



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 students with the knowledge and skills to exceed state, national, and international standards.

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 Jr. High School

(Main Office: 733-2730)

ADMINISTRATION

Mrs. Tana Jones, Principal
Mr. Christopher Sumner, Assistant Principal
Mrs. Amber Thompson, Assistant Principal

GUIDANCE

Mr. Steve Bhatt
Ms. Elicia Gordon
Ms. Tara Seely

N. B. Clements Office Hours: 7:15a.m. – 3:45p.m.

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 odd/even block schedule.

Homeroom	7:30-7:45 (early arrivals report to cafeteria)
1 st Block	7:50-8:49
2 nd /3 rd Block	8:54/10:32
4 th /5 th Block	10:37-12:47
	A lunch 10:37 - 11:03
	B lunch 11:06 - 11:29
	C lunch 11:32 – 11:55
	D lunch 11:58 - 12:21
	E lunch 12:24 – 12:47
6 th /7 th Block	12:52-2:30

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.

Bus rules are as follows:

1. Sit quietly in your assigned seat.
2. Sit facing forward. Your face should always be visible to the driver. (Lying down in a seat is prohibited.)
3. Remain seated when the bus is moving
4. The center aisle should remain clear at all times.
5. Keep all body parts inside bus. Do not throw items out of the window.
6. Avoid distracting the driver to include loud talking, laughter, and/or noises.
7. Profanity, inappropriate/obscene language is prohibited.
8. No eating or drinking. No chewing gum or candy.
9. No smoking.
10. Keep the bus clean of trash, graffiti, vandalism, etc...
11. Show respect to other students and the driver.
12. No inappropriate displays of affection.
13. All school rules and dress code rules apply to the bus.
14. Be at your **assigned** bus stop ten minutes prior to its arrival.
15. Board and depart your **assigned** bus at your **assigned** stops.

Transportation Electronic Device Procedure

1. Students may not make or receive phone calls. In a school-emergency situation, the bus driver and other authorized school staff may give students permission to make phone calls. Emergency situations are declared by the bus driver and authorized staff, NOT by students.
2. Video/audio recordings and the taking of pictures are not allowed by students.
3. Laser pointers are not allowed on school buses at any time.
4. Students may individually use a cell phone or other electronic device as long as the device does not emit a sound. Devices must be completely silenced.

5. Groups should not congregate around a device. Students are expected to remain seated.
6. Students may use one (1) earbud (NO HEADPHONES) as long as no sound is emitted from the other ear bud since students need to be able to hear directions given by the driver and other school staff and to hear oncoming traffic when they board and depart the bus.
7. The transportation department is NOT responsible for any lost electronic devices.
8. If a disruption on the bus is caused by an electronic device or if these guidelines are not followed, then students may lose the privilege to use the device and receive disciplinary consequences.
9. Elementary students are not allowed to use electronic devices on school buses.

TRANSFER BUSES: Students attending classes at both PGHS and NB Clements **MUST** ride the assigned transfer bus. Students transferring at the end of the day must ride a transfer bus (multiple buses available).

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** 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 804-733-2710.

Cafeteria prices for 2017-2018 are as follows:

Breakfast Full Price - \$1.35 Reduced Price - .30

Lunch Full Price - \$2.65 Reduced Price - .40

Staff/Parents/Guest Lunch Price \$3.25

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. On the first day of school, students will be given a copy of the calendar. Calendars for sporting events and other activities can be found at www.pgs.k12.va.us

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 learn teamwork, leadership, and cooperation. 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; for example 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 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 text “igotcha” to 274637, call 733-2777, visit www.tipsoft.com, 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.

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 the office 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 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 may use electronic devices **IN THE CAFETERIA AND GYM ONLY DURING THEIR LUNCH BLOCKS AND BEFORE SCHOOL**. Students may not use their phones in the hallways or classrooms.
2. Students must have the cell phone or electronic device silenced.
3. Students must not wear or use ear buds or headphones.
4. Students may not make or receive phone calls.
5. Students are to use their cell phones or electronic devices individually. Groups are not to congregate around a single cell phone or device.
6. Students must comply with all school board policies regarding cyber bullying, proper use of social media, and cheating by use of electronic device.
7. Students are not 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.

Failure to comply with these rules will result in the confiscation of the student's cell phone or electronic device and will not be returned to the parent of the student until disciplinary consequences have been served by the student. A student's refusal to give an electronic device to staff may result in out-of-school suspension for defiance.

For instructional purposes only and with a teacher's supervision and permission, students may use their cell phones in the classroom.

Students taking Standards of Learning (SOL) tests are prohibited from having in their possession a cell phone or any other unapproved electronic device.

The school is not responsible for stolen, lost, or damaged devices. If a student is in violation of the policy, in addition to other disciplinary sanctions imposed, the device may be confiscated and returned only to the student's parent.

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 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 student's 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 that 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 second semester
- Have not received out of school suspension during the year

EXTRA-CURRICULAR ACTIVITIES

Students are allowed to participate in sports and extra-curricular activities. Students must meet VHSL requirements to be eligible for participation. This includes passing at least five credit subjects the immediately preceding year and must be currently taking not fewer than five credits for participation during the first semester. **Student must have a current VHSL physical form on file.**

GIFTS (DELIVERED TO THE SCHOOLS)

To protect the integrity of the instructional climate of the school, the delivery of flowers, balloons, etc... to students during the school day is discouraged. Students receiving such gifts will be notified during their lunch periods or at the end of the school day. Such gifts may not be taken to classes. Inflated balloons are not allowed on school buses. Due to the large volume of such gifts on Valentine’s Day, deliveries will not be accepted.

GRADING SCALE

The Prince George Schools grading scale and weighting of quality points that will be used beginning in September 2017 is as follows:

Number		
Grade	Letter	Quality Points
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 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, International Baccalaureate, 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 are to follow the posted traffic flow. 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 student's parent/guardian will be contacted should the nurse feel it is warranted. Parents are expected to make arrangements to pick up sick or injured children immediately. Except for unusual circumstances, students will be returned to class after 30 minutes of resting in the clinic.

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, 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, the work, and the possessions of themselves and others. Therefore, lying/falsification, cheating, plagiarism, or stealing are prohibited. Students that 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. 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.**

SCHOOL STORE

Students are encouraged to visit the school store to purchase commonly used school supplies.

STUDENT INFORMATION SYSTEM (TYLER SIS)

Parents are encouraged to utilize the on-line student information system (TylerSIS). Parents may log into student accounts to review grades, attendance, and discipline. A link for TylerSIS 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 NB 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 am. 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 NB 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. 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 carry their student planners with them to school daily and are expected to keep 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, 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 (http://pgs.k12.va.us/index/pgs/documents_list/C38/) 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 will be issued classroom textbooks during the first week of school. 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/receptionist 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 go to classrooms and teachers without Administrators' approval. Parents who wish to confer with a teacher should make an appointment through their student's guidance counselor.

