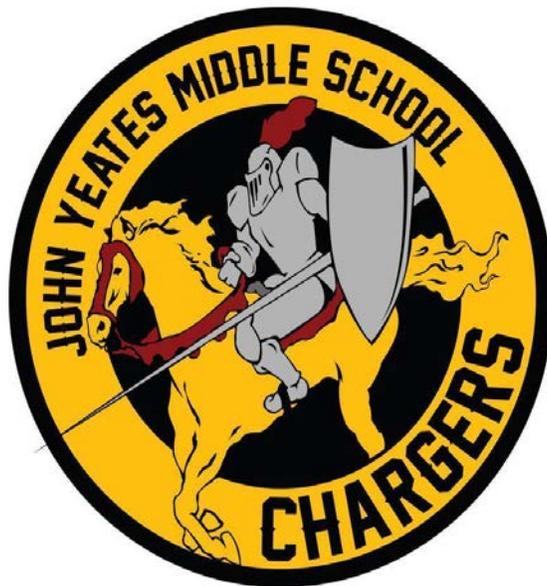


JOHN YEATES MIDDLE SCHOOL

“Every Charger, Every Day”

2019-2020

STUDENT HANDBOOK



JOHN YEATES MIDDLE SCHOOL

Dr. Wendy VanHosen, Principal

4901 Bennett's Pasture Road
Suffolk, VA 23435

PHONE: (757) 923-4105

jyms.spsk12.net

PRINCIPAL'S MESSAGE

Dear Parents and Students:

It is my pleasure to welcome you to the John Yeates Middle School Charger family for the 2019-2020 school year! As principal, I am honored to continue to serve the students, staff, parents, and community of John Yeates Middle School. I've spent the past 16 years working with middle school students and it is a rewarding opportunity to help students reach their highest potential during this critical stage in their educational career.

At John Yeates Middle School, it is our goal to engage and embrace “Every Charger, Every Day”. This simply means that we believe every student can reach their highest academic potential when every student feels connected and significant. We set high expectations for our students while offering high levels of support. It is our goal to help your student to have a successful middle school experience that prepares him/her for future academic and career endeavors, ultimately becoming a productive citizen that makes a positive contribution to the world.

You can expect your middle school student to be challenged academically and to grow socially. We also work to provide an exploratory environment that allows our students to begin to identify their interests and develop their strengths. Please encourage your student to get involved with extracurricular activities and opportunities to serve the community.

We are looking forward to an amazing school year! Our teachers and staff are excited and committed to the success of our students. We are proud of what we've been able to accomplish and we continue to strive to ensure a safe, nurturing, and most effective learning environment for our students. We appreciate your support, involvement, and partnership to help provide the best educational experience for your student. Please use this handbook to discuss expectations of John Yeates Middle School students with your student.

I thank you for taking the time to review this handbook and we look forward to a year of academic excellence.

Sincerely,

Dr. Wendy VanHosen, Principal

I. GENERAL SCHOOL INFORMATION

MISSION STATEMENT

The faculty and staff of John Yeates Middle School strives to provide a quality education for each of our students. One priority is to meet and exceed the Standards of Learning set forth by the Commonwealth of Virginia. It is felt that all students are capable of learning when given the proper environment that encourages them to strive for their highest potential. It is believed that the joint efforts of school, home, and community are essential to develop a positive self-image and to foster academic, social and personal growth of students. The school staff will endeavor to extend to the students a supportive, caring, and safe environment to promote becoming responsible citizens and productive members of the global society.

AS A JOHN YEATES MIDDLE SCHOOL STUDENT, IT IS MY RESPONSIBILITY:

- To attend school every day and to be on time to all classes.
- To come to school prepared with books, paper, pencils, and any other materials and/or assignments as directed by teachers.
- To obey the directions of all staff members.
- To respect myself and the rights and property of others.

THE STAFF OF JOHN YEATES MIDDLE SCHOOL ACCEPTS THE RESPONSIBILITY:

- To provide a quality instructional program recognizing that all students can learn.
- To set clear goals and high expectations for student achievement.
- To provide a variety of instructional approaches.
- To develop programs and activities responding to the social, emotional, personal and physical development of the students.
- To promote assessments of student learning which provides students a variety of opportunities to demonstrate their achievement.
- To commit to continuous improvement so that students can become self-directed life-long learners.
- To provide a safe environment.

AS THE PARENT/GUARDIAN OF A JOHN YEATES MIDDLE SCHOOL STUDENT, I WILL:

- Send my child to school each day on time, prepared with all necessary materials, well rested, and properly dressed.
- Check my child's work, homework, and agenda on a daily basis.
- Provide my child with suitable study conditions at home-desk or table, lights, books, and supplies.

ABSENTEE NOTES/ADMIT SLIPS

Students who have been absent from school or tardy to school must bring a signed note from their parent/guardian or a doctor's excuse giving the date(s) of the absence(s) and the reason for the absence(s). In the case of absence, notes must be brought to the homeroom teacher prior to the beginning of the first class period to obtain an admittance slip. In the case of tardiness, notes must be brought to the main office immediately upon the student's arrival to school and the Record of Student Tardies book signed to obtain an admittance slip. The student is to have the admittance slip signed by each of his/her teachers during the course of the day.

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

ACCIDENT REPORTING

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

ACTIVITY FEE

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

ADDRESS AND TELEPHONE CHANGES

Please notify the office immediately if there is any change in address, telephone number, guardian, emergency contacts, or other personal information.

ADMINISTRATIVE AVAILABILITY

The administrators will be in the building from 7:00 a.m. until 3:00 p.m. daily. Any student or parent wishing to have a conference with any administrator is always welcome; however, it is recommended that the appointment be arranged ahead of time to ensure the availability of the appropriate administrator. Students may arrange appointments by signing in upon arriving to school or by securing a pass to the office. Parents may arrange appointments personally by phone or via email.

AGENDAS

Success in all areas of life is not a matter of luck, but comes from setting goals and then organizing time to reach those goals. Students will be required to purchase an individual student agenda and to keep up with their assignments and important dates throughout the school year. Students will be taught strategies for using their planning agendas primarily to organize homework assignments, record their pages read in their Accelerated Reading logs, and keep a record of

achievement/progress in individual classes. Agendas contain passports/passes that students must use to leave a class or to travel in the hallway.

ANNOUNCEMENTS

Announcements will be read daily over the public address system to keep students informed of activities and other pertinent information. Announcements and school activities are also posted on the John Yeates Middle School website.

ARRIVAL AND DISMISSAL

Arrival

School personnel cannot assume responsibility for students who are brought to school before 7:00 a.m. each morning. Students are not to arrive prior to that time. All students should arrive to school no later than 7:20 a.m. each morning.

Early Dismissal

For children's safety and well-being, it is necessary to require the following procedures. Students needing an early dismissal from school are to present a written statement to the main office prior to the beginning of the first class period. This note must contain the following information: date; student's name; time of dismissal; reason for dismissal; who will be picking up the student and their relationship to the student; signature of parent/guardian, and phone number where the parent may be reached. Students will not be given an early dismissal without verbal confirmation from the parent. An authorized adult must provide picture identification and sign the Record of Early Dismissal ledger in the main office before any student is dismissed from our care. **Students will be called from classes for an early dismissal upon arrival of the parent or authorized adult. The parent or authorized adult is required to sign the early dismissal ledger in the main office before departure.** In order to prevent interruptions to the instructional process for all students, parents are asked to please make every effort not to take their children from school early.

Dismissal

The instructional day ends at 2:00 p.m. Announcements will be made daily over the public address system to designate the dismissal time for each grade level.

ASSEMBLY PROGRAMS

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

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

BOOK BAGS/BACKPACKS

Because students are given a set of textbooks for home use, no book bags, backpacks or the like are permitted in the classrooms. Backpacks, book bags, etc. **MUST** be collapsible and fit inside the hall locker (6" W x 10" D). Students should keep such items in their hall locker and may access them at the designated times. Any necessary classroom supplies may be carried into the classroom. **NO "ROLLING BOOK BAGS/BACKPACKS" ARE PERMITTED ON THE BUS OR IN THE BUILDING.**

BUS PASSES

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

BUS REGULATIONS

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

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

CAFETERIA

The cafeteria offers a variety of breakfast and lunch choices daily. Lunch will cost \$2.10 or \$.40 at the reduced rate. Breakfast costs \$.85 or \$.30 at the reduced rate. Only students eating breakfast are to report to the cafeteria in the morning. Everyone is required to report to the cafeteria for lunch, which may be purchased or brought from home. Milk may be purchased separately for \$.45.

Free or reduced price lunch applications will be distributed to students the first day of school. **You may also [apply online](http://www.sps.heartlandapps.com) for free and reduced meal benefits! Suffolk Public Schools is pleased to announce the availability for Free and Reduced Price Meals online at www.sps.heartlandapps.com. The process is SAFE, SECURE, PRIVATE, and AVAILABLE anytime, anywhere!** Applications will also be available in the school's main office. The Food and Nutrition Services Office (not the school) will notify applicants of approved or denied status. A menu is posted in each homeroom monthly.

The following rules and procedures apply in the cafeteria:

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

CLINIC/SCHOOL NURSE

A full time nurse is available in the clinic for students who become too ill to remain in class, require first aid, or have other health concerns. Students who are injured or ill are to report to the clinic with an escort or with a hall pass written by their teacher. The school nurse will determine if the parent/guardian is to be contacted and if the student should be sent home. Parental permission must be secured prior to releasing the student.

The school nurse will conduct vision, hearing, and dental screenings through the physical education classes during the school year.

Medication

State law prohibits the school from dispensing any kind of medication to students unless the nurse has on file written permission from the child's doctor. The medication must be brought to school in a container appropriately labeled by the pharmacy or physician. All students taking medication (including inhalers) at school must have a doctor's note on file in the clinic at the beginning of each school year. NO medication (including Tylenol) will be given unless there is an order from the doctor on file in the clinic and medication is in its original prescription container. Failure to comply will be a violation of the School Board's policy on drugs.

CLUBS

School club organizations are recognized as authorized school organizations if they: are organized with the approval of the school administration; are composed completely of current student body members; hold their meetings at school; have an approved plan for the selection of members;

establish aims which are educational, are of school interest or community interest; and, meet all other conditions established by school officials for recognized, sponsored organizations. The following is a partial list of clubs available: Student Council Association, Future Business Leaders of America, Connections Club, Recycling Club, Family and Consumer Sciences Club, and the Reading Club.

CONCERNS OR CONFLICTS

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

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

COURSES OFFERED

Students will be offered instruction in English, mathematics, science and social studies. In addition, students will be offered physical education and exploratory classes. It is encouraged that all middle school students complete at least a semester of Keyboarding before entering the ninth grade.

DISTRIBUTION OF LITERATURE, POSTER DISPLAY, AND SALES

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

EMERGENCY DRILLS

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

FOOD AND DRINKS AT SCHOOL

It is a priority to keep our school safe, clean, and attractive. Gum is not permitted at school. Food and drink must remain in the cafeteria unless authorized by the administration. No open drink bottles/containers may be brought to school or carried around in the school. Water fountains are available throughout the building. Glass bottles are strictly prohibited.

GUIDANCE DEPARTMENT AND SERVICES

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

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

HALL PASSES/RESTROOM PASSES

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

HONOR ROLL

All students in middle school (grades 6-8) are eligible for receiving recognition for academic achievement (Honor Roll) when at the end of a grading period they have earned on their report card letter grades no less than a "B-" in all subject areas. This includes in letter grades no less than a "B-" in all exploratory courses.

IMMUNIZATION REQUIREMENT

Effective July 1, 2014, a booster dose of the Tdap vaccine is required for all children entering the 6th grade. **Without proof of having received the Tdap booster shot, sixth graders cannot be enrolled.**

INSURANCE

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

INTERNATIONAL BACCALAUREATE DIPLOMA PROGRAM

8th grade students who are enrolled in Algebra I, foreign language, and language arts with a "B" or better, and an overall core GPA of 3.0 will have the opportunity to apply to the Pre-IB program in January, which is offered in grades 9 and 10. It is an intensified course of study in preparation for the rigorous IB Diploma Program. The IB Diploma Program begins in the junior year of high school, and is a pre-university course of studies leading to examinations that meet the needs of highly motivated secondary school students.

LOCKERS

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

LOST AND FOUND

Articles which are found by someone other than the owner should be taken to the office immediately. The school is not responsible for any loss of property by students. Lost and Found is

located in the custodial room. Students losing articles should check the Lost and Found. **Items not claimed by June 30th of each year will be discarded.**

METAL DETECTORS

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

PARENT CONFERENCES

Parents who desire to have conferences with teachers should make arrangements in advance by contacting the teacher(s) directly, the guidance office, or the main office. To ensure continuation of instruction for students, teachers are available to meet with parents before school, during their designated planning period, and after school.

PARKING

Parents and visitors are to park in the designated parking spaces. Please do not park or leave unattended cars in the front of the school building as this is a fire lane. This area is for buses and shall be restricted to their use. **Parking in any designated fire lane areas is strictly prohibited and will be enforced by the Suffolk Police Department.**

PARTNERS IN EDUCATION

John Yeates Middle School is fortunate and proud to have Partners-in-Education who support our instructional programs and have a significant impact upon student achievement. The school participates in the division's program with the following: Chick-Fil-A, Zion Ministries, HRSD, Jefferson Lab, WalkInit Inc., Office Depot, J.M. Smucker, Neighborhood Harvest and Walmart.

PEER MEDIATION

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

PHYSICAL EDUCATION CLASSES

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

1. All students will dress for physical education class in appropriate attire. Students will change only in respective locker rooms not in the bathrooms, unless otherwise instructed by the teacher. The same clothes worn to school cannot be worn for gym class. Students are to wear:
 - **Navy blue or black shorts or sweat pants.** PE suits will be available for \$16.00. Shorts must be no higher than two inches above the knee. No denim, biker or cut-offs are allowed. No stockings or panty hose allowed under PE clothes. All shorts and sweats are to be worn at the waistline. Pant legs and shorts are not allowed to be rolled up.
 - **Plain white or gray T-shirt with sleeves.** No sports jerseys, such as basketball, football, or "muscle shirts" are allowed. No colored shirts or logos on shirts will

be allowed on or under the white t-shirt. No portion of the chest, midriff or back will be allowed to be exposed. Shirts are to be worn properly.

- **White socks**
 - **Tennis shoes or sneakers with shoelaces** must be worn and tied properly. No platform sneakers, slip-on athletic shoes, hiking boots or sneakers that convert to roller skates will be allowed.
2. Students should use a gym bag or small tote bag for gym clothes. Book bags cannot be used for gym clothes. 7th and 8th grade students who bring book bags to the gym or locker rooms will be sent back to their lockers and then receive a tardy.
 3. No headbands, head scarves, or any other headgear will be allowed in the gym.
 4. Students must bring a personal lock to secure their belongings in the gym locker. Locks are to be used only during class and must be removed at the end of each class period. Locks remaining after class will be cut off. The school is not responsible for items lost or stolen.
 5. Valuables and personal items, including money, should not be brought to class. The school is not responsible for items lost or stolen.
 6. Students who do not dress out for P. E. class will not be permitted to participate.
 7. Students who are not participating in class or waiting to participate must be seated in the assigned area. For safety reasons, no students are allowed under the bleachers. Any item that drops under the bleachers must be reported to a physical education teacher.
 8. Students will have six minutes to dress and report to their squads.
 9. Consequences for failure to dress out each semester:
 - First offense - points deducted; verbal warning, phone call home
 - Second offense - points deducted; written note sent home to parent
 - Third offense and after - referral to office; parent contacted by administrator; assigned one day In-School-Suspension.
 10. If a student has a doctor's excuse or a parental note not to participate in P.E., they are to report to the clinic between 7:00-7:25 a.m. for screening. The nurse will make a determination as to the physical limitations for the day's activities. Students will not be excused during class to have the nurse sign a note. Doctor's notes must be obtained after two days of not dressing out or participating. Parental notes will not be honored after two days per nine weeks. Only doctor's notes will be honored in this case.
 11. There will be no eating, chewing gum, or drinking in the gym or locker rooms.

SUPPLIES

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

TELEPHONE USE

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

TEXTBOOKS

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

- A student shall pay full price for a textbook which is lost or damaged beyond repair. Damage to textbooks may include pages missing or torn, markings, and weathering.
- A student shall pay half price for a textbook which damaged but usable.
- A student shall pay full price for the lost textbook before he/she is issued a replacement.
- If the lost textbook is found, the student will receive a refund.

Failure to pay for lost or damaged books at the end of the year will prohibit the student from receiving free textbooks the following year, until all charges are paid in full.

VISITORS

Parents are welcome at John Yeates Middle School. All parents, however, must first report to the office or front desk and obtain permission from the administration before visiting any area of the school. A visitor's badge will be issued to visit a specific area or provisions will be made for a guided tour of the building. Picture identification will be required prior to a guided tour. All visitors will be escorted by a member of the John Yeates faculty/staff both to and from their destination. Children or student visitors are not allowed. Cooperation in this matter is very important for the safety and welfare of all students. If guests are seen in the building without a visitor's badge and/or unescorted, they will be questioned by the staff and escorted to the office.

WELLNESS POLICY

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

WORK PERMITS

Work permits may be secured from Nansemond River High School by contacting the school at (757) 923-4101.

II. STANDARDS OF STUDENT CONDUCT

AFFIRMATION

An important part of a middle school student's education is the right to make decisions and the responsibility to accept the results of those choices. Each student at John Yeates Middle School is encouraged to abide by the following affirmations in order to make wise decisions resulting in positive outcomes for personal growth.

I believe in my ability to achieve.

I will attend school daily and strive for academic excellence.

I will be truthful in my words and actions.

I will speak and behave courteously toward everyone.

I will respect the rights, beliefs, and property of others.

I will be caring toward our environment.

BASIC SCHOOL RULES

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

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

CONSEQUENCES

Making choices that are in violation of the rules will result in disciplinary action. Please be aware that this handbook is a guideline and does not describe all behaviors and consequences, nor does it describe many of the positive activities used to help students change their behavior. Administrators will use judgment in selecting consequences depending on the severity or frequency of the offense(s). Consequences are not listed in any particular order.

Counseling	Mediation
Warning/reprimand	Loss of privileges
Conference with team	Parental contact/conference
Restrictions assigned by the principal	Detention before school/lunch/after school
Suspension from school activities	In-school suspension (ISS)
Out-of-school suspension (OSS)	Referral to an alternative education program
Notification of legal authorities	Recommendation for administrative hearing
Recommendation for expulsion	Pursuit of legal action when appropriate
Mandatory expulsion for no less than one year (180 days) for firearms possession or use	

SELECTED DISCIPLINARY TOPICS

Positive Behavior Interventions and Support Model

John Yeates Middle School utilizes the PBIS model to support school wide discipline procedures. The program promotes positive behaviors in students.

Charger Cash

To help support positive decisions students earn "Charger cash" from instructors.

Charger Ticket Guidelines Issuance:

- Before giving charger tickets, teachers must have their name or symbol in ink on the back
- The students are to write their names on the back of the ticket in ink
- Tickets are non-transferable
- Tickets are to be given out for correct behavior

Bullying

Bullying among children is commonly defined as intentional, repeated harmful acts, words or other behavior such as name calling, threatening and/or shunning committed by one or more children against another. These negative acts are not intentionally provoked by the victims, and for such acts to be defined as bullying, an imbalance in real or perceived power must exist between the bully and the victim. Bullying may be physical, verbal, emotional or sexual in nature. Any occurrences of bullying must be reported to a teacher, guidance counselor, or administrator.

Buses

School buses are provided for the convenience of the students and parents. This is a privilege that can be taken away from a student temporarily or permanently. Misbehavior on the bus, even talking loudly, nearly always endangers the safety of everyone in the vehicle because of the distraction it creates for the driver. Students are to ride assigned buses at all times and enter/exit at their assigned stop. Always follow the directions of the driver. Remain in the seat and keep hands, feet and other objects to oneself at all times and inside the bus. No food, drinks, littering, obscene gestures, or use of profanity is allowed. Be respectful to everyone on the bus. Misbehavior on the school bus, bus stop, or walking to and from the bus stop is subject to disciplinary action.

Conduct Outside of School Hours

Students going to school or returning from school are subject to punishment for acts committed before the student arrives safely to school or before they arrive safely home after school. Also in accordance with Virginia Code, students may be subject to punishment for acts committed away from school property and outside of school hours which are detrimental to the interest of the school or which adversely affect school discipline.

Corporal Punishment

Corporal punishment may not be used as a means of discipline. However, this does not prevent teachers and principals from using “reasonable and necessary force” to maintain order and control; remove a student from a disturbance which threatens physical injury to persons or property damage; prevent self-infliction of harm; defend one’s self; or obtain possession of weapons, controlled substances, or paraphernalia.

Discipline Files

In accordance with Virginia Code, student disciplinary files are considered as part of the student’s scholastic record and must be forwarded to any other school division to which the student transfers.

Disorderly Behavior

Fighting and other forms of disorderly conduct will not be tolerated. A student should avoid fighting by walking away and reporting the incident to the nearest staff member. Anyone who is involved in fighting, attempting to fight or boosting a fight will be subjected to disciplinary action.

Personal Property

Students, not the school, are responsible for personal property. Unless they are part of a class assignment or project, cell phones, electronic games, MP3/IPODs and other personal property shall not be brought to school. Other personal items such as cameras, portable gaming systems, electronic music devices, trading cards, sunglasses, skateboards, hoverboards, will not be allowed at school. Loss of such items is the sole responsibility of the student. Further, these items are subject to confiscation by staff members and will be returned only to a parent or guardian with proper identification. Students are strongly urged to leave all money at home except money for lunch. It is virtually impossible to recover money when it is either lost or stolen. If students are found to be in possession of large sums of money, the money will be confiscated and the parent notified.

In addition, items such as clothing, writings, expressions or other items that contain gang-like material, tobacco, drugs, or alcohol will be corrected or confiscated and may result in suspension from school.

Bring Your Own Device for Learning - BYOD4L

John Yeates Middle School will allow students to use privately owned electronic devices to access the division's wireless network on a filtered internet on school property for learning purposes only. Approval for the use of the devices is at the discretion of the Superintendent, building administration and teachers. School officials may take possession of the portable device if such item is displayed or heard at unauthorized times. Suffolk Public Schools/John Yeates Middle School is NOT responsible for the theft of a device, nor are they responsible for damage done to the device while at school. Students bring electronic communication devices to school at their own risk, just like any other personal item. Students are responsible for the security of the devices they bring to school; teachers and other staff will not store nor hold onto student devices. **Devices can only be used during instructional time at the discretion of the teacher or administration. Devices cannot be used during transition time in the hallways, in the cafeteria during breakfast/lunch, on the bus ramp, in restrooms, locker rooms, or before/after school.** A device must not be a distraction or disruption for the student or others. Using the device to misrepresent an individual, harass or bully, or promote illicit activity is unacceptable. Student's use of devices in unauthorized locations or during unauthorized times will be subject to disciplinary actions, including but not limited to the device being confiscated. If a device is confiscated, the legal parent/guardian will be required to make arrangements with the school's administration to retrieve such items.

Search and Seizure

To maintain order and discipline in the school and to protect the safety and welfare of students and school personnel, school authorities may search a student, their belongings, and student lockers and desks under the circumstances outlined below. They may also seize any illegal, unauthorized, or contraband materials discovered in the search. Student lockers and desks are school property and remain at all times under the control of the school district; however, students are to assume full responsibility for the security of their lockers and their desks. Students should not expect privacy regarding items placed in school property because school property is subject to search at any time by school officials. Periodic random searches of students; their belongings; lockers and/or desks may be conducted by school authorities for any reason, at any time without notice, without student consent, and without a search warrant.

A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action. A student's person and/or personal effects (e.g., purse, book bag,

athletic bag, etc.) may be searched whenever a school official has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to proper legal authorities for ultimate disposition.

Sexual Harassment

Sexual harassment is prohibited by Board of Education policy and carries specific penalties for violation. The policy prohibits sexual harassment by school district employees, Board members, and students directed toward other employees or students. Anyone who needs further information regarding the Board of Education Policy should contact an administrator.

Overview Of Sexual Harassment – Sexual harassment is unwanted and unwelcome behavior of a sexual nature, which interferes with a student’s right to learn, study, work, achieve, or participate in school activities in a comfortable and supportive atmosphere. Sexual harassment is illegal and prohibited in school settings.

Sexual harassment related to students can occur in many forms and can be school employee to student, student to student, or student to employee. It can also be male to female, female to male, male to male, or female to female. The following types of behavior could be considered sexual harassment:

- Visual – ogling, leering, posters, magazines, gestures
- Verbal – personal questions, lewd comments, dirty-sexual jokes, whistling, request for dates
- Written – love poems, love letters, obscene letters
- Touching – violating space, patting, rubbing, pinching, caressing, kissing
- Power – retaliation, using position to request dates or sexual favors
- Threats – demands, quid pro quo – demand for sexual favors in exchange for a grade, privilege, etc.
- Force – rape, assault

Tardies

Students are expected to arrive to their classes on time. A student will be given a warning for their first unexcused tardy to any given class and may be assigned one day of ISS for any further unexcused tardiness. Any student who is more than five minutes late to class without permission is considered to be cutting class.

Dress Code

- A. The School Board and Suffolk Public Schools Staff rely heavily on parents and students to support the division’s policies. One of the fundamental purposes of school is to provide an appropriate environment for learning. A student will maintain personal attire and grooming standards that promote safety, health, and avoids unnecessary disruptions.
- B. Suffolk Public Schools has established the following guidelines for student dress while in the classroom or participating in school-sponsored activities:

1. Shirts and blouses must include at least 3” width on shoulders, garments (which includes skirts, dresses, and shorts) must not reveal any exposed skin 2” above the knee while standing. Leggings, jeggings, and workout clothes must be covered with a long shirt, skirt, or dress that covers the buttocks.
2. Clothing must not reveal undergarments such as underwear, bras, and white undershirts. This includes any article of clothing that does not cover the midriff, back, reveals cleavage, sags below the beltline, or is sheer.
3. Clothing and accessories may not advertise alcohol or illegal substances, depict lewd graphics, display offensive or obscene language, promote violence, or is gang related. Slogans and graphics are prohibited across the buttocks.
4. Sunglasses may not be worn within the building. Wallet chains are not permitted.
5. Unless worn for religious or medical reasons, head coverings are not permitted. This includes hats, hoods, bandanas, combs, and picks.
6. All shoes worn should not pose a safety concern. Slides, flip flops, and slippers are not permitted. Sandals with a back strap are permitted. High heels must be an appropriate height for school activities.
7. Sleepwear may be worn only during designated school functions.
8. Clothing worn by a student must not cause a disruption and/or distracts others from the educational process or poses a health or safety concern.

Any dress deemed inappropriate by school staff will be dealt with as follows:

- The student will be given an opportunity to change into appropriate clothing.
- The student will be allowed to call home for appropriate clothing.
- The student will be assigned ISS for that school day if options # 1 and/or # 2 are refused or until the student is appropriately dressed.
- A student may be assigned OSS for repeated dress code violations.