



# KEMPSVILLE MIDDLE SCHOOL

## 2022-2023

860 Churchill Drive  
Virginia Beach, Va. 23464

Office: 757-648-4700

Counseling Office: 757-648-4711

Office Fax: 757-474-8449

Counseling Office Fax: 757-474-8685

### **ADMINISTRATION**

Dr. Tamara Cornick-Leonard, Principal  
Mrs. Allison Farnsworth, Assistant Principal  
Mrs. Emily Hitzemann, Administrative Assistant  
Mrs. Lisa Makowski, Student Activities Coordinator  
Mrs. Janet Sullivan, School Improvement Specialist

### **SCHOOL COUNSELING DEPARTMENT**

Mrs. Hunter Watts, Department Chair  
Ms. Elizabeth Bush, School Counselor  
Mrs. Kristin Silo, School Counselor

**School Hours: 9:45 AM – 4:15 PM**

**Office Hours: 8:15 AM – 4:45 PM**



**2022-2023 Parent/Student  
Information Handbook**

<https://kempsvillems.vbschools.com/>

**Kempsville Middle School's Philosophy:** We believe the major goal of our school is to educate pre-adolescents and early adolescents who are experiencing physical and psychological changes. To achieve this goal, the school encourages each student to achieve his/her potential, develop a positive self-image, learn to function responsibly in a democratic society, and prepare to live in a rapidly changing world. The school recognizes and understands that each student is a unique individual. Home, school, and community play a vital part in each student's life. Communication and cooperation must be established and maintained to help create a positive environment and to ensure the best education.

**Mission Statement:** Our mission is to empower students to become academically proficient, critical, and creative problem solvers who are able to face the future as life-long learners and independent, productive, responsible citizens.

**Shared Commitments: We believe...**

- All students can learn by teachers differentiating instruction in the classroom.
- All students need to be encouraged and motivated to reach their potential.
- Education prepares students to become successful individuals.
- Communication between parents, students, and teachers is important for success.
- Students must be instructed in a safe and nurturing environment which fosters learning, productivity, and citizenship skills.
- Education prepares students to meet academic and social challenges of the future.
- An effective middle school challenges students to do their best academically.
- Learning is a life-long process.
- Education encompasses a broad knowledge base, self-discipline, and life and social skills.
- Education enables students to gain an awareness of and appreciation for self, others, the arts, and the environment.
- Health and physical education are key components to the growth, development, and lifetime well-being of all students.
- Students will follow school rules as outlined in the Information Handbook.

**Parents:** Please review the following information that summarizes school division policies, regulations, and procedures that directly affect middle school students. Additional information and direction can be found on the school division's website: [www.vbschools.com](http://www.vbschools.com) and in the *Code of Student Conduct*, Code of Virginia, and the Virginia Beach City Public Schools' Policy and Regulation manuals. These items are available in all school libraries. Individual school rules are provided by each middle school. Parents are always welcome to visit our school by appointment; however, the teacher(s) must be given 24-hour notice to hold a classroom observation or conference.

**Parent-Teacher Association (PTA):** The purpose of the Parent-Teacher Association (PTA) is to promote the welfare of all students, teachers, and parents involved in the educational process. Adult family members are encouraged to join the PTA.

**Academic Support:** Students earning a grade of 69 or below in any core subject area will be enrolled in Academic Support. At the end of the first nine weeks, those students earning a 69 or below will be placed in Academic Support for the 2<sup>nd</sup> Nine Weeks during their elective bell. This process will repeat at the end of the 2<sup>nd</sup> and 3<sup>rd</sup> quarters as necessary. There is no opt-out option available.

**Adults/Patrons Attending School Events (activities):** Adults are expected to be positive role models for students at all school events in the way they dress, act, and speak. At sporting events, adults need to exhibit good sportsmanship for both teams and treat the volunteers working the event and the officials with respect. At concerts, adults should remain for all performances and not leave after their child performs; keep smaller children from running around; and refrain from entering or exiting the auditorium during a performance. During all inside performances, parents/patrons are asked to turn off cell phones and other electronic devices. For any event, the general public is not allowed to bring items that could cause unnecessary distractions into the event area. Pets are prohibited on school grounds at all times.

**Arrival and Departure of Students:** Students who live in a bus transportation zone must ride their assigned bus to school. With safety of utmost importance, students who live within the bus transportation zone are not permitted to walk or ride a bike to school. Under no circumstances are students permitted to cross Providence Road, Kempsville Road, Princess Anne Road, or Edwin Drive. Students are only permitted to ride their assigned bus. Extenuating circumstances requiring a bus change must be submitted in writing with a contact telephone number and requires advanced approval by the administration.

Students who walk, ride their bikes, or are driven to school should not arrive prior to 9:30 AM. All students should be dropped off in front of the school, following the designated traffic pattern. Dropping students off in the parking lots adjacent to Providence Elementary, by the gymnasium and by the cafeteria is prohibited.

Students enrolled in zero-bell class should be dropped between 8:35 AM and 8:45 AM. Student drop-off for zero-bell is located in the bus loop and students enter through the Science Hall doors. Zero-bell classes will begin promptly at 8:45 AM. Students who arrive late must be dropped off at the main entrance and will be considered tardy. Failure to comply may result in disciplinary action, including loss of zero bell privilege.

#### **Cafeteria Procedures:**

##### **THE FOLLOWING RULES, AS APPLICABLE, WILL BE IN PLACE:**

1. Wandering around the cafeteria is not permitted.
2. Students are expected to conduct themselves in a proper manner while at lunch and need to display consideration and respect for others at all times. This includes:
  - Walking, not running in the cafeteria
  - Not breaking in line in front of others
  - Disposing of trash properly and keeping their area clean
  - Returning their own trays
  - Refraining from horseplay or loud and disruptive behavior
3. All students must come to the cafeteria with their class and eat in the cafeteria. If necessary, tables will be assigned as a management tool. Seating choice may be earned.
4. Students may not take food and/or beverages from the cafeteria, except for breakfast.
5. Students and parents may not bring food to share with other students (i.e. birthday cake, pizza, fast food, etc.).
6. Students are not to have fast food, such as pizza, delivered to school during lunch.
7. Students must receive permission from a cafeteria monitor prior to leaving their seat for any reason.
8. Siblings, friends, other community members are not permitted to visit KMS students during lunch bells. Only adults on the student's emergency contact list, or people accompanying an adult on that list may visit during lunch.
9. Students may not use another student's pin number.
10. Students needing to return to their class for make-up work or for a teacher lunch detention must have a note or an e-hallpass appointment from that teacher.

#### **Cell Phones/Electronic Devices:**

Students may possess or use portable communication devices such as cellular telephones or other hand-held computing devices (when such device is not being used as a communication device) at school or school-sponsored activities and during times authorized by the school. These devices shall be regulated and/or prohibited at each school or school-sponsored event as deemed necessary to prevent disruption of the educational environment and to maintain order on school property and at school activities. Students may be disciplined for communications done through cell phones or electronic devices that cause or may cause disruption to the educational environment, constitute threats, or otherwise violate the Code of Student Conduct. For additional information, visit [www.vbschools.com/curriculum/byod](http://www.vbschools.com/curriculum/byod).

The school division reserves the right to inspect or search both school division owned and private electronic devices or storage systems without student or parent/guardian consent if reasonable suspicion exists to believe there is a violation of the Code of Student Conduct or a safety/health emergency. Use of communication or electronic devices to record or monitor educational activities may only be done with prior authorization from a school administrator.

Devices are brought to school at the students' and parents' own risk. In the event that privately owned device is lost, stolen, or damaged, VBCPS is not responsible for any financial or data loss. The school division and school division personnel cannot attempt to repair, correct, troubleshoot, or be responsible for malfunctioning personal hardware or software.

In the library, cafeteria, and certain extracurricular activities electronic devices may be used for reading purposes *with consent from a staff member*. All students are expected to bring fully charged school-issued devices to school daily.

#### **Dance Policies:**

1. When dances are held, please pay strict attention to the start and finish time, as they will vary.
2. Parents should arrive to pick up their child 15 minutes prior to the conclusion of each dance. Students should leave the dance on time. Those picked up after the designated finish time risk losing the privilege of attending future evening events.

3. Tickets may be purchased through School Cash Online or in the cafeteria during lunch periods prior to the dance. Tickets are not sold on the day of the dance or at the door, no exceptions.
4. Only students enrolled at Kempsville Middle School may attend dances.
5. After a student has entered the building for a dance, they will not be allowed to leave the building unless their designated ride is present to pick them up.
6. Students must dress and behave in accordance with the school's dress and disciplinary codes.
7. Students must remain in the designated area and are prohibited from wandering throughout the school.

**Designated Locker Times:** Students will be permitted to access their lockers during the following times: Before school, end of Bell 2, end of Bell 5, and dismissal bell. Students may not share lockers. No food items may be stored in lockers, unless intended for lunch.

**Digital Hall Pass:** Any time a student is out of the classroom for any reason during instruction, the student must have accessed the e-hallpass with permission from a staff member.

**Dress Code:** Dress guidelines are designed to promote a standard of appearance that complements the learning environment and provides adequate safety for the student. Each middle school will provide guidelines. All students are expected to wear dress appropriate to the occasion; therefore, extreme, or ostentatious apparel or appearance is to be avoided. Any article of clothing or accessory that advertises alcohol, or an illegal substance, depicts lewd graphics, displays offensive or obscene language or is gang-related is forbidden. Disciplinary action will be taken against any student taking part in gang-related activities that are disruptive to the school environment, which include the display of any apparel, jewelry, accessory or tattoo, by virtue of its color, arrangement, trademark or any other attribute, that denotes membership in a gang that advocates illegal or disruptive behavior. If there is doubt about a particular item of apparel, the student should contact a school administrator for a decision prior to wearing the clothing to school. If the item is deemed inappropriate and the student does not modify the attire, entry into class may be denied by an administrator. Students must also wear appropriate attire to participate in physical education classes. For convenience, schools sell shorts and t-shirts. See [Virginia Beach School Board Policy 5-41](#) for further information.

In addition to the VBCPS dress code, Kempsville Middle School's code includes the following:

1. Students must wear appropriate and safe footwear at all times. Slippers are not acceptable. Slides?
2. Students must wear clothes as they were designed to be worn (e.g., buttoned, zipped up, tucked in, or belted). Pants should be pulled up and secured at the waist. Pajamas are not acceptable for school.
3. Students may wear shorts and skirts, subject to the following restrictions: shorts and skirts may not expose the lower abdomen or buttocks, leggings/yoga pants may be worn as long as they do not overexpose the body.
4. Clothing which overexposes the body is unacceptable. Students may not wear tank tops, fishnet or sheer shirts, or other apparel that exposes undergarments, the midriff, shoulders, or overexposes the back. All shirts must have sleeves.
5. Headwear of any type may not be worn. This includes bandanas, hats, visors, caps, sweatbands, and sunglasses.
6. Students may not wear lewd or suggestive clothing. Students may not wear apparel that advertises, glorifies, or symbolizes any illegal substances or is gang-related.
7. Students may not wear jewelry or clothing that might create a safety hazard. Chains may not be worn as an adornment to clothes nor should any student carry a chain.

If the clothing is determined to be inappropriate, the student will be sent to the office to contact a parent/guardian. The student may be asked to wait in ISS until proper attire is brought to the school. Repeat offenders, who refuse to comply, will be referred to the office for disciplinary action. **If there is a doubt about a particular item of clothing, the student should contact a school administrator for a decision prior to wearing the clothing to school.**

**Early Arrival:** Students attending a scheduled meeting, zero-bell class, tutoring, a rehearsal, etc., must have a note from a staff member. Students should be dropped off in front of the school main entrance, not prior to 9:30 AM. Students are not permitted to be dropped off in the faculty parking lot (between KMS and Providence ES). Additionally, between the hours of 8:15 AM and 5:00 PM, only authorized vehicles are allowed in the parking lots.

**Early Departure:** Students who need to be released from school early are required to bring a written note from a parent/guardian to the security desk before Bell 1. Students will be issued a pass and will be called out of class for dismissal. Students will not be released to anyone who is not their parent/guardian or has been listed as an Emergency Contact. Anyone picking up the student is required to sign them out at the security desk in the main foyer. **Phone calls requesting early dismissal will not be accepted.** Students who are not riding a bus or walking

home should be picked up in the front of the building. Students may not be picked up in the parking lot between KMS and Providence ES or in the cafeteria lot.

**Extra-Curricular Activities:** Students have the opportunity to participate in a variety of after school activities, including intramural athletic and non-athletic activities. A MSL Physical Form (Revised May 2021) is required for participation in the intramural and conditioning programs. The school Student Activity Coordinator (SAC) can provide information regarding the school's individual program. Students in good standing may participate in intramural and club activities. Middle schools provide the opportunity for students to participate in interscholastic competition. Students at all grade levels may participate in any competitive team once selected. More detailed information can be found under "Interscholastic Sports/Academic Teams." Parents must pick up their children by 5:55 PM or they will be required to take the activity bus at 6:00 PM.

**Final Exams:** All students enrolled in Algebra, Geometry, Earth Science, Digital Applications, and World Languages must take final exams. It is the responsibility of the student, when absent from an exam, to make arrangements with the grade level administrator for a make-up exam. Students who pass the EOC test may opt out of taking the final exam. (Subject to change.)

**Guidelines for Decorum in Meetings and other Interactions:** Virginia Beach City Public Schools (VBCPS) is committed to addressing the educational needs of all students. Through this commitment, VBCPS intends to facilitate productive and collegial interactions between school personnel and parents/guardians/adult students. Meeting participants will:

- Arrive on time
- Be prepared with appropriate information and materials
- Exhibit polite, respectful, and courteous conduct (e.g., one person speaks at a time; each person is given an opportunity to be heard)
- Conduct meetings within allotted time or agree to reschedule or extend the meeting
- Remain on topic

**Homework:**

- Assigned at the discretion of teachers in accordance with the School Board Policy and the needs of the student
- Assignments may take 15 to 30 minutes per class, depending on the grade level and course
- Is a means of strengthening skills and understanding concepts presented in the classroom
- Is an extension and enrichment of the material taught in the classroom
- Promotes research efforts on the part of individual students
- Takes into consideration the availability of the student's time and ability to complete homework
- Is evaluated with recognition given for a student's efforts.

Every student earning a D or E in any class will receive a formal progress report halfway through each four 9-week grading period posted in ParentVue. Teachers will not issue weekly progress reports. Parents may monitor student progress by registering for **ParentVue** at:

[https://www.vbschools.com/parents/parent\\_portal/parent\\_vue\\_mobile\\_app](https://www.vbschools.com/parents/parent_portal/parent_vue_mobile_app).

If you need additional assistance, please contact our school counseling department at 648-4711.

**Homework Hotline:** Students may call 648-5040 Monday-Thursday, 5:00-7:30 PM, with homework questions in all core subjects. Help for grades 6-8 is available.

**Homework/Tutoring Help:** On demand (24/7) or scheduled 1-on-1 tutoring sessions for all grade levels in English, Math, Science, and Social Studies by FEV Tutors. This program is accessed through **ClassLink**. From ClassLink, click on *Curriculum Resources*, click on *FEV Tutor*. Call (855) 763-2607/email [VA@fevtutor.com](mailto:VA@fevtutor.com) to pre-schedule a tutoring session.

**Internet Use:** Prior to using the Internet, students and parents/guardians must agree to the provisions of the Virginia Beach School Board's Internet Access Policy. A signed acceptable use form must be on file for every student.

**Interscholastic Sports/Academic Teams:** Virginia Beach Middle School League sponsors interscholastic competitions throughout the year. Sixth, seventh, and eighth grade students selected by coaches must meet eligibility requirements to participate on a team. Prior to athletic participation, a student must have a Middle School League physical (Revised May 2021) on file with the Student Activities Coordinator. The Interscholastic Teams are: academic challenge, baseball, softball, track, soccer, wrestling, volleyball, basketball, football, field hockey, forensics, one-act play, debate, and cheerleading. All tryouts immediately precede the regular season of play of the current school year with the exception of cheerleading.

**Interscholastic Team Eligibility:** Middle Schools provide the opportunity for students to participate at all grade levels in interscholastic competition. Students must meet the following eligibility requirements:

- A student must be enrolled in no less than five subjects; must have passed five subjects for the previous year for first semester participation; and must have passed five subjects in the first semester for second semester participation.
- A student must have achieved a 2.0 grade point average in the preceding semester. Eligibility is determined by grade point average, not by letter grade.
- A student must have a current middle school league participation form properly completed and signed.
- A student must meet the age requirement whereby the student must not be 15 years of age on or before August 1 immediately prior to the start of the current school year.
- A student may participate in the same league-sponsored activity for no more than three seasons while in grades 6, 7, and 8.
- The student shall not have been enrolled in the last three years of middle school for a period of more than six consecutive semesters, beginning with the semester in which the student was enrolled for the first time in sixth grade. The six consecutive semesters shall be counted continuously from that point, regardless of whether or not the student remains continuously enrolled.
- In order for a student to participate in an athletic practice or contest, the student must be in attendance for a minimum of three hours. Exceptions to this policy are only permitted by an excused absence authorized by an administrator.
- Student athletes are expected to be in good standing when representing Kempsville Middle School.

**Note:** School Board and Middle School League policy states that students not meeting the 2.0 grade point average may receive a one-time waiver. A student is never granted a waiver for not passing 5 subjects. Students who fail two or more subjects are not eligible for a waiver. In addition to the citywide eligibility requirements, students must adhere to the following guidelines.

Kempsville Middle School takes academic and interscholastic participation very seriously. Our students are representatives of their school and should be honored by their selection on one of our teams. Whether our participants are on the field or off, we expect them to exhibit good sportsmanship and be well disciplined which is also emphasized in our Character Counts program. The Virginia Beach Middle School League, Bona Fide Student Rule, Uniform Discipline Policy is as follows:

**Out of School Suspension:** Any student who is assigned out-of-school suspension (OSS) during an interscholastic season will forfeit participation for the remainder of the season in that activity. Additionally, the student may not attend the awards program or letter in their specific activity.

**In School Suspension:** The following applies to any student, who is assigned in-school suspension (ISS) during their interscholastic season:

- First assigned ISS, student will forfeit participation for that day(s) the ISS is served.
- Second assigned ISS, student will forfeit participation for the remainder of the season in that activity. Additionally, the student may not attend the awards program or letter in their specific activity.

**Administrative After School Detention (RESTART):** Students will not be permitted to participate in practice or an athletic event on the assigned day of an administrative detention.

**Ancillary Items and Interpretations:**

- The measures above are considered minimum standards. Schools may choose to assess additional discipline if the situation warrants.
- Discipline measures shall be confined within the given activity season. All students will begin the following season or school year with a clean slate. For purposes of this rule, the cheerleading season spans two academic quarters.
- A student assigned multiple days of ISS will miss multiple games *if the games are scheduled on the days when the ISS is served.*
- A student serving ISS during the team tryout period will be suspended from participation on the day the ISS is served.
- While these rules apply to the Virginia Beach Middle School League competitions, festivals, practices and tryouts; schools may choose to apply it to other non-League activities such as dances, musical and dramatic performances, and other school-wide or club activities.

**Intramurals:** Intramurals are activities established for the participation of all Kempsville Middle students and are held immediately after the regular school day. For participation:

- A MSL Physical form (Revised May 2021) and emergency card must be completed for physical activities.
- Students must obey school rules before and during intramurals and on the activity bus going home.
- Students assigned to ISS or OSS are not allowed to participate on suspension days.
- Students displaying disruptive behavior during intramurals or on the activity bus will not be allowed to continue attending intramurals.

Some of the activities offered may include (but are not limited to) soccer, flag football, board games, basketball, softball, and weight training/conditioning. Both boys and girls participate in all offerings.

**Late Arrival:** Students who arrive late for school must check in at the security desk in the main entrance foyer. If the student is not accompanied by a parent/guardian, a note signed by the parent/guardian explaining the tardiness must be presented to the staff member at the front desk.

**Library Procedures:** The Library hours are 10:00 AM – 4:10 PM. Students must always have a pass to come to the Library. Students may not checkout during class changes. Students may check out up to 3 books for up to 2 weeks.

The Library has many resources, including computers and printers. Students who use the Library's resources are expected to abide by the VBCPS Acceptable Use Policies and VBCPS Internet Access Policy. Students are encouraged to use the Destiny catalog to search for resources, use databases, or find web links for school projects.

**Lost and Found:** Students are responsible for the care and security of their own possessions. Lost items will be held in the cafeteria for two weeks. After the holding period, items will be stored in a secure closet. Items not recovered by the end of each nine weeks period will be donated to charitable organizations.

**National Junior Honor Society (NJHS):** The purpose of the National Junior Honor Society is to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, to develop character, and to encourage citizenship. The Kempsville Middle School Chapter of the NJHS promotes appropriate recognition for students who reflect outstanding accomplishments in these areas, and sponsors service projects in which members regularly participate. These service projects make a positive difference in the lives of individuals and in the spirit of the community and the school. Membership in the local chapter is an honor bestowed upon a student. Selection for membership is by a faculty council and is based on outstanding scholarship, character, leadership, service, and citizenship. Once selected, members have the responsibility to continually demonstrate these qualities.

Report cards are checked after the first semester of the current school year. Seventh and eighth-grade students with cumulative grade point averages of 3.5 or higher are scholastically eligible to be considered for membership. In addition, candidates are required to be enrolled in at least one of the following courses: Advanced English, Advanced Math, Advanced Science, Earth Science, Algebra I, Geometry, or a World Language. An application packet will be made available for eligible students to provide information about themselves to the NJHS Faculty Council. Qualities of leadership, service, character, and citizenship are evaluated using this information. The NJHS Faculty Council chooses the candidates with the most outstanding records using all five criteria. These students will be inducted at a ceremony in the spring.

**School Counseling:** Counseling programs related to academic, career and personal/social counseling are available for all students. No student shall be required to participate in any counseling program to which the student's parent/guardian objects. An advisory committee that shall include parents will review the school's programs and make annual recommendations. Each student is assigned a school counselor according to the student's last name (alphabetically). Counselors assist students in all aspects of program planning. The purpose of the counseling program is to help individual students achieve their highest level of mental, emotional, and social growth. Counselors welcome the opportunity to talk with students and/or their parents. Conferences can be arranged whenever students, parents, or teachers feel the necessity. Counseling services include:

- **Counseling** – academic, personal, career
- **Course Selection** – pre-registration guidance for middle and high school courses
- **Parent/Teacher Conferences** – counselors participate in conferences upon request
- **Schedule Changes** – changes requested by the student must be signed by the parent/guardian and must have administrative approval
- **Extended Absences** – If a student is absent for three or more consecutive days, a parent should call the counseling office (648-4711) to request homework assignments. Teachers will need 24-hours notice in order to prepare assignments, which will be located in the counseling office for parents to pick up. Work is also distributed through Canvas courses as well.
- **Four Year Planning** – proposed high school courses tentatively planned individually for each 8<sup>th</sup> grader
- **Classroom Lessons** – are offered in the areas of academic success, career planning, and personal and social development

#### **School Rules:**

- Students are expected to arrive on time to class and to lunch.
- Fighting and bullying will not be tolerated and are considered a serious violation of school rules. Disciplinary action will include out-of-school suspension.
- Trading cards, electronic games, cameras, toys, all chains, and other items not needed for the instructional program are prohibited. **Electronic devices are permitted on the bus at the discretion of the bus driver.** The school does not assume responsibility for any items that are lost or stolen. All items that are not relevant for instruction should be secured in the student's backpack.
- All forms of gambling are prohibited.
- Students may not leave school grounds without administrative approval or signed out by a parent/guardian.
- Students are prohibited from selling items on school grounds.
- Horseplay/rough-housing and running in the halls are not allowed.
- Wearing hats or bandanas in the school is not allowed.
- Amorous displays of affection on school grounds are prohibited.
- Use of electronic devices for non-instructional purposes will result in disciplinary action as set forth in the *Code of Student Conduct*. Parents are required to pick up confiscated items in 24 hours from the main office.
- Laser pointers are considered dangerous and are not permitted. See *Code of Student Conduct*.
- Gum chewing is prohibited at all times.



- Consumption of candy, food, and beverages are allowed only in the cafeteria, unless supervised by an adult. Beverages must be in a sealed container and the seal must not be broken prior to entering the cafeteria.
- Water (without added flavoring) is permitted outside of the cafeteria only in a clear shatterproof bottle which has a lid.
- A comprehensive list of rules is in the school's *Code of Student Conduct*.

**Sportsmanship Code:** Students of Kempsville Middle School are expected to exhibit the highest qualities of good sportsmanship at all times and in all places involving school activities. Students are reminded that whether they are spectators or participants, they represent not only themselves, but also their school, parents, and the community. They should remember that, even in their enthusiasm, they have an obligation to conduct themselves in a polite and courteous manner.

**Student Activities:** A variety of clubs and organizations are available to students. Please check the school website for offerings and meeting dates. A student who becomes a member of a club has a responsibility to attend meetings, work on projects, cooperate with the sponsor and other club members, and be a member in good standing at all times. The existence of an organization often depends on the availability of a sponsor.

**Student gifts:** Students are not permitted to have gifts such as balloons, candy, birthday cakes, flowers, etc., delivered to the school or to any student in any classroom from outside agencies or family members. In addition, students are not to bring any of the above items to school or have them on the school bus. Failure to comply will result in a referral to the office for disciplinary action.

**Tardy Policy:** It is the student's responsibility to arrive on time for each scheduled class and for lunch. According to School Board Regulation 5-17.1 – **“At the middle school level, absences are computed for each credit course. A student who misses more than fifteen (15) minutes of any class will be counted absent for that class.**

**Truancy:** Truancy is an intentional absence from school and violation of the Virginia compulsory attendance law. Any student found to be consistently truant, may be referred to the School Board for disciplinary action.

**Vehicular Traffic Pattern:** The parking lot between Providence ES and Kempsville MS is the designated area for all parking during the school day. Parents may park in the front between 10:00 AM – 3:45 PM only, but may not leave your vehicle unattended on the side with the yellow line (fire lane). Long-term parking is prohibited in front of the school on Churchill Drive. Cars are not permitted in the bus loop on the cafeteria side of the building. The parking lots located by the cafeteria and gym are not available to the general public (to include student drop-off) during the hours of 8:15 AM – 5:00 PM.

**Visitors/Trespassing:** All school visitors will be buzzed in and then must sign in at the security desk in the foyer upon entering and sign out prior to leaving. After signing in, visitors to KMS are required to wear the school's visitor badge during the entire visit. It is unlawful for any person, whether a student or adult, to enter or remain on school property after having been directed to leave the property by an authorized person, to enter school grounds, premises, or property, for any purpose other than to attend an event/meeting held at the school. Violators may be charged with a Class 4 misdemeanor.

**Walkers:** Students, who live in the area bounded by Providence Road, Kempsville Road, Edwin Drive and Princess Anne Road (with the exception of those students living in Kempshire) are within the walking zone of KMS. They are not permitted to ride VBCPS buses. Failure to comply will result in a referral to the office for disciplinary action. Upon dismissal at 4:15 PM, students who walk down or cross Churchill Drive should exit through the front doors of the school, crossing the entrance to the bus loop on the sidewalk. Students who are walking to areas behind the school (Edwin Drive or Recreation Center area) should exit through the doors by Teen Living or through the breezeway doors. **NO WALKERS ARE ALLOWED TO WALK ON THE PAVED AREA OF THE KMS BUS LOOP WHICH IS LOCATED IN THE PARKING LOT BY THE CAFETERIA.** Failure to comply will result in a referral to the office for disciplinary action.

The **Code of Student Conduct** listed below will serve as a *guide* for consequences in response to student infractions. An appeal is a formal, written request for reconsideration of an action affecting a student, which is imposed by a teacher, administrator, or other school official. Appeals involving in-school discipline (admin detention, ISS, or bus detention) must be submitted to the principal within three school days of the incident. The principal will meet with the parent and respond in writing within five school days of receipt of appeal. The appeals process will end with the decision of the principal. (\*Information regarding out-of-school discipline may be obtained from the principal.)

Every student is expected to maintain self-discipline successfully so the school can provide a safe and secure learning environment. If a student is unable to behave appropriately, the student will be referred to a school administrator for disciplinary action (refer to the *Code of Student Conduct* for additional information).

The principal, acting as an agent for the Superintendent, may enforce the following disciplinary actions:

- **Phone Call to Parent:** Teachers may call home to alert parents of disruptive behavior.
- **Teacher Detention:** Teachers may detain a student before or after school for breaking a school or classroom rule.
- **Lunch Reflection:** Teachers and/or administrators may require a student to serve lunch reflection for breaking school or classroom rules.
- **Administrative Detention/Restart:** Administrators may require a student to attend detention, which is held on designated days after school immediately following school until 5:50 PM.
- **In-School Suspension:** A student may be given in-school suspension (ISS) for breaking a school or classroom rule. During ISS time, the student is assigned to a classroom for the day and given work to do under the direction of a staff member who serves as the In-School Suspension Coordinator. Students will be released from ISS only after successfully completing such work. Students are given an excused absence from all classes missed while in ISS.
- **Out-of-School Suspension:** Following the suspension, during the readmission conference, the student will be required to sign a school level behavior contract.
- **Long-term Suspension/Expulsion:** For violation of certain rules and regulation or for the commission of habitual offenses, a student may be suspended long-term or expelled from the Virginia Beach City Public School System. (Expulsion means a prohibition from attending a regular program in any Virginia Beach Public School.)

<b>KMS Discipline Guidelines</b>		
Behavior categories are designed to recognize the impact student behavior has on the school environment and on learning. They encourage awareness of students' social-emotional development and emphasize the importance of helping students achieve academically and develop SEL (Social and Emotional Learning) competencies. They are:		
Level 1	Responses are intended to prevent further behavioral issues while keeping the student in school.	Afternoon/Evening School, Bus Suspension, Community Service, Confiscation, Detention, Probation, Restriction, Revocation of Privileges, Timeout, Verbal Warning/Reprimand
Level 2	Responses are designed to prevent further behavioral issues and attempt to keep the student in school. Depending upon the severity of the behavior, short-term removal of the student from the classroom may be appropriate.	In-School Suspension (up to three days)
Level 3	Behaviors, dependent on the severity, chronic nature of the behavior and/or safety concerns,	Choices Program Referral for out-of-school suspension (up to five days)

	may result in the student's short-term removal from school.	
Level 4	Behaviors may require a report to the Director of the Office of Student Leadership.	Corrective Action Plan in the Office of Student Leadership, Substance Abuse Intervention Program (SAIP)
Level 5	Responses are reserved for the most serious behaviors, resulting in a report to the Director of the Office of Student Leadership.	Request activation of an alternative placement, Recommendation for long-term suspension, Recommendation for Expulsion, Expulsion

OFFENSE	MINIMUM TO MAXIMUM CONSEQUENCES
<i>Possession/Use/Sale of Drugs, Drug Paraphernalia, or Alcohol</i> (S.B. Reg. 5-37.1, Report to Police/SRO)	Level 5
<i>Amorous Behavior</i> (BSC 18)	Level 1 – Level 5
<i>Bullying</i>	Level 2 – Level 5
<i>Cell Phones, Communication Devices</i>	Level 1 – Level 5
<i>Cheating/Honor Code/Infractions: to include Plagiarism, Falsification, and Attempt thereof</i>	Level 1 – Level 3 Note: Student will not receive credit for the assignment
<i>Cutting/Skipping Class</i>	Level 1
<i>Disobedience/Disrespect/Defiance of Authority</i> (Minor Infraction)	Level 1 – Level 3
<i>Disruption</i>	Level 1 – Level 2
<i>Failure to Report to Administrative Detention</i>	Level 1 – Level 2
<i>Fighting Mutual Combative</i>	Level 1 – Level 5
<i>Forgery/Misrepresentation</i>	Level 1 – Level 5
<i>Gambling</i> (S.B. Reg. 5-2, Report to Police/SRO)	Level 1 – Level 3
<i>Dress Code Violation</i>	Level 1 – Level 2 Note: With each offense, students will be provided the opportunity to change clothes or contact a parent for a change of clothing. If alternative clothing is unavailable, the student will remain in the ISS room.
<i>Incitement/Instigation</i>	Level 1 – Level 5
<i>Late Arrival to School</i> (unexcused)	Level 1 – Level 2
<i>Leaving School without Permission</i>	Level 1 – Level 3
<i>No Show for Teacher Detention</i>	Level 1 – Level 2 Note: Following the first offense, the teacher will reassign the classroom detention for 2 days.
<i>Physical Abuse/Harassment</i> (pushing, grabbing, shoving, scratching, etc.)	Level 1 – Level 5
<i>Possession of Stolen Property</i> (S.B. Reg. 5-37.1, Report to Police/SRO) (Notify School Nurse)	Level 1 – Level 5
<i>Possession of Tobacco Products</i>	Level 3 – Level 5
<i>Posturing to Fight/Verbal Argument</i>	Level 1 – Level 5
<i>Refusing to go to ISS/or to follow ISS Rules and Regulations</i>	Level 3 – Level 5
<i>Tardiness to Class</i> (per nine weeks)	Level 1 – Level 2 Note: Initial tardiness is managed by the teacher. Teacher will provide a verbal warning following the

	first tardy. Teacher will contact the family following the second tardy. Teacher will assign classroom detention following the third tardy.
<i>Theft, Attempt of Theft, Larceny</i> (S.B. Reg. 5-37.1, Report to Police/SRO)	Level 1 – Level 5 Note: Any theft of property must be reported to SRO/Police. [S.B. Reg. 5-37.1]
<i>Trespassing While Suspended</i> (S.B. Reg. 5-37.1, Report to Police/SRO)	Level 5
<i>Truancy</i> (S.B. Reg. 5-17.1, Report to Police/SRO)	Level 1 Note: Truancy conference with the Student Response Team must be held after the first referral.
<i>Unauthorized Area without Permission</i>	Level 1 – Level 2
<i>Use of Profanity/Abusive Language/Obscene Materials/Offensive Gestures</i>	Level 1 – Level 5 Note: Profanity directed at staff members will result in ISS.
<i>Vandalism/Defacing School Property</i> (S.B. Reg. 5-37.1, Report to Police/SRO)	Level 1 – Level 5 Note: A student or parent/guardian will be held financially responsible, as allowed by Virginia law, for willful or malicious destruction of school board property. Report to SRO/Police [S.B. Reg. 5-37.1]
<i>Weapons, Explosives, Fireworks</i> (S.B. Reg. 5-37.1, Report to Police/SRO)	Level 5

**ISS:** In-School Suspension – Excusable Absence from Class

**OSS:** Out-of-School Suspension – Unexcused Absence from School

**SAIP:** Substance Alcohol Intervention Program

**SRO:** School Resource Officer

**CAP:** Corrective Action Plan with Student Leadership

**ATUP:** Anti-Tobacco Use Program