



**N. B. CLEMENTS
JUNIOR HIGH
SCHOOL**

*PROVIDING THE ESSENTIAL PART OF A ROYAL
EDUCATION*

**2019-2020
Student Handbook**

N. B. CLEMENTS JUNIOR HIGH STUDENT HANDBOOK

This handbook is subject to change pending any changes in county or state school board policy and is a supplement to the Prince George County Schools' Encouraging Positive Student Conduct and Safety Handbook

Mission Statement

Prince George County Public Schools, in partnership with parents and the community, will provide a rigorous educational program in a safe environment that prepares all students for post-secondary education and the workforce and to be responsible citizens in a global society.

Strategic Goal

To provide each student with the essential part of a ROYAL education that equips them with the skills necessary to become critical thinkers, creative thinkers, communicators, and collaborators prepared to be the next generation of globally conscience citizens.

Nondiscrimination

The School Board and Prince George Schools are committed to a policy of nondiscrimination in relation to race, sex, age, religion, national background, or physical handicap. This policy will prevail in all of its policies concerning staff, students, educational programs and services, and individuals with whom the Board does business.

Prince George County Schools Homepage

(www.pgs.k12.va.us)

Visit the PG Homepage to view important news, updates, staff weblogs, the policy manual, school websites, staff emails, and other school/county information.

(A hard copy of the policy manual can also be reviewed at each school.)

N. B. Clements Junior High School

Main Office Phone: 733-2730

Office Hours: 7:15 a.m. – 3:30 p.m.

ADMINISTRATION

Mr. Jason Chandler, Principal

Mrs. Melanie Barron Ficke, 9th Grade Assistant Principal

Ms. Danica Coleman-Millner, 8th Grade Assistant Principal

GUIDANCE

Mr. Steve Bhatt (A-F)

Mrs. Abigail Zepp (G-M)

Mr. Tyrone Graves (N-Z)

ATTENDANCE AND MAKE-UP ASSIGNMENTS

Regular school attendance promotes academic achievement. Every student is expected to be in school every day and to arrive at every class on time. It is understood that some absences and tardies may occur due to illness, medical appointments, court appointments and funerals. In such instances, parent(s) should notify the school and send a note documenting the reason for the absence upon the student's return to school. Administrators will strictly enforce state laws, policies, and procedures regarding compulsory attendance and truancy.

Students are allowed to make up work missed because of absences. **All arrangements must be made by the student and/or parent within five (5) days upon return to school.** Suspended students are allowed to make-up work for a maximum of ten (10) out of school suspension days in the school year. Make-up work for out of school suspension will not be permitted beyond the tenth (10) out of school suspension day in the school year. Students will receive a grade of "zero" for all graded assignments during suspension periods exceeding ten (10) school days within a school year. Students suspended until a School Board Hearing are allowed to keep up with their assignments pending the outcome of the hearing.

Makeup work for absences resulting from truancy, skipping school, or cutting class will not be permitted. A grade of "zero" will be recorded.

If a student is absent, a parent/guardian should call the school (ask for the attendance secretary) and report the absence. A note explaining the absence should be provided to the main office upon the student's return. Any student arriving after 7:50 a.m. must report to the Main Office and be signed in by the attendance secretary. All doctor, dental, parent notes should be turned in to the main office. Any student leaving prior to 2:30 p.m. must be signed out by the parent/guardian in the main office. Students will not be called down to the office until parent/guardian arrives.

BELL SCHEDULE

NBC operates on an even/odd block schedule with exception to the 1st block, which meets every day. **Students are expected to proceed to class immediately upon arriving at school unless they arrive early.** Early arrivals please report to the cafeteria until 7:20 a.m.

1 st Block	7:50-8:49 a.m.
2 nd /3 rd Block	8:54-10:32 a.m.
4 th /5 th Block	10:37-12:44 p.m.
	A lunch 10:37 - 11:00
	B lunch 11:03 - 11:26
	C lunch 11:29 - 11:52
	D lunch 11:55 - 12:18
	E lunch 12:21 - 12:44
6 th /7 th Block	12:49-2:30 p.m.

BUS CONDUCT
TRANSPORTATION OFFICE PHONE 804-733-2712

Riding the school bus is a privilege. The principal and his/her designee may suspend student's riding privileges. Students are also subject to the same disciplinary actions as would be prescribed had the behavior occurred in school.

According to Transportation, a student suspended from ANY PG County School bus is suspended from ALL PG buses during the suspension dates. Students suspended from a bus may ride a bus on a field trip or other extra-curricular activity.

Students suspended from a bus may ride the PGHS –Clements transfer bus for class attendance only.

1. The number of pupils who may ride a school bus is determined by the total number who can be seated. Buses are designed to seat three students per seat. Bus routes with large numbers of students on that route can be assigned three-to-a-seat. Transportation Requests will be denied before assigning a student to a route who does not live on that route.
2. Students are to be at their bus stops TEN MINUTES PRIOR to their estimated morning pick up time.
3. The bus driver is the only person who is permitted to open and close the entrance door.
4. No object shall be placed in the bus that will restrict passageway to entrance or emergency door.
5. All students are under the jurisdiction of the driver while they are on a school bus. Drivers have the same authority as a teacher in the classroom.
6. On entering the bus, students are to go directly to their seat. Students are to sit facing forward and remain in that seat unless asked to move by the driver, until they leave the bus. Moving from seat to seat is not permitted.
7. Students are to keep the aisle of the bus clear at all times.
8. At no time will students be allowed to stick their head, hands, arms, etc., out of the open windows.
9. Misconduct such as: fighting, yelling, profanity, or conduct that is distracting to the driver will not be tolerated.
10. No drugs, alcohol or tobacco products are permitted.
11. No canned or bottled drinks of any kind are permitted.
12. No objects are to be thrown on the bus or out any bus windows.
13. Students are not permitted to eat on buses.
14. Students are expected to keep the bus clean and not leave any trash on the bus.
15. Posters, stickers, or advertising material of any kind are prohibited in or on school buses.
16. Students in secondary schools are to follow cell phone use procedures. No calls, recordings or

sounds are allowed. ONE earbud is allowed. NO HEADPHONES.

17. All students are expected to ride the bus that picks them up at the assigned stop.
18. Students are not permitted to get off at stops other than their own, unless they present a bus pass to the driver.
19. Any student found guilty of destroying any part of a school bus will be made to pay for the damage and is subject to suspension.
20. Any student who does not abide by the rules stated above will be disciplined or suspended from riding the bus. Riding a school bus is a privilege, not a right.
21. Students are not permitted to bring radios, tape players, boom boxes or other musical instruments on buses. If they do, the article will be confiscated and turned over to the administrator at the student's school, who will hold it until a parent picks it up.
22. Students are not permitted to carry large items, large bags, luggage-type book carriers, etc. on the bus. Buses are full. Most buses have two students-to-a-seat, and some have three students in many seats. They cannot accommodate large bags of any type (i.e., sports bags, band instruments, projects, posters, etc.)
23. On mornings when the district has inclement weather, parents and students can expect late buses. Delayed openings and closure announcements are posted on the district website, www.pgs.k12.va.us, when possible.
24. No pets will be allowed on the bus.
25. No buying or selling will be permitted on buses.
26. Parents should notify the Transportation Department if a child has a history of seizures, uncontrolled bleeding, or other medical problems
27. Students are not to transport medication by bus that is to be taken at school. Parents should carry the medication to school for the student.

TRANSFER BUSES: Students attending classes at both PGHS and NB Clements must ride the assigned transfer bus when traveling between schools. Walking between schools is not permitted.

BUS PASSES

Students who request occasional bus passes must bring a note from their parent(s). This note should be brought to the main office **by 8AM**. Bus passes must be requested by a parent note. It should include the address, bus number, and the name of student with whom the student will be riding. All bus passes must be **approved by the Transportation Coordinator** before being issued to the student. Once approved, the student can pick up the bus pass from the office. The student must show this pass to the bus driver when **boarding** the bus. Fort Lee bus passes will not be issued, unless the student resides on base.

CAFETERIA

Cafeteria accounts may be set up in advance. Students will use their student ID # to access their breakfast/lunch account. [Myschoolbucks.com](http://myschoolbucks.com) allows parents to add money to their child's account, check balances, review transaction history, and receive low balance alerts at home. Parents may apply for meal benefits. To do so, please complete the application sent home at the beginning of the year or log onto the school website. Please print the application, fill it out and send it to the school or drop it by the School Board Office. Please log onto the school website <http://pgs.k12.va.us> for further information or contact our office at 804-733-2730.

Cafeteria prices for 2019-2020 are as follows:

Breakfast	Full Price - \$1.35	Reduced Price - .30
Lunch	Full Price - \$2.75	Reduced Price - .40
	Staff/Parents/Guest Lunch Price	\$3.50 w/out beverage

Students will not be permitted to charge breakfast and/or lunch.

CALENDAR

The school calendar can be found at the Prince George County School's website (www.pgs.k12.va.us) and at the website for each school. The sporting event calendar is online at www.centraldistrictva.org. On the first day of school, students will be given a copy of the calendar.

CLINIC PROCEDURES

Prescribed medication will be administered by qualified school personnel. Parent(s) or guardian(s) must bring medication to the office or clinic. **Medication cannot be transported on buses or by students.** Prescription medication must be in the originally labeled prescription bottle that clearly indicates name of student, name of medication, dosage and hour to be given, and name of prescriber. Over-the-counter, non-prescription medication must be in the original, sealed container, labeled with student's name

CLUBS AND ORGANIZATIONS

Students are encouraged to participate in the various clubs and organizations offered by the schools. Clubs and organizations provide an opportunity for students to develop critical thinking, creative thinking, communication, collaboration and citizenship skills. In September, students are given an opportunity to submit their names and/or application for participation in the clubs or organizations of their choice.

CODE OF CONDUCT

The Encouraging Positive Student Conduct and Safety Handbook will be given to each student. Prince George County Schools Standards of Student Conduct are provided in this handbook. Please keep this handbook for questions or concerns that you may have regarding the student conduct expectations, including but not limited to, school behavior, bus behavior, dress code, cell phone & electronic usage, bullying/harassment, internet usage, search and seizure, weapons, drugs, accountability, parent responsibility and involvement requirements, compulsory attendance policy, sex offender and crimes against minor registry, and directory information.

CODE OF CONDUCT ACKNOWLEDGEMENT PAGE

The acknowledgement page of the **Encouraging Positive Student Conduct and Safety Handbook** must be returned to the students' respective school completed and signed by both the student and at least one parent/guardian. This page is located at the end of the handbook.

CRIME SOLVERS

Prince George County Public Schools participate in the Hopewell/Prince George Crime Solvers program. Students who have knowledge of a crime in or out of school may report it anonymously to school officials. Students are encouraged to call 733-2777, visit www.tipsoft.com, download **P3Tips** from the Apple store or Google Play store, or speak with an administrator. Students who report crimes may be eligible for a cash reward of up to \$1000.00.

DANCES AT SCHOOL

School dances are held to promote socialization among students within the school and provide appropriate social settings for students. N. B. Clements dances are for N. B. Clements students in grades 8 and 9. Students from other schools will NOT be permitted to attend. Permission forms are required to be completed by students and their parents. Tickets for dances must be purchased in advance. When attending school dances, students are expected to behave appropriately. Students not picked-up at the designated time will not be permitted to attend dances for the rest of the school year.

DELIVERIES

To protect the integrity of the instructional climate of the school, the delivery of flowers, balloons, etc. to students during the school day is not allowed unless it is a school-approved fundraiser. Students are not to call restaurants to order and have food delivered during school hours. (i.e. Grub Hub, Uber Eats)

DRESS CODE FOR STUDENTS

Prince George students are expected to comply with the dress code as stated in the "Encouraging Positive Student Conduct and Safety Handbook." Violating the county dress code may result in students being required to change into County approved PE attire. A student refusing to do so will remain in an alternative instructional setting until appropriate clothing is provided by his/her parent/guardian. Because schools are not able to keep up with the changing fashions, the principal, or designee, reserves the right to rule on individual cases. Please refer to the **Encouraging Positive Student Conduct and Safety Handbook** for a complete list of dress code requirements.

ELECTRONIC DEVICES

Students may possess wireless communication devices on school grounds provided they adhere to these procedures:

1. Students must not make or receive calls unless given permission by authorized staff.
2. Students are to use their cell phones or electronic devices individually. Groups are not to congregate around a single cell phone or device.
3. Students must comply with all school board policies regarding cyber bullying, proper use of social media, and cheating by use of electronic device.
4. Students are not allowed to use their cell phones or electronic devices for unauthorized camera usage or video recording. Any use of cell phones or electronic devices for photography or video recording must receive prior approval by administration. Filming fights may result in out-of school suspension.
5. Students are only permitted to use their cell phone, cell phone accessory, or electronic device in areas designated as Green Zones. Students are not permitted to use their cell phone, cell phone accessory, or electronic device in areas designated as Red Zones. While in Red Zones, it is expected that all devices and accessories will be **out of sight**.

Red Zones:

All instructional areas, hallways, main office, guidance office, locker rooms and restrooms.

Green Zones:

Cafeteria and upon teacher discretion for the enhancement of instruction. One ear bud may be worn in the designated areas.

If student is noncompliant and commits a zone infraction:

- Device and/or accessories will be confiscated, brought to the main office and locked up
- Disciplinary procedures will be followed
- Student's device and/or accessories shall be returned to the parent/guardian **AFTER** consequence has been served
- Chronic zone infractions may result in student's loss of all Cell Phone, Cell Phone Accessories & Electronic Device privileges for the remainder of the school year

EMERGENCY DRILLS

Periodic emergency drills are held to ensure the safety of all students and staff in the event of a real emergency. During a drill, students are to exit the building and move to the designated area in an orderly manner. Students are not to talk during a drill and must stay with their classes and teachers. Students should familiarize themselves with emergency exit routes from classrooms and areas of the building during the first week of school. Students will re-enter the building as directed by their teacher.

EXAMS AND SEMESTER ASSESSMENTS

Assessments will be given at the end of the first semester and exams will be given at the end of the second semester. The exam will count as 20% of the semester grade for 9th -12th grade students and as 10% of the semester grade for 6th - 8th grade students.

Only students whose absence is excused by an administrator will be permitted to make-up an exam. Students who arrive tardy to an exam may forfeit the exam(s) for that day.

EXAM EXEMPTION POLICY (SOL COURSES)

Exam exemption **ONLY** applies to final exams. Semester 1 assessments are **not** eligible for exemption.

Students in SOL test courses **may** exempt the final exam if they **pass** the SOL test. Students who fail the SOL test must take the final exam.

If test results do not arrive before the final exam, students will be required to take the exam or meet the exemption policy for Non-SOL test courses.

EXAM EXEMPTION POLICY (NON-SOL COURSES)

Students in Non-SOL test courses may exempt the final exam if they meet **ALL** of the following criteria:

- Have a “B” or better average
- Have no more than 8 absences from class during the year
- Have no more than 3 tardies to class during the second semester
- Have not received an out of school suspension during the year

EXTRA-CURRICULAR ACTIVITIES

Students are allowed to participate in sports and extra-curricular activities if they meet the following VHSL requirements:

- Student must have passed at least five credit subjects from the previous school year
- Student must be currently taking no fewer than five credit-bearing courses during the first semester.
- Student **must** have a current VHSL physical form on file.

FOOD AND DRINK

All food and drink should be consumed in the Cafeteria. Only water is allowed in class.

GRADING SCALE

The Prince George County Public Schools grading scale and weighting of quality is listed below:

Number		
<u>Grade</u>	<u>Letter</u>	<u>Quality Points</u>
97-100	A+	4.5
90-96	A	4.0
86-89	B+	3.5
80-85	B	3.0
76-79	C+	2.5
70-75	C	2.0
66-69	D+	1.5
60-65	D	1.0
<60	F	0

GUIDANCE

Students will be given a *Prince George County Secondary Schools Registration Guide* that provides detailed information regarding all available educational programs. Academic school counseling, career counseling, and personal/social/emotional counseling services will be provided to all students by guidance counselors. Refer to the *Prince George County Secondary Schools Registration Guide* for information regarding Career Pathways, Gifted Education, Special Education, Career and Technical Education, Alternative Education, Graduation/Diploma Requirements and Seals, Advanced/Honors Course Requirements, VHSL Requirements, SOLs, Student Records, and course descriptions.

HALLWAY CONDUCT

Students should keep to the right when passing through the corridors. Students should not run, push or shove as they move through the building. Students are expected to show courtesy and consideration to all people at all times. Profanity and public displays of affection are not permitted. When addressed by an adult, students are expected to stop, listen, and comply with the request.

HEALTH SERVICES

Students who become ill or are injured at school or on a school bus should report to the clinic. The nurse will contact student's parent/guardian to notify them of the illness or injury. Students will be returned to class after the appropriate treatment was administered. If the illness or injury requires treatment beyond what is legally allowed, parents are expected to make arrangements to pick up sick or injured children immediately.

To protect all children from communicable disease, parents should keep their children at home for fevers 100 degrees or higher, vomiting, diarrhea, unexplained skin rash, difficulty breathing, persistent cough, and/or red draining eye. Readmission to school for some conditions may require a statement from the physician affirming a child has been treated and/or not contagious.

HONOR CODE

In order to preserve the integrity of the school an honor system has been established. Students are expected to honor the word, work, and possessions of themselves and others. Therefore, lying/falsification, cheating, plagiarism, and stealing are prohibited. Students who breach the honor code may receive zeros on the work and/or disciplinary actions.

LIBRARY MEDIA CENTER PROCEDURES

The Library Media Center is open daily. It is designed for research, media use, internet use, pleasure reading, independent study, and instruction. Student will be provided assistance as needed. Appropriate conduct is expected at all times. **Fees are charged for overdue books, lost date due cards, etc.** A detailed list of services and fees are available in the library media center.

LOCKERS

All students are provided lockers **by parent request**. Lockers are to be accessed prior to 7:50 a.m. and after 2:30 p.m. Students are responsible for any items in their locker. Lockers are not to be shared; students are forbidden to put items in someone else's locker. Students are not permitted to go to lockers during their lunch blocks. All lockers are subject to the Prince George Search and Seizure Policy and Regulations.

SCHOOL MESSENGER

The School Board Office has a “**School Messenger**” calling system to provide parents with information regarding late school openings, early school closings, when schools are closed, and other pertinent information. **To receive information by phone, it is necessary to keep the school informed of current phone numbers. Information can also be found on the county website, www.pgs.k12.va.us, or on local television and radio stations.**

STUDENT INFORMATION SYSTEM (TYLER SIS)

Parents are encouraged to utilize the online student information system (Tyler SIS). Parents may log on to student accounts to review grades, attendance, and discipline. A link for Tyler SIS can be found on the county website, www.pgs.k12.va.us.

STUDENT DROP-OFF AND PICK-UP

Student Drop-Off and Pick-Up are in the back of N. B. Clements by the stadium (Hwy 156 side) 7:20 am-7:50 am and 2:30 pm – 3:00 pm. The front parking lot is designated for on-loading and off-loading BUSES ONLY from 7:00 am – 8:00 am and 2:00 pm – 3:00 pm. Visitor parking in front of Clements is to be used only for parents visiting the school for official business (not for pick-up and drop-off). The side lot off of Laurel Spring Road is for teacher parking and administratively approved students only. **Failure to comply with this policy could result in your vehicle being banned from school property by school administration.** This policy is in place to protect the safety of the students and reduce traffic congestion around N. B. Clements and PGHS. It is highly recommended that all students utilize the free county school bus system which would assist in further reduction of traffic around the schools. To ensure the safety of all students, please follow proper traffic rules and regulations.

STUDENT PLANNERS

All students will receive a Student Planner when he/she begins school. Included in the student planner are hall passes. Students must bring their student planners with them to school daily and are expected to carry their planners with them at all times. Students are **NOT** permitted to deface planners or lend a planner to another student. Students must have their planners available to be signed by a staff member and available when questioned by a staff member. Violations related to the student planner may lead to disciplinary action. The replacement fee for a planner is \$15.00 each.

STUDENT RECORDS

Student scholastic records are maintained with the following information: name and address of student and parent/guardian, birth date of pupil, academic information, attendance, health and physical fitness data, immunization record, health concerns, disciplinary actions, and school registration forms. The records also include tentative high school program of studies plan, standardized test results, and pertinent communications between home and school.

Confidential records are kept for certain students who may require special services or differentiated programs. These records include those mandated by the State for the proper evaluations and placement of students. *Parental rights regarding students' educational records (FERPA) can also be found on the Prince George County webpage and in the Secondary Schools Registration Guide.* A scholastic transcript will be released to the officials of the receiving school when a student transfers from one school to another.

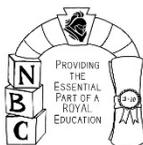
TEXTBOOKS/SUPPLIES

Prince George County provides free textbooks for students. Students may be issued classroom textbooks during the first week of school. Teachers may choose to have a classroom set of textbooks. In this case, books will not be issued to students. All books issued are expected to be returned at the end of the school year. If a book is lost, stolen or returned in a damaged condition, a reasonable and fair assessment will be charged to the student depending on the condition of the book when issued.

VISITORS

All visitors to Prince George County Schools and offices are required to present a valid government issued identification card with a photo (i.e. driver's license, military ID, etc.). Visitors must report to the main office upon entry into the building. Administration and/or county police will be contacted if a visitor does not follow proper procedures. If necessary, legal action will be taken for trespassing on school property.

Students are not allowed to have visitors or guests during lunch other than parents/guardians who have checked in through the main office. Visitors are not to visit classrooms, teachers and/or cafeteria without Administrators' approval. Parents who wish to confer with a teacher should make an appointment through their student's guidance counselor.





ACKNOWLEDGEMENT OF N. B. CLEMENTS JUNIOR HIGH SCHOOL STUDENT HANDBOOK

Please read the N. B. Clements Junior High School Student Handbook which outlines the rules and procedures of the school. My signature acknowledges that I have read the N. B. Clements Junior High School Student Handbook. By signing this statement, I do not waive, but expressly reserve, my rights protected by the Constitution or laws of the United States or of Virginia. I retain the right to express disagreement with a school division's policies, procedures, and rules or decisions.

Print parent/guardian's name: _____

Signature: _____

Date: _____

Print student's name: _____

Signature: _____

Date: _____