be secured tightly and have a way to fasten, to prevent injury.

-Incorrect footwear will result in a 50% for the day as students cannot safely participate

### GRADING:

Students who do not dress out in their P.E. clothes may participate if **proper shoes** are worn. Partial Credit (50%) will be given.

- NO jewelry or lanyards that dangle in any way are to be worn during P.E. (10 pts will be deducted for jewelry/ lanyards, etc.)

### **Point Breakdown:**

- Shirt/shorts: 20 pts. (10 pts each each)
- Being in assigned area 10 pts.
- Warm-ups (exercise routine) 30 pts.
- Running (pacer) 20 pts.
- Participation in daily activity 20 pts.

### **Things that may result in the loss:**

- Chewing gum/food in the gym
- Horseplaying *(Based on the Virginia SOL's for health and PE. Students must exhibit safe, responsible, and respectful behaviors while participating in PE activities. VDOE SOL- 6.4, 7.4, 8.4)*

### **DOCTOR/PARENT NOTES:**

- Doctor and parent notes excusing students from P.E. must be taken to the nurse for screening **PRIOR** to coming to class.
- We do not accept parent notes unless signed by the nurse, and will only be honored for that class period.
- Students who use an inhaler must go to the clinic prior to class.

**ALL cell phones, headphones and electronic devices are to remain in hallway lockers before coming to gym. (Including smart watches, apple watch, fitbit, etc.) If student is found in possession of these, the devices could be confiscated. First time offenders will be warned. If this becomes a pattern of behavior, the device will be confiscated and placed in the office for parents/guardians to pick up.**

### **REMEDIATION:**

Students who have remediation for core subjects must report to the gym with their pass, **dress out**, and complete the daily warm-up and running.

- Items needed for remediation should be brought into the gym(pencil,notebook, etc)
- Students will be dismissed to attend remediation **ONLY** if they have a pass that is signed and dated by the core teacher.

Students will attend remediation in their gym clothes then return to class before the end of the period to change before dismissal.

Remediation times are as follows:

- **6th Grade-** 1:20-1:50, **7th Grade-** 9:35-10:05, **8th Grade-** 11:20-11:45

## **PROMOTION AND RETENTION**

Refer to the SPS Handbook for this information.

## **SUPPLIES**

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

## **TARDINESS AND ABSENCES**

Truancy often leads to academic failure, dropping out of school, crime in the community, and many other problems. For those reasons, Virginia law requires that school-age children attend school and it requires that parents make sure their children attend school. The law also requires that the school file legal proceedings against every parent and child who fails to comply with Virginia's compulsory attendance laws. In order to assist you in your parental and legal duties, and in order for us to comply with the laws, we are initiating a program and protocol to address truancy.

- 1) A phone call to parents for any absence will be sent via the automated calling system. Written notes explaining an absence must be received within five (5) days of an absence. Every absence is considered unexcused until a written explanation for the absence is received in writing. The student suffering an infectious or contagious disease, a serious illness, the severe illness of an immediate family member, the student's exposure to a contagious disease, a death in the immediate family, fire or other serious damage to the home that requires the family to move and similar circumstances constitute excused absences.
- 2) If a student accumulates five (5) unexcused absences, you will be contacted and a parent and the student must attend an "in person" conference with the school's Attendance Review Team to discuss the particular causes or issues surrounding your child's absences. The conference will ordinarily include a teacher, the assistant principal, the school's social worker, and a school resource officer. At the conference, with your input, we will formulate a truancy plan to enable and facilitate attendance.
- 3) Should these efforts fail and your child misses a total of seven (7) unexcused days, more serious steps will be taken: the child and you will either be referred to a Truancy Review Team and/or the school division will file legal proceedings against the child and/or you in the Juvenile and Domestic Relations Court. The legal proceedings may include a criminal warrant against the parent(s) and/or a "child in need of supervision" petition.

- 4) It will remain our policy that any student who has more than 20 unexcused absences during a school year must repeat the year unless there are extraordinary circumstances.

Our goal is to provide all students with a quality education that enables them to compete and succeed in our increasingly competitive and challenging world.

### **TELEPHONE USE**

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

### **TEXTBOOKS**

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

- A student shall pay full price for a textbook which is lost or damaged beyond repair. Damage to textbooks may include pages missing or torn, markings, and weathering.
- A student shall pay half price for a textbook which is damaged but usable.
- A student shall pay full price for the lost textbook before he/she is issued a replacement.
- If the lost textbook is found, the student will receive a refund. Failure to pay for lost or damaged books at the end of the year will prohibit the student from receiving free textbooks the following year, until all charges are paid in full.

### **VISITORS**

Parents are welcome at Col. Fred Cherry Middle School. All parents, however, must first report to the office and obtain permission from the administration before visiting any area of the school. A visitor's badge will be issued to visit a specific area or provisions will be made for a guided tour of the building. Picture identification will be required prior to a guided tour. All visitors will be escorted by a member of the Col. Fred Cherry Middle



School faculty/staff both to and from their destination. Children or student visitors are not allowed. Cooperation in this matter is very important for the safety and welfare of all students. If guests are seen in the building without a visitor's badge and/or unescorted, they will be questioned by the staff and escorted to the office.

Parents/Guardians are allowed to observe in their student's classroom. **However, 24-hour advance notice must be given and the observation time may not exceed one hour.**

### **WELLNESS POLICY**

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

### **WORK PERMITS**

Work permits may be secured by contacting the guidance department at Col. Fred Cherry Middle School or Nansemond River High School.

### **PARENT/GUARDIAN AND COMMUNITY RESPONSIBILITIES**

Parents/guardians and community members play an important role in establishing a positive school climate. These individuals can help students and staff promote a safe and supportive school environment in the following ways:

- 1) Read and be familiar with school policies, regulations and rules. Talk with your child about appropriate conduct at school.
- 2) Be respectful and courteous to other students, fellow parents/guardians and school staff.
- 3) Ensure that your child attends school regularly.
- 4) Be involved in conferences and meetings that pertain to your child.
- 5) Help your child access supportive groups or programs designed to improve his/her conduct, such as counseling, after-school programs, and mental health services available in the school and community.
- 6) Promptly share any concerns with school officials and work with them to address any issues your child may be experiencing.

## **STAFF RESPONSIBILITIES**

School staff members should take the initiative in developing positive, meaningful relationships with students. When disruptive behavior does occur, school staff will apply consequences and interventions in a progressive manner which can include but is not limited to the following:

- 1) Creating and promoting a positive, supportive, safe, and welcoming school environment that is conducive to teaching and learning
- 2) Being respectful and courteous to students, parents/guardians, and other school staff
- 3) Establish clear expectations for behavior, take an instructional approach to discipline, and acknowledge positive and appropriate conduct by students Involving families, students and the community in fostering positive behavior and student engagement.
- 4) Ensuring that developmentally appropriate and proportional consequences are applied for misconduct as outlined in this Code of Conduct and promptly notifying parents/guardians
- 5) Administering rules fairly and equitably, regardless of race, ethnicity, culture, gender, color, national origin, ancestry, religion, age, disability, sexual orientation and/or gender identity
- 6) Removing students from the classroom only as a last resort and returning them to the classroom as soon as feasibly possible
- 7) Making every effort to communicate with and respond to parents/guardians in a timely manner and in a way that is easily accessed and understood
- 8) Providing students who are absent for any reason with missed assignments and allowing adequate time to complete

## **POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORTS (PBIS)**

Positive Behavioral Interventions and Supports (PBIS) involves a proactive, comprehensive systemic and individualized continuum of support designed to provide opportunities to all students including students with disabilities, to achieve social and learning success. This is accomplished by examining the factors that impact behavior as well as the relationships between environment and behavior.

The focus of Positive Behavior Interventions and Supports (PBIS) is to provide proactive and effective behavioral support for students. This is accomplished when the entire school community establishes and maintains universal procedures that contain clear and consistent behavioral expectations. Opportunities for student success are enhanced by teaching expectations and establishing a system for reinforcing desired behavior. The necessary elements of school-wide PBIS include methods to: examine needs through data; develop school-wide expectations; teach school-wide expectations; reinforce school-wide expectations; discourage problem behaviors; and monitor implementation and progress.

### **PBIS SCHOOL-WIDE EXPECTATION**

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

1. Follow directions of any school staff immediately, without objecting comments, the first time they are given.
2. Keep hands, feet and objects to oneself.
3. Walk to the right hand side of the hallways. For everyone's safety, no running is permitted in the building or classrooms, and no "horseplay" is permitted anywhere.
4. Speak and behave courteously to everyone, demonstrating respect for their rights, beliefs, feelings, and property.
5. Dress appropriately for school.
6. Obey state laws and School Board policies. Please refer to the Suffolk Public Schools Student Handbook for the complete Code of Student Conduct.

### **MORNING MEETINGS (HAWK HUDDLE)**

Each day, Homeroom teachers conduct a Hawk Huddle to build community and relationships within their homeroom classes. (6th/7th grade during 1st Block) (8th grade during 3rd block). Weekly Power points are provided to the teachers created by the PBIS/Restorative Justice committee to address the different elements of the PBIS matrix, current events, and school wide concerns.

## CFCMS PBIS MATRIX

<b>HAWKS</b>	<b>Classroom</b>	<b>Commons</b> (Hallways, stairs, OLA)	<b>Restroom</b>	<b>Cafeteria</b>	<b>Bus</b>	<b>Gym/Locker</b>
<b>Successful</b>	<ul style="list-style-type: none"> <li>*Attend class regularly</li> <li>* Be on time</li> <li>*Follow Class rules</li> <li>*Participate and stay on task</li> </ul>	<ul style="list-style-type: none"> <li>*Walk quietly and quickly to the next destination.</li> </ul>	<ul style="list-style-type: none"> <li>*Visit the restroom quietly and quickly.</li> <li>*Wash your hands</li> </ul>	<ul style="list-style-type: none"> <li>*Walk quiet to cafeteria</li> <li>*Stand in line quietly</li> <li>*Find your seat and stay seated</li> <li>*Return to classroom on time</li> </ul>	<ul style="list-style-type: none"> <li>*Follow bus rules</li> <li>*Listen to bus driver</li> <li>*Stay seated and face forward</li> </ul>	<ul style="list-style-type: none"> <li>*Report on time to the locker room</li> <li>*Dress out and participate each day.</li> <li>*Be willing to try new sports and activities.</li> <li>*Set fitness goals for yourself.</li> </ul>
<b>Organized</b>	<ul style="list-style-type: none"> <li>*Bring and use agenda</li> <li>*Bring all necessary materials</li> <li>*Complete and collect assignments ever when absent.</li> <li>*Phone is off and stored in a locker.</li> </ul>	<ul style="list-style-type: none"> <li>*Keep to the right.</li> <li>*Keep walking.</li> <li>*Use signed agenda for hall pass</li> <li>*Use lockers at appropriate times.</li> </ul>	<ul style="list-style-type: none"> <li>*Use a signed agenda for hall pass.</li> <li>*Plan your visits according to classroom expectations.</li> </ul>	<ul style="list-style-type: none"> <li>*Bring lunch money or make sure you have money in your account.</li> <li>*Know your lunch number</li> <li>*Make one trip through the line.</li> </ul>	<ul style="list-style-type: none"> <li>*Enter and Exit quietly and orderly</li> <li>*Be on time to your bus</li> <li>*Keep aisles clear.</li> </ul>	<ul style="list-style-type: none"> <li>*Bring uniform and tennis shoes to class.</li> <li>*Turn in parent/dr. notes to the nurse before coming to PE.</li> <li>*Bring in your remediation pass and all supplies</li> </ul>
<b>Accountable</b>	<ul style="list-style-type: none"> <li>*Take responsibility for your behavior.</li> <li>*Work diligently and ask for help</li> <li>*Keep your area clean.</li> <li>*Be in your assigned location.</li> </ul>	<ul style="list-style-type: none"> <li>*Walk directly to class.</li> <li>*Keep lockers clean.</li> <li>*Keep top of lockers clear.</li> <li>*Keep feet on the floor.</li> <li>*Stay in your assigned area.</li> </ul>	<ul style="list-style-type: none"> <li>*Go, flush, wash, leave.</li> <li>*Keep the restroom clean.</li> <li>*Report problems to an adult.</li> </ul>	<ul style="list-style-type: none"> <li>*Wait your turn.</li> <li>*Find your seat and remain seated.</li> <li>*Consume only your food and drink in the cafeteria.</li> <li>*Use appropriate table manners.</li> </ul>	<ul style="list-style-type: none"> <li>*Go directly to the bus.</li> <li>*Move quietly and quickly.</li> <li>*Report inappropriate behavior.</li> </ul>	<ul style="list-style-type: none"> <li>*Be seated in your assigned squad line.</li> <li>*Keep the locker room, bleachers, and gym clean.</li> <li>*Take responsibility for your behavior and actions.</li> </ul>
<b>Respectful</b>	<ul style="list-style-type: none"> <li>*Use appropriate school and kind language.</li> <li>*Respect the differences of others.</li> <li>*Respect the rights of students to learn.</li> <li>*Listen when others speak.</li> <li>*Raise your hand and wait your turn.</li> <li>* Respect school property.</li> </ul>	<ul style="list-style-type: none"> <li>*Use appropriate school and kind language.</li> <li>*Keep hand/feet supplies to yourself.</li> <li>*Respect school property.</li> </ul>	<ul style="list-style-type: none"> <li>*Respect others' privacy.</li> <li>*If the restroom is crowded return to class.</li> <li>*Be respectful of school grounds.</li> </ul>	<ul style="list-style-type: none"> <li>*Clean your area.</li> <li>*Pick up and empty trash on tables and floor.</li> <li>*Use low voice levels.</li> <li>*Be polite with peers, staff, and custodians,</li> </ul>	<ul style="list-style-type: none"> <li>*Keep hand/feet supplies to yourself.</li> <li>*Use appropriate school and kind language.</li> </ul>	<ul style="list-style-type: none"> <li>*Respect others' property in the locker room.</li> <li>*Respect the locker room and gym facilities and equipment.</li> <li>*Respect all adults when asked to do something.</li> </ul>

## **LEVELS OF INTERVENTIONS AND RESPONSES**

Suffolk Public Schools' intent is to change student behavior; however, consequences and/or more intense interventions may be imposed due to safety or repeated offenses.

### **LEVEL 1: Examples of Classroom Interventions and Responses**

These interventions aim to teach and correct inappropriate behavior so students can learn and demonstrate safe and respectful behavior. Staff members are encouraged to try a variety of positive management strategies with graduated responses as needed. (1.) Establish positive relationships with students. (2.) Recognize/reward appropriate behavior (3.) Contact parent/guardian (4.) Verbal correction/reminders and redirection (5.) Written reflection or apology (6.) Seat change (7.) Student conference (8.) Parent/guardian conference (9.) Behavior chart/contract/plan (10.) In-class time out Loss of classroom privileges Detention

### **LEVEL 2: Examples of Administrative Interventions and Responses**

These interventions involve the school administration and aim to correct behaviors by stressing the seriousness of the behavior while keeping the student in school. Student conference Check-in/check-out Behavior chart/contract/plan Parent/guardian contact Restorative justice strategies Restitution Loss of privilege Detention Conflict resolution Peer mediation Mentoring In-school Suspension (ISS) Functional Behavior Assessment (FBA); Behavior Intervention Plan (BIP).

### **LEVEL 3: Examples of Short-term Suspension Referral Responses**

These interventions involve the short-term removal of a student from the school environment due to the severity or chronic nature of the behaviors; the suspension from school will not exceed ten (10) days. Restitution Restorative justice strategies Short-term Out-of-School Suspension (OSS) not to exceed ten (10) days Functional Behavior Assessment (FBA); Behavior Intervention Plan (BIP) Revision of IEP (students with disabilities) Referral to community organizations.

### **LEVEL 4: Examples of Extended Suspension Referral Responses.**

These interventions involve the long term removal of a student from the school environment due to the severity of the behavior. These interventions focus on protecting the safety of the school community and ending destructive/dangerous behavior. Restorative justice strategies upon return of suspension Referral to community organizations Extended Out-of-School Suspension (OSS) of more than ten (10) days Placement in an alternative educational setting Expulsion Report to law enforcement.