

# Jolliff Middle School

PRIDE >>> RESPECT >>> EFFORT >>> SAFETY >>> SOCIAL RESPONSIBILITY

## Student Handbook



2021-2022

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Chesapeake, VA 23321  
757-465-5246



[@jolliffmiddle](https://twitter.com/jolliffmiddle)



[@jolliffms](https://www.instagram.com/jolliffms)



[CPS JMS](https://www.youtube.com/CPSJMS)

Welcome to the 2021-2022 school year here at Jolliff Middle School or at home. This is your school handbook and it contains information about our school and procedures. It will acquaint you and your parents with CPS and JMS policies; however, there are situations that arise during the year that will be addressed by newsletter, Synergy and/or the Jolliff Website– <https://cpsschools.com/jms/>


Now, if you go through the handbook and cannot find the answer to your question, do not hesitate to **ask your teachers, administrators, friends or parents**. The start to this school year is going to be legendary so take advantage of this unique time period, do your best and be a legend! “Every journey has a ‘roaring’ story” so get ready to roar with us as we celebrate Jolliff’s 20<sup>th</sup> anniversary this year! Get great grades. Participate in **new** activities. Meet **new** friends. You are in for an unforgettable year at Jolliff Middle School. We are excited and hope you are excited too!

### JMS MISSION STATEMENT


Our mission at Jolliff Middle School is to enable and encourage pride, respect, effort needed for **YOUR** continual academic and personal growth by maintaining high academic expectations, using proven instructional strategies, and building a strong sense of community in a safe, welcoming, student-centered environment.

# JMS Administrative Team


**Jolliff Middle School**




Stephanie Horton  
Asst. Principal



Andrew Hoffer  
Asst. Principal



Allison Taylor  
Asst. Principal



Kinyatta Garrett  
Principal

The Chesapeake Public School System is an equal opportunity school system. The School Board of the City of Chesapeake also adheres to the principles of equal opportunity in employment and, therefore, prohibits discrimination in terms and conditions of employment on the basis of race, sex, national origin, color, religion, age, or disability.

[Chesapeake Public Schools 2021-22 Calendar](#)

[Jolliff Middle School Website](#)

## **ATTENDANCE & ABSENCES**

Students are expected to be at school by 8:55 a.m. each morning and then report directly to their homeroom class. Students may not leave the school campus once they arrive at school.

Students are not to arrive at school before 8:15 a.m. Parents who drive their child to school may drop their child off at the track-side entrance beginning at 8:15 a.m. These students are to report to the cafeteria until the 8:40 a.m. bell rings to report to homeroom. Students must have a pass from their teacher to go to other areas of the building once they have reported to homeroom. A student is considered tardy if he/she is not in the classroom when the homeroom bell rings. Students arriving late to school must report to the security desk to receive an admittance slip. Chronic tardiness will be addressed by administration and possibly a referral to truancy court.

Students are released at 3:33 p.m. They are to go directly to their buses. Students being picked up by their parents should report to the track-side entrance when their team is released.

Students must be present and punctual in attendance. Regular school attendance is important in the academic development of the student. Excessive and unexcused absence from school is harmful to such development. State law requires all schools to contact the parents or guardians of unreported student absences.

Sickness of a student, medical appointments, severe illness or death in the family, exposure to contagious disease, religious holidays, or extenuating circumstances such as fire, accident, or extremely inclement weather shall be considered the only legitimate excuses for absence or tardiness unless the principal authorizes an exception. In all cases of absence or tardiness, the parent or guardian shall provide a written note. **In order to be valid, the note must be received within four days of return. It should include the date(s) of absence, reason for absence, and a signature from parent/guardian.** Absence for any reason other than those above must be with the advance permission of the principal or his representative.

Such absence requests must be made in writing, stating the reason and time of absence.

In accordance with School Board Policy, chronically absent students may not be granted credit for a credit-bearing course as well as a candidate for retention for non-credit-bearing courses. Chronically absent is considered 18 absences or more. The principal shall be the judge of extenuating circumstances. Questions about attendance should be referred to the Attendance Secretary.

### ***LEAVING EARLY/RETURNING TO SCHOOL***

In order to officially leave school anytime during the school day, the student **must be signed out by a parent/guardian or listed as an emergency pick-up contact who will be required to show a current form of picture identification for student pickup.** Once students arrive on school grounds, they are not allowed to leave unless they have acquired permission from administration. Leaving school grounds will result in disciplinary actions.

Students who return to school after an appointment must sign in and receive an "admit to class" slip at check-in.

### ***MAKE-UP WORK (ABSENCES)***

According to School Board Policy, students shall be permitted to make up work because of excused or unexcused absences, including in-school or out-of-school suspensions, in accordance with the following guidelines:

- When a student is absent, the schoolwork can be sent home upon the request of the parent. Twenty-four hours' notice will be given to teachers to gather assignments. Students should secure the work available and make up the work in a reasonable amount of time after the student is well enough to return to school.
- When a student is absent due to personal reasons and has received prior approval from the principal, schoolwork may be sent home with the student upon request after a 24-hour notice has been given. Completed

assignments are due upon the student's return to school.

- **When a student is absent the day of an assessment or project due date, but was in school the day prior to the due date, the student is expected to take the test or return the project upon return to school.**
- It is the student's responsibility to access and submit all completed work missed when absent. Students absent between 1-3 consecutive days have up to 5 school days to submit the work for full credit.
- All missing assignments must be turned in before the end of the marking period. Exceptions must be presented and approved by the administration.
- Teachers may respond to late work with a grade deduction of 10% per day, not to exceed 30% total deducted for being late. NOTE: There may be extenuating circumstances to consider. Students are encouraged to communicate with their teacher regarding late work.
- In the case of an intentional absence (e.g., skipping class or school), students shall not be permitted to make up work for credit and should receive a zero for any work assigned on the day/class period of the absence.

### ***TRUANCY***

In an effort to improve attendance in the public schools and curb truancy, the Chesapeake Public School system in conjunction with the Juvenile and Domestic Relations Court will be monitoring non-attendance and reporting this non-attendance to the court. A student who has accumulated seven unexcused absences, tardies, or early departures within the school year (excluding suspensions) may be referred to Truancy Court. Students are required to bring a note to their homeroom teacher after being absent from school. **Absences of three or more consecutive days require a physician's note in order to be excused.**

### **ATHLETICS**

Jolliff Middle School expects to develop a very challenging and active athletic program that will be available to 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade students.

Sixth, seventh and eighth grade students may participate in the following sports: football, softball, basketball, wrestling, cheering, volleyball, track and field hockey. To be eligible for these sports, students must have a [completed physical](#), must not have reached the age of 15 on or before August 1 and must have passed at least 4 classes in the previous school year of which 2 must be core classes (i.e., English, math, science, history). A 2.0 GPA has been suspended for the 21-22 year. Study Hall may be available to assist in maintaining this grade point average and will be available to all students (not just athletes) on a regular basis.

### **BUS REGULATIONS**

**Currently it is a federal mandate (EO 13998) that all students must wear a mask while riding the school bus.** Chesapeake Public Schools bus regulations can be found [here](#). To ensure a safe and efficient trip to and from school, students are reminded that they are expected to display proper conduct on the bus as outlined in the Chesapeake Public Schools Regulations for Pupils Riding School Buses. Riding the bus is a privilege, which carries with it certain responsibilities. Improper behavior on the bus will result in bus riding privileges being revoked.

Students who ride the bus to school must also ride that bus home. Exceptions for special situations and emergencies are allowed with parental permission and administrative approval. If a parent wishes for his/her child to ride a different bus home on a particular day, the parent must complete and send in an [Alternate Bus Stop Permission Slip](#) with his/her child that morning or send a note that should be brought to the office for approval after arrival at school in the morning. Notes cannot and will not be approved at the bus lanes during dismissal.

Be sure to complete the following information on the signed permission slip:

- The bus route the child will ride home that day and the name of the student he/she will ride home with and,
- The phone number of a parent who can be contacted during the school day

**The student must bring the permission slip to the main office that morning. The office staff will call the parent to verify permission. The student will need to pick up the slip from the office prior to dismissal.**

Students traveling to and from school via Chesapeake Public Schools' transportation, at a school bus stop in the morning and afternoon, or en route to and from the bus stop, are subject to school conduct guidelines. Students traveling to and from school grounds are under the guidelines of school conduct until they arrive at their particular destinations.

For student safety, vehicular traffic is limited to the designated parent drop-off/ pickup area at the beginning and end of the school day. That area is located on the side of the building by the track. Students are asked to help their parents with appropriate arrival to and departure from school.

### **CAFETERIA**

**This year, lunch is free to students daily.** A-la-carte items may also be available daily. All students will report to the cafeteria with their team during their assigned lunch period. To go elsewhere requires a hall pass. Students are to sit in their designated area assigned by their teacher. Students are expected to remain seated after purchasing their lunch, enjoy conversations with friends at their table, and place all items in the trash cans when they are brought to the tables. Teachers will escort their team to and from the cafeteria.

All students must report to the cafeteria during their assigned lunch period to eat lunch. Food should not be taken to other parts of the building or other areas of the school grounds without teacher/administrator permission.

### ***ENERGY DRINKS***

Energy drinks are not allowed at JMS during the school day.

### ***SHARED ITEMS***

The JMS staff is unable to supervise the distribution of shared items for celebrations during

lunch and adequately supervise the cafeteria. The following guidelines apply for shared items:

- JMS will not take delivery of pizza, or any food items, (even if prepaid).
- Family members should not plan group lunches or celebrations.
- Visitors are not permitted in the cafeteria.
- Items are not to be shared by students.

### ***WATER BOTTLES***

Students are permitted to carry water bottles in school and in the cafeteria. Water bottles must have a sealable top/lid, must contain water only, and cannot be made of glass. The privilege to bring in and carry a water bottle can be revoked.

### **CHROMEBOOK CARE & USE**

- Students in grades 4-12 will be responsible for charging their devices each evening for use at school daily. Chargers should be left at home.
- Be sure it is stored in a safe place at home where it cannot be stepped on or knocked over.
- Chromebooks should remain in the case at all times.
- Students must transport the device securely fastened in the case provided. Students should carry the device by the handles or shoulder strap.
- Be sure nothing is placed in the case that could potentially damage the device.
- Students should always handle the Chromebook with clean hands, placed on a flat surface.
- Avoid touching the screen with your fingers or any other object.
- Avoid placing anything on the keyboard, including paper and pencils between the screen and keyboard.
- Keep all foods, drinks, and pets away from the Chromebook.
- Do not push the screen back too far or pick up the Chromebook by the screen.
- Insert cords, cables, and removable storage devices (e.g. thumb drives) carefully.
- The CPS Chromebook is for your use only to support instruction. Keep your username and password safe!

- Decorating the chromebook is not permitted; please ensure the asset tag remains on the device.
- If the Chromebook becomes damaged, lost, or stolen, please notify your teacher. Parents will be responsible for damages and will be assessed accordingly.
- Follow the approved cleaning instructions below.

### ***CLEANING INSTRUCTIONS***

- Moisten a microfiber cloth with a mixture of 70% isopropyl alcohol / 30% water. Do not use fibrous materials, such as paper towels or toilet paper.
- The cloth should be moist, but not dripping wet.
- Isopropyl Alcohol is sold in most stores, usually in a 70% Isopropyl Alcohol / 30% Water solution. It may also be marketed as rubbing alcohol.
- Do not spray any liquids directly onto the product.
- Use under adult supervision.

### **CELL PHONES & ELECTRONIC DEVICES**

While on school property, between the hours of 8:55 a.m. and 3:33 p.m., the use of any portable communication or electronic device, including, but not limited to cell phones, laptops, tablets, e-readers, e-watches, cameras, and ipods are subject to the following restrictions:

- Cell phones, other portable telecommunication devices, or electronic devices must be turned off when students enter the school building and must remain off during the school day.
- Electronic devices can not be used in hallways, restrooms, locker rooms, cafeteria, or during testing, and may result in confiscation and possible disciplinary action.
- Electronic device usage in classrooms is at the discretion of the teacher. Students using devices without the permission of the teacher may face disciplinary action.
- Students may not use cameras on school property unless they receive permission from the Yearbook sponsor or other staff member.

Unauthorized audio/video recording is prohibited.

- E-watches may be used as timepieces only (not allowed during SOL testing).
- CPS assumes no responsibility in any circumstances for loss, destruction, damage, theft, or charges made on monthly statements for a cellular telephone, portable telecommunication device, or electronic device. Students will be responsible for locating such lost/stolen items.

Failure to comply with school rules may result in a reduction of school privileges/responsibilities and/or disciplinary consequences.

### **COMMUNICATION**

All interim (½ part of nine weeks) progress reports and report cards will be available in Synergy ParentVUE at designated times. If you need a paper copy, please contact the guidance department.

There are a number of ways that we maintain parent communication. These methods include the following:

- **Parent PRESS** – virtual parent meetings offered throughout the year
- **Jam Newsletters** – parent newsletters sent via Synergy emails periodically.
- **Synergy** – Synergy ParentVUE is used to check student grades, reports, and assignments. If you have not activated your account, please contact the guidance department. Be sure to check Synergy for homework assignments, team announcements, grades and general school information. We hope all parents will take advantage of this opportunity to keep up with their children’s assignments and grades. If you have not activated your account, please contact the school. Synergy will also allow you to receive email blasts from school with important information!
- **Phone Conferences** – Feel free to call the school and leave a message for a teacher to call you concerning your child’s progress or to receive information in reference to a particular problem.
- **Team Conferences** – Upon request by the parent or team, team conferences will be

scheduled. This type of conference allows parents to receive an overall view of their child's progress and to identify areas of concern in regard to study habits, classroom behavior, and work completion. In person conferences may be eliminated during COVID 19 concerns.

- **Written Messages** – Parents should feel free to communicate with a teacher by writing a note if they have a question or concern in regard to their child's assignments or if the parent needs to relay some important information to the teacher. We recommend you place these messages in an envelope to be delivered by your child to the teacher. If you request a teacher response and do not get one, please follow up with a phone call. The original written message may not have been delivered to the teacher.
- **School Counselor** – Our school counselors are always available to talk with parents concerning their child and offer advice in regard to academic scheduling for future years.
- **PAS (Parent Alert System)** – This system allows the school division and/or individual school to send important information in a timely manner. Messages from the school division are sent regarding emergency circumstances, school delays or cancellations due to weather. At the school level, the PAS will inform parents/guardians of student absences, school related events, the issuing of report cards, and more.
- **Peachjar** – The district and/or school will send electronic flyers directly to email accounts via this web-based service.
- **Team/teacher policies** – Team, physical education, elective and special education teachers will communicate their policies and expectations to parents and students.
- **Social Media** – Please follow Jolliff Middle School on the following social media platforms: [Twitter](#) (@JolliffMiddle), [Instagram](#) (@jolliffms), and on our [YouTube channel](#) (@CPS JMS).
- **School website** – [www.cpschools.com/jms](http://www.cpschools.com/jms) Stay up-to-date with JMS. Subscribe on our homepage and receive an email when there are new posts to the website.

- **Schoology** – This is the Learning Management System for CPS. Each class will have a course in Schoology to communicate information and share assignments with students to complete as needed.

## **PBIS & DISCIPLINE**

The Positive Behavior Intervention and Supports (PBIS) initiative has been adopted by Chesapeake Public Schools. The purpose of this initiative is to support positive academic and behavioral outcomes for all students. The program is based on extensive research and utilizes a preventative and proactive approach to discipline that reduces the amount of time spent dealing with office referrals, thereby increasing time spent on teaching and learning. In accordance with the mission statements of Chesapeake Public Schools and JMS, our students are expected to follow general guidelines for appropriate behavior at all times. The JMS Motto for all students is to [PRESS for success!](#)

JMS students are explicitly taught these student expectations, and the expectations are woven into universally-delivered instruction. In addition to lessons on expectations, students will also take part in lessons/activities that address the social and emotional needs of the middle school child. Social and emotional learning (SEL) is the process through which children and adults understand and manage emotions, set and achieve positive goals, feel and show empathy for others, establish and maintain positive relationships, and make responsible decisions. Through designed lessons, students will explore topics that relate to self-awareness, self-management, social-awareness, responsible decision making, and relationship skills. Incentives are provided throughout the year for students who demonstrate appropriate behaviors.

Discipline is an integral part of the educational process as it relates to the development of personal integrity and ultimately to good citizenship. Those students who violate established teacher and/or team rules and regulations will be subjected to team consequences. Students who do not modify their behavior within acceptable teacher/team limits will

be referred to the administration. Students are reminded that they must follow all rules at school and enroute to and from school. The following behaviors may result in suspension or expulsion from school:

- The use or possession of tobacco products on school grounds or at the bus stop
- The use, possession, or distribution of drugs, drug paraphernalia, alcohol or look-a-likes on school property
- The use, possession, handling or carrying of any gun, weapon, dangerous object or look-a-likes
- Physical and/or verbal threats to do bodily harm and/or assaults on other persons
- Vandalism and/or destruction of school or personal property
- Forgery and/or cheating in any form
- Obscene actions, words, gestures, or the use of profanity and/or ethnically degrading statements and gestures
- Fighting and/or unauthorized physical contact (i.e., horse playing)
- Sexual harassment committed by students of either sex against students or staff of the opposite or same sex
- Repeated failure to comply with the directions of teachers or other authorized school personnel
- Stealing and/or the unauthorized possession and use of someone else's property
- Any other act or action that may be considered disruptive to the educational process or to an orderly atmosphere for learning

See the [CPS Student Conduct Policy Guidelines](#) for additional details.

Students who fail to follow team or school rules will be subjected to the following consequences according to the incident:

- Parent contact
  - Lunch detention
  - Administrator conference
  - Required parent conference
  - In-school suspension
  - Out-of-school suspension
  - Placement at the Chesapeake Center for Student Success
  - Expulsion
- Chesapeake Public Schools has a zero

tolerance policy toward weapons and drugs on school grounds. The school system prohibits having on one's person, retaining in one's possession, or using in a manner that threatens or inflicts bodily injury to another person or property, any weapon or any other object designed or intended to propel a missile of any kind. Students will be subject to immediate suspension and a recommendation for expulsion.

### ***Inappropriate Displays of Affection***

Students are advised that the following displays of affection are not permitted while on school property, and/or while engaged in any school-sponsored activity either on or off school property:

- Kissing
- Amorous embraces
- Sitting on another person's lap
- Sexual touching, grabbing, patting, or hitting

### **DRESS CODE**

Chesapeake School Board Policy – The School Board expects all students to dress in a manner appropriate for the promotion of learning. Student appearance shall not be disrespectful, indecent, nor dangerous to the health and welfare of students, or disruptive to the school environment.

- For reasons of health and safety, all students must wear appropriate footwear at all times.
- Students must wear clothes as they were designed to be worn (e.g. buttoned, zipped up, tucked in, or belted tight enough to prevent them from falling and/or exposing undergarments). Pants with holes or rips showing skin above mid-thigh are not allowed.
- Dresses, skirts and shorts should be no shorter than mid-thigh. This rule applies even when the student is wearing tights, leggings or spandex under the garment.
- Extremely tight and/or short clothing items are not appropriate for school.
- Students will not be allowed to wear clothes, jewelry, or other apparel or personal belongings that advocate violence, alcohol, and/or drug use and/or distribution; that represent gang activity and/or membership;



that use obscenities; or that reflect adversely on persons due to race, gender, creed, disabilities, or sexual orientation.

- Students may not wear fishnet shirts, sheer or other apparel specifically designed as beachwear or which exposes the midriff or overexposes the back or shoulders except with acceptable coverage underneath. Visible cleavage or low-cut shirts are not permitted.
- Undergarments should not be seen at any time.
- Hats, bandanas, scarves worn on the head, sweatbands, caps, do-rags and sunglasses may not be worn in the building. Headgear that causes a distraction is not permitted.
- Pajama pants are not permitted unless on an assigned spirit day.

If there is a doubt about a particular item of apparel, the student should contact a school administrator for a decision. If a student is found in violation of the above guidelines, all efforts will be made to correct the situation at school. **However, if an acceptable alternative cannot be found at school, parents will be notified to bring in appropriate clothing.** Students will remain in ISS until appropriate clothing arrives. Students who consistently violate dress code standards will be subject to disciplinary action.

## GRADING POLICY

According to School Board Policy, grades are based on student achievement and the timely completion of work. Teachers review expectations with students at the beginning of the school year and periodically throughout the year. The citywide grading scale is as follows:

Chesapeake Public Schools Grading Scale Modified 10 Point Grading Scale		
Range	Letter Grade	Points
93-100	A	4.0
90-92	A-	3.7
87-89	B+	3.3
83-86	B	3.0
80-82	B-	2.7
77-79	C+	2.3
73-76	C	2.0
70-72	C-	1.7
67-69	D+	1.3

64-66	D	1.0
Below 64	E	0.0

Grades are recorded on report cards as a letter grade.

### **HONOR ROLL DISTINCTIONS**

*Superintendent's Honor Roll Award:*

Students earning a 3.85 – 4.00 GPA (no grade lower than an A- and no rounding and weighting)

*Principal's Honor Roll Award:*

Students earning a 3.50 – 3.84 GPA (no grade lower than a B-)

*Honor Roll Award:*

Students earning a 3.00 – 3.49 GPA (no grade lower than a C)

The Grade Point Average (GPA) constitutes the honor roll award recognition. Students receiving this recognition can earn no more than one C as it stays within the required GPA.

### **MAKE-UP WORK FOR IN-SCHOOL SUSPENSION**

- Students are expected to make up classwork when they are assigned to In-School Suspension. Whenever possible, the classroom teacher will provide the student with assignments to complete in the ISS room.
- If the student missed a test, quiz, or other assignment, which could not be completed during ISS, the assignment will be given and completed the next day.
- Work not made up because of serving an ISS day will receive a zero.

### **MAKE-UP WORK FOR OUT-OF-SCHOOL SUSPENSION**

- Students are expected to complete work missed when they are assigned Out-Of-School Suspension.
- Generally, work will not be sent home in advance while the student is suspended. Assignments can be requested the day the student returns to school.
- Make-up work is due in a timely manner when the student returns to school from a

suspension. Timeliness shall be determined by the teacher based on the nature of the assignments missed and the number of days absent.

- Work not made up will receive a zero.
- When prior notice is given about a test, the test will be taken the day the student returns to school.

### **PROMOTION AND RETENTION POLICIES**

Promotion or retention at the middle school level is based upon the total educational welfare of the child, which includes academic, physical, social, and emotional growth. Greatest emphasis is placed on academic performance as established by a child's achievement in English, mathematics, science, history, Physical Education, and elective subjects. Students are expected to perform up to their ability and to meet the minimum requirements for **EACH** course. Students must pass all four core subjects during the course of the regular school year and/or summer school. As students may only attend summer school for two subjects, those who fail 3 of 4 core subjects during the school year may be retained. The decision to promote or retain a student is the responsibility of the child's team of teachers and the principal. Parents will be notified during the second semester (January-May) if their child may be subject to retention. Final retention decisions are made at the end of the school year or at the end of summer school.

### **COUNSELING DEPARTMENT**

The purpose of the school counseling program is to help each individual student achieve his highest growth mentally, emotionally and socially. We try to do this in several ways:

- Helping students feel at home in our school with new teachers and friends.
- Individual conferences whenever a student, teacher, or counselor deems it necessary.
- A testing program designed to help students learn as much as possible about their capabilities.
- The counselor welcomes the opportunity to talk with any student, parent or teacher.

School counselors will help students with their personal problems as well as school related problems. A student can ask any teacher for a pass to the counseling office. Students are assigned a counselor by grade level. A parent may call the guidance office to make arrangements for conferences with the counselor or their child's teachers. There is a box outside of guidance to allow students to privately request a meeting with their counselor.

### **HONOR CODE**

Cheating is the possession, receipt, and use of unauthorized materials, information, notes, study aids, or other devices in any academic exercise. This includes unauthorized communication of information, before, during, and after an academic exercise.

Examples, include, but are not limited to the following:

- Copying another student's paper, test, or assignment
- Possessing materials intended for evaluation in advance of their administration
- Using material or equipment not authorized by the instructor during an academic evaluation
- Submitting the same academic work that has been submitted in identical or similar form in another class
- Giving material or information to another for the purpose of fulfilling another's academic requirement without permission of the instructor
- Talking during any graded assignment
- Turning in work that is not your own; plagiarism

### **HOMEBOUND INSTRUCTION**

A student is eligible for homebound instruction for medical reasons if he/she is unable to attend his regular school for ten (10) days or more. A medical certification form signed by a doctor is required. The school nurse and administrator will assist the student and parent in the completion of necessary forms.

## LOST AND FOUND

Articles found in and around the school should be turned into the main office. Due to limited storage space, Items will be kept for 30 days. Unclaimed items will be donated to charity at the end of each month.

## MEDIA CENTER

The [Media Center](#) is available for student use from 8:30 a.m. until 3:15 p.m. daily unless otherwise informed. Our Media Center offers a wide variety of materials for student use. While in the Media Center, students are expected to conduct themselves in a proper and respectful manner. Students must have a pass to visit the Media Center.

## MEDICATIONS & NURSE

Medications will be administered by the school nurse to students who have physician's orders and a completed [Request to Administer Medication](#) form. The school nurse is on duty during regular school hours.

Over the counter medications may be given if prescribed by a physician and if the medication is brought to the school in the original container by the parent/guardian. Short-term prescription medication may not be administered more than five consecutive days without the completion of this [form](#) by the physician.

**Students are not allowed to carry or transport any medications for any reason on their person during the school day.** Medications must be brought to school by the parent/guardian or another adult designated by the parent/guardian.

Students who routinely receive medication should **come as scheduled** and follow the prescribed policy of the nurse. All other students must have a pass to see the nurse during class time.

## ACCIDENTS

All injuries which occur on school property should be reported to the office personnel.

Persons who are injured on school property will be required to check in with the school nurse and then complete the necessary Chesapeake Public Schools' accident form.

## PTA

Membership in the [Jolliff Middle School PTA \(\\$5.00 per person\)](#) is open for all interested parents and supporters of Jolliff. The organization sponsors numerous activities for students, teachers, and staff members throughout the school year. Its activities are designed to strengthen the support and the communication between the parents and the school.

The school administration may conduct a search if they believe a student has drugs, weapons, alcohol, or other materials in violation of school rules or state law. The search may include inspection of clothing, purse, wallet, backpack, and other personal property. The search may also include an inspection of school property including student lockers, desks, and other areas in which items may be kept.

## TELEPHONES

Use of the [office telephone](#) is limited to emergency situations only. Students that have legitimate emergencies should come with a pass to the office to speak with the office personnel regarding the use of the phone. **Students will not be called to the phones to accept calls or return calls.** Please do not call your child's cell phone during school hours as it is a violation of policy for them to utilize during the day without adult permission to do so.

## VIRTUAL LEARNING

### ***CPS Student Code of Conduct:***

Our society places great value upon the rights and responsibilities of each individual. Reflecting this emphasis, the School Board believes that one of its most important goals is to provide a safe environment that is conducive to learning no matter the means (school building or virtually). Students, staff, and parents have a joint responsibility to assist with providing this type of

learning environment. Such an environment may be achieved through appropriate education, teamwork, policies, and when needed, appropriate disciplinary action. We honor the uniqueness of each individual and embrace diverse backgrounds, values, and points of view to build a strong, inclusive community and to prepare students for lives in a multicultural society.

### ***Classroom Environment During Virtual Learning:***

Although our classroom environment is virtual (online), the standards of behavior are as important as they are in our brick and mortar schools. In other words, our virtual classrooms are real classrooms with real teachers; therefore, appropriate student behavior is expected. To ensure that Chesapeake Public School (CPS) students understand the expectation of student behavior in an online setting, we have outlined expectations specific to virtual learning, defined appropriate interactions with CPS faculty, staff and students, and outlined consequences that explicitly pertain to virtual learning.

When attending virtual class meetings, activities, and/or discussions, students should participate as if they were attending class in a face-to-face traditional classroom. Students are to attend class in an environment that is conducive to learning with minimal classroom distractions.

Only the student enrolled in an assigned teacher's virtual classroom should be visible and able to participate. While we know our students are learning from home, siblings, pets, parents, etc. should not be in view of the class nor should they interrupt the learning environment. While in the virtual classroom, students should adhere to the dress code policy outlined for their prospective school while in view of the class.

Students should, as much as possible, ensure that they are in a quiet setting free of unnecessary household noises such as background conversations, televisions, cell phone noises and radios. In addition, students should be aware of their background views while participating in a virtual setting. Images displayed

that would be in violation of the Student Code of Conduct are subject to disciplinary action.

### ***Online Interactions CPS Faculty, Staff, and Students in Virtual Learning:***

Students should phrase communications with CPS faculty, staff, and students in a polite and courteous manner to support a positive learning environment. The tone of emails, posts to discussions, and phone conversations should remain respectful.

Since our online environment is a learning environment, students should not use excessive "slang" or language that might be used in other settings. Students should communicate with teachers in complete sentences.

Students are not to use obscene, profane, threatening, or disrespectful language or images in any communications with CPS faculty, staff, and students. These actions are prohibited as indicated in our Acceptable Telecommunications and Internet Use for Students Policy (AUP) which can be found in the Student Code of Conduct and Policy Handbook.

Students must use the CPS email account and other CPS sanctioned communication methods. Emails that use profanity or may otherwise be construed as offensive, shall not be permitted in correspondence with CPS faculty and staff. CPS G-Suite profile pictures should be a head-shot of the student only and may not be offensive or inappropriate in any manner. CPS reserves the right to determine if a profile picture is inappropriate.

All communications with faculty, staff, and students enrolled in CPS should be of a course-related nature. Sending any unsolicited email to other CPS classmates is prohibited. Inappropriate emails are flagged and sent to the appropriate administrator to address. In addition, students should only participate in activities/meetings for courses in which they are enrolled. Students are not to share course links or facilitate the involvement of students who are not enrolled in the course. Links to courses should only be generated by the teacher.

All communications with other students in any forum, course related email, discussion posts, etc., must be polite, courteous and respectful. Content shared virtually should be used for educational purposes only. Capturing content, screen shots, or pictures in any form, including audio, is only permitted with the written consent of the teacher. In addition, posting inappropriate pictures or comments on any platform is strictly prohibited.

The integrity and authenticity of student work is something that we take seriously and check using a variety of technologies. Copying the work of others, allowing others to knowingly copy a student's work, and/or misusing content from the Internet could result in removal from courses with a failing grade. Students are expected to abide by the CPS Honor Code and all CPS School Board Policies and Regulations.

Collaboration with other students on your CPS assignments is only permitted when directed to do so by your teacher. Working together is useful in the traditional classroom; however, it is only permitted in our online environment when specified by the teacher. Parents should not login to a student account and complete coursework on behalf of the student. In addition, parents are asked not to login to student accounts to attend any video-conferencing sessions unless with express permission from the teacher.

### ***Consequences for Violations:***

Violations to the CPS School Board Policies will follow the same procedures outlined in the Chesapeake Public Schools Student Handbook. Here, under the discipline section, you will find the consequences students are subject to for violating the CPS AUP, School Board Policies, and the Student Code of Conduct. Students violating these guidelines and policies will be subject to disciplinary action that may result in termination of network privileges including CPS-provided tools such as, but not limited to, G-Suite and other tools provided by the district. Such violations may result in students being unable to complete and receive credit for the virtual learning course(s) in which the student is

enrolled, as well as other disciplinary and/or legal action.

CPS students are subject to all local, state, and federal laws governing the Internet. Consequently, administrators will cooperate fully with local, state, or federal officials in any investigation when illegal activities have been conducted through Internet access. In the event there is a claim that a student has violated this policy, he/she will be notified of the suspected violation and disciplined according to CPS School Board Policies, Regulations, and the Student Code of Conduct.

All students are expected to comply with the Chesapeake Public Schools Student Code of Conduct and are subject to further disciplinary actions outlined in the Chesapeake Public Schools Student Code of Conduct.

## **VISITORS**

Visitors are welcome, but must secure a visitor's pass from "Raptor" with use of a valid driver's license. Appointments may be made through the office to see teachers, administrators, and/or guidance counselors. Parents are encouraged to visit the school for special school programs and projects, parent teacher meetings, and "back-to-school" nights. Please note: Depending on the COVID concern, in-person visitors access may be limited or not allowed.