

# JOHN YEATES MIDDLE SCHOOL

“Every Charger, Every Day!”

2022-2023

## STUDENT HANDBOOK



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**JYMS is a Purple Star School!**

The [Virginia Purple Star Designation](#) is awarded to military-friendly schools that have demonstrated a major commitment to students and families connected to our nation's military.

## PRINCIPAL'S MESSAGE

Dear Parents and Students:

Welcome to John Yeates Middle School, home of the Chargers! As your new principal, I am honored to serve everyone within the Charger family; students, staff, parents and community members.

Our motto, "Every Charger, Every Day", embraces the vision that each student can excel at their academic and social development. Our staff support this vision through setting high but achievable expectations while encouraging students to strive for excellence in all of their endeavors within school.

Please take time to read through this with your student and to become familiar with the student handbook. The information in our handbook is to keep the Charger family informed about the workings of our school. You may also find updated information on our school's website, Facebook page and Twitter account.

Respectfully,  
Mr. Steve Smith  
Principal

## **MISSION STATEMENT**

The faculty and staff of John Yeates Middle School strive 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 the 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 them 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 for all classes.
- To come to school prepared with a charged Chromebook, required books, paper, pencils, and any other materials and/or assignments as directed by teachers.
- To obey the directions of all staff members.
- To respect me and the rights and property of others.
- To be respectful, responsible, and safe at all times.

### **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 every student.
- To provide a variety of instructional approaches to match the learning needs of students.
- To facilitate activities that address the social and emotional well-being of our students.
- To provide assessments of student learning that offer 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 model being respectful, responsible, and safe.

### **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.
- Monitor my child's progress through Home Access Center and direct communication with my child's teachers and other school staff as appropriate.
- Provide my child with suitable study conditions at home.

### **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 before 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 Tardie's 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 an administrator. Accident forms may then be obtained from the nurse.

### **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. Without current contact information, it is difficult to reach families in case of emergency, special events, and important schoolwide announcements.

### **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.

### **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, the school's social media portals, as well as through community-wide announcements by email and/or telephone.

## 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 at 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.

Students who will be picked up everyday by a parent may use our walk out form. Once completed by the parent, this form allows students to be dismissed from school at 2:00 pm without the parent coming in to sign the student out at dismissal .

If there is a change in the process of afternoon pick up procedures, parents will be notified before any changes take place.

### 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**

This year, students will be permitted to keep their bookbags with them during classes. No lockers will be used. No rolling book bags are permitted in order to maintain the safety of all students. This policy will be revisited at a later time if needed.

## **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 general regulations with your child:

- Additional bus regulations may be put in place to protect the safety and health of our students in light of Covid-19.
- 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 and breakfast will be free for all students this year. Breakfast will be available for pick-up as students arrive at the building and will be eaten in class. Lunch will be served in the cafeteria.

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 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 may be assigned a computer number for their student account in the cafeteria.

### **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, Family and Consumer Sciences Club, and the Strategy Games Club. Students with an interest in forming a club are asked to contact a staff member.

### **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:

## EMERGENCY CODES

**When we are under normal operating conditions we are in CODE GREEN**



### **CODE GREEN**

(This would also be the signal for an **ALL CLEAR**)

If a situation arises that indicates the need, we will move to a **CODE YELLOW**



### **CODE YELLOW**

**Classrooms are locked, no one leaves the room, or area, and only designated persons should be in the hall. Hall duty teachers should move to the nearest room and abide by lockdown procedures (drug dogs, a severe injury, etc.). Students who are out of the classroom are to go to and enter the nearest classroom. Should the situation deteriorate or be deemed as more severe, we will move to a CODE RED.**



### **CODE RED**

**Classrooms locked immediately, no one leaves the room, or area, and students should be moved away from windows and doorways (an intruder, weapon, etc. in the building). Teachers should ensure that doors are kept locked/barricaded and all students remain quiet and clear of windows and doorways. (Staff/students in hall run to hiding space)  
Active Shooter – “Immediate Code Red” will be announced. Depending on location determine if escape or hide is best decision.**



### **CODE BLUE**

**An announcement for CODE BLUE (severe weather) will be made. All students and staff move to designated location away from windows in a crouched position while covering their heads.**



### **CODE ORANGE**

#### **Bomb Threat Evacuation**

**An announcement will be made to prepare for an evacuation. A second announcement will be made at the appropriate time to proceed with the CODE ORANGE EVACUATION. While evacuated, all students and personnel shall remain at least 300 feet from the building. (similar to fire evacuation)**

## 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 bottle dispensers 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 letter grades no less than a "B-" in all exploratory courses.

### **IMMUNIZATION REQUIREMENT**

Per the State Superintendent's Memo #[132-30](#) (May 29, 2020), the HPV vaccine is required for girls entering 6th grade, and a booster dose of the TDAP vaccine is required for all children entering the 7<sup>th</sup> grade. **Without proof of these vaccinations, students can neither be enrolled nor attend scheduled classes.**

### **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.

### **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 30<sup>th</sup> of each year are discarded.**

### **METAL DETECTORS**

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

### **MILITARY FAMILY LIFE COUNSELING (MFLC)**

Military and Family Life Counselors can help service-connected children and families with school adjustment, deployment and separation, reunion adjustments, sibling and parent-child communication and behavioral concerns. The JYMS MFLC is scheduled to assist students Mondays and Thursday to meet with students and family members. Our MFLC is eager to assist our military families and can be contacted by email and/or by phone at 757-359-0894 any day of the week. Additional information can be found on the Suffolk Public School's Military Family Resources page, including what you need to do to prepare for your relocation and a connection to the Hampton Roads military family liaison program.

### **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 a variety of local businesses, including Chick-Fil-A, Zion Community Church, HRSD, Jefferson Lab, WalkInit Inc., Office Depot, J.M. Smucker, Walmart, American Legion Post 88, among many others. **If your organization or business is interested in partnering with JYMS, please contact an administrator for an appointment to discuss the opportunity!**

## 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. Students have the option to dress out and use the locker room during the gym rotation. If a student chooses to dress out for gym, they are to wear:
  - **Navy blue or black shorts or sweat pants.** PE uniforms 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.
  - **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 can be used for gym clothes. No headbands, head scarves, or any other headgear will be allowed in the gym.
3. 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.
4. Valuables and personal items, including money, should not be brought to class. The school is not responsible for items lost or stolen.
5. 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.
6. Students will have five minutes to report to their assigned class.
7. 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.
8. There will be no eating, chewing gum, or drinking in the gym or locker rooms.

## SUPPLIES

Teachers and grade levels may require specific supplies. Supply lists are available in the main office prior to the start of school, and from teachers directly. This information is shared during orientation programs and open-house events at the start of the year, as well as during the first week of class.

### 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.

Students are not to make personal phone calls or messages from personal electronic devices while at school. Students who do so to report personal illnesses or issues prevent school staff from dealing with them as quickly as possible. Inappropriate use of personal electronic devices may result in confiscation and, as warranted, disciplinary action.

### 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 is 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. **Please note: changes to procedures regarding visitor access to the building may change depending on guidance from school district administration, current events that impact student health and/or safety, or emergencies.**

### 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  
Warning/reprimand  
Conference with team  
Restrictions assigned by the principal

Mediation  
Loss of privileges  
Parental contact/conference  
Detention before school/lunch/after school

Suspension from school activities  
Out-of-school suspension (OSS)  
Notification of legal authorities  
Recommendation for expulsion  
Mandatory expulsion for no less than  
one year (180 days) for firearms possession or use

In-school suspension (ISS)  
Referral to an alternative education program  
Recommendation for administrative hearing  
Pursuit of legal action when appropriate

## **SELECTED DISCIPLINARY TOPICS**

### **Positive Behavior Interventions and Support Model**

PBIS is a proactive approach that schools use to improve school safety and promote positive behavior. The focus of PBIS is prevention, not punishment.

At its heart, PBIS calls on schools to teach students positive behavior strategies, just as they would teach about any other subject—like reading or math. In these schools, all students learn about behavior, including those with IEPs and 504 plans.

PBIS recognizes that students can only meet behavioral expectations if they know what the expectations are. Everyone learns what’s considered to be appropriate behavior and uses a common language to talk about it. Throughout the school day—in class, at lunch, and on the bus—students understand what’s expected of them.

John Yeates Middle School has utilized the PBIS model for more than fifteen years to support school wide discipline procedures. The program promotes positive behaviors in students. PBIS models in schools are developed by staff teams based on school demographics, interests, and community resources, with the overall goal of maximizing instructional time and student/staff buy-in.

*JYMS Students will:*  
*Be Safe.*  
*Be Responsible.*  
*Be Respectful.*

### **Charger Tickets:**

To help support positive decisions students earn Charger Tickets from school staff.

#### **Charger Ticket Guidelines:**

- The Charger Ticket program is a 1:1 program (one ticket awarded for the recognition of a positive act observed by a staff member).
- Primary Recognitions: Students can be recognized for being Safe, Responsible, and/or Respectful- they’re the primary rules of JYMS!
- Tickets are non-transferable; each ticket notes the student who earned the recognition, the type of recognition, a teacher signature, and optional comments by the teacher.
- Tickets are used by students to gain access or entry to reward events, celebrations, free gym time, and other special events as scheduled by the PBIS committee.
- The Charger Ticket is a carbon-copy coupon. A copy is kept by the PBIS committee for award verification and for teacher recognitions during faculty meetings (because we want to ensure our teachers are recognized for recognizing students!).

## **Restorative Justice Education (Restorative Practice) Model**

Staff trained in Restorative Practices will focus on: (a) nurturing healthy relationships, (b) building processes that support the repair of harm and the transformation of conflict, and (c) supporting learning environments characterized by equity and justice.

(a) Fostering healthy relationships among all stakeholders (students, teachers, administrators, staff, parents and caregivers, and the local community) in the learning community is vital for effective learning. The expectation that in schools that use Restorative Practices relationships are built, nurtured, and sustained by intentional practices, such as Circle processes, social-emotional learning, active listening, conflict resolution, and resilience-fostering practices.

(b) Conflict naturally arises at times. School staff can use the Restorative Model to get to the root of the problem by addressing the needs of those harmed and making things right. Using a Restorative approach does not ignore harmful actions but rather incorporates honoring and preserving dignity of people through relational practices that focus jointly on individual and community well-being and responsibility.

(c) Fostering equity and justice in schools requires an active response to issues of oppression and marginalization, which includes those based on race, ethnicity, gender, sexual orientation, religion, language, culture, and ability. Schools and classrooms that use RJE work to ensure that the people who are vulnerable are cared for, the marginalized are included, the dignity and humanity of each person in the educational setting matters, and everyone's needs are heard and met.

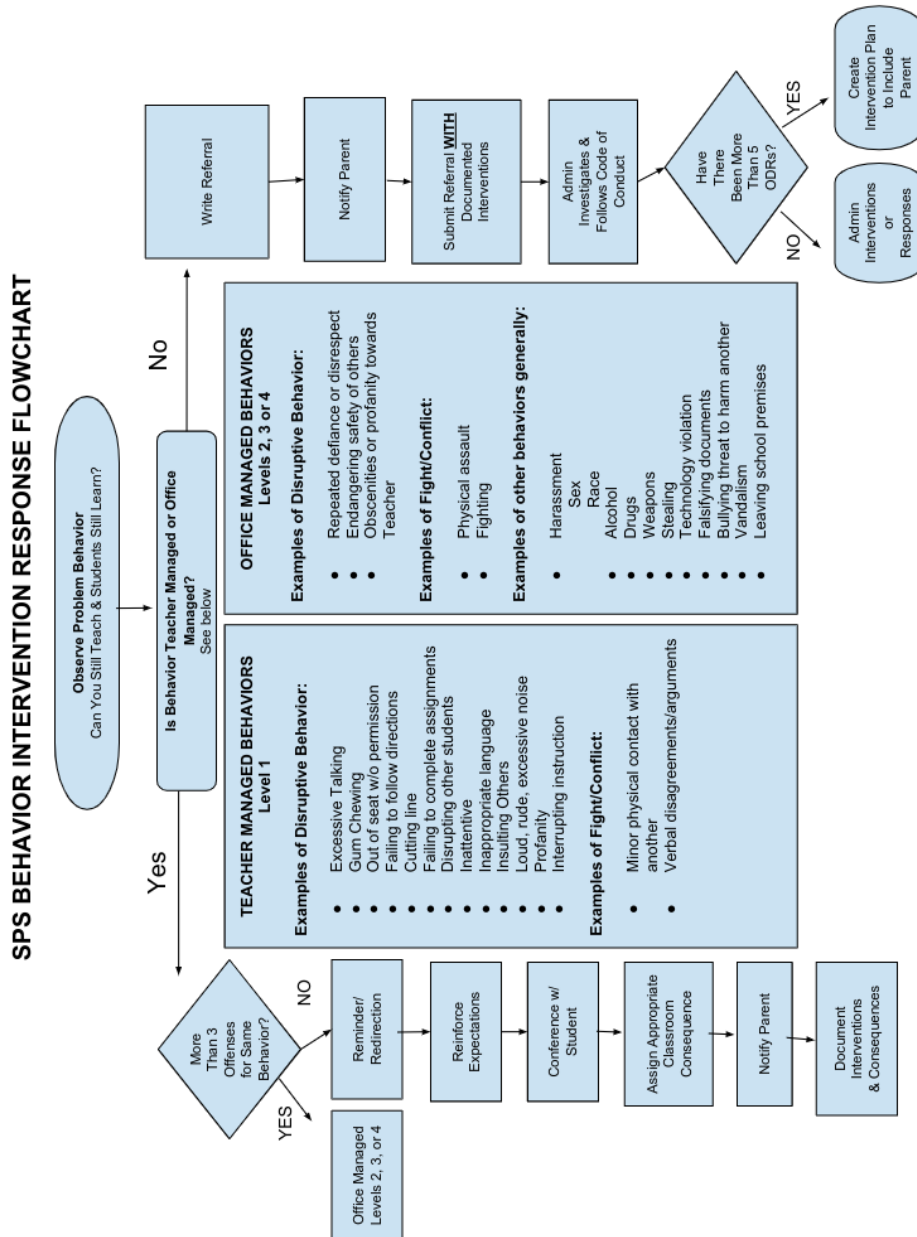
School-based practices that (a) center healthy relationships, (b) work to heal harms and transform conflict, and (c) advocate for justice and equity include both preventative and responsive practices. As responsive practices, restorative approaches to discipline contrast with punitive models in that they address the needs of the person(s) harmed and provide opportunities for those who caused the harm to make amends. In the aftermath of harm or wrongdoing, RJE offers opportunities to promote empathy, restore dignity, repair harm, and promote authentic accountability for students.

RJE provides an opportunity for those harmed to have their needs met and the harm repaired. It also provides an opportunity for those who have caused the harm to make things right by healing the harm they caused, to learn and grow, and to restore their sense of self in the aftermath of wrongdoing. Responsive RJE practices build accountability, promote social-emotional growth, and support positive behaviors in schools.



## Behavior Intervention Response Matrix

When school staff provide discipline support to students experiencing difficulty with abiding by school rules, routines, and procedures, they filter the observed behavior(s) through the following matrix, which enables them to minimize classroom disruption and maximize instructional time. In most instances of observed off-target behavior, staff members can redirect students to their assigned tasks without parent or administrative support; however, the matrix ensures that all staff members are consistent in their discipline practice.



## 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 as soon as possible.

## **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.

## **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 at 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 avoid 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 are 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. 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.