

# Lois S. Hornsby Middle School

## Student Handbook



THE PURPOSE OF THIS HANDBOOK IS TO PROVIDE THE STUDENT GUIDANCE AND STRUCTURE THROUGHOUT THE SCHOOL YEAR. INFORMATION REGARDING EXPECTATIONS FOR STUDENT, STAFF, ADMINISTRATION, AND FAMILIES IS INCLUDED IN ORDER TO FULFILL OUR MISSION. IT IS IMPORTANT TO REVIEW THE HANDBOOK PERIODICALLY IN ORDER TO REMEMBER AND FOLLOW THE RULES AND EXPECTATIONS HELD BY THE SCHOOL.

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## **WELCOME FROM THE PRINCIPAL AND ASSISTANT PRINCIPAL**

Dear Hornsby Families:

On behalf of the faculty and staff of Lois S. Hornsby Middle School, we would like to welcome you to our school. The staff at HMS is honored to work with you and your child to achieve success academically, behaviorally, and socially. We wish you the best as you embark upon a new year at Hornsby. The success of each child is important to us. In partnership with our families we hope to work together in the best interest of the child to become a lifelong learner, independent thinker, and a responsible citizen.

Virginia law and Williamsburg-James City County School Board Policy require parents and guardians to review the school board discipline policy with their child. It also requires parents and the child to sign the “Documentation of Student Discipline Rules”. Please review this document throughout the year.

We believe in the power of communication between the school and home. We also welcome all parents and guardians to visit Hornsby Middle School. Please contact the main office for an appointment to visit. We invite parents, guardians, and students to become actively involved in the school. We encourage families to join the PTSA. Feel free to come enjoy various concerts, stage productions, athletic events, dances, back to school night, and more.

This student handbook serves to keep you informed regarding school expectations, policies, and procedures. The intention of the student handbook is to address your concerns, however, should you have any questions feel free to contact the school at 565-9400 or visit the school website for additional information at <http://wjccschools.org/web/hms/>. We look forward to working with you this year and making your child’s experience at Hornsby Middle School one which is challenging, exciting, and valuable.

Sincerely,

Jessica Ellison, Ph.D  
Principal

Mike Littleton  
Assistant Principal

## **WJCC MISSION STATEMENT**

WJCC provides each and every student with the knowledge, skills and values to be a lifelong learner, communicate, think critically, work and live productively, and contribute constructively to the lives of others. WJCC is committed to providing the variety of programs necessary to address the range of students' interests and needs as they grow academically, socially and emotionally.

## **LOIS S. HORNSBY MIDDLE SCHOOL MISSION STATEMENT**

Hornsby Middle School is supported by community, parents, and teachers as a consistently respectful, compassionate school and a place where all can find caring relationships that enable students to be academically, behaviorally, and socially successful.

## **WJCC Vision**

Pursuing excellence and championing the success of all students.

## **LOIS S. HORNSBY MIDDLE SCHOOL VISION STATEMENT**

Hope, Engagement, Well-Being...

All Hornsby students will be engaged in and enthusiastic about school.

All students will be skilled at goal-directed thinking.

All students will be well positioned for academic success.

## **HAWKS EXPECTATIONS**

Lois S. Hornsby Middle School encourages and supports students to follow a set of personal characteristics. These personal qualities are exemplified by our Hawks' ability to SOAR.

**Safe  
Organized  
Accountable  
Respectful**

### **Hornsby Middle School Honor Code Pledge**

I am a Hornsby Hawk.  
I will rise above any storm  
And soar to meet any challenge.

I can be:  
Safe, Organized, Accountable, and Respectful.

In this, I will succeed.  
Together, we will SOAR.

# **STUDENT CONDUCT**

## **Philosophy**

Good discipline is important to create a school environment conducive to learning. Self-discipline is also important to prepare students for responsible adult citizenship by helping them to develop self-respect, positive regard for others, and an understanding of how to develop and accomplish worthwhile goals in a democratic way. Our goal is to have a productive learning environment for all students. Expectations are established for students with responsible independence as the ultimate objective.

HMS students are expected to be respectful and considerate of others. Warmth, friendship, patience, kindness, and respect characterize the prevailing tone we wish to maintain. When we work in an environment of trust, integrity, and honesty – true learning occurs.

Our discipline/conduct policy has been established so that each student, parent, teacher, and staff member can understand his or her role in this cooperative endeavor. SOAR is the name we give our school's Positive Behavior Support system. Students learn expected behaviors for the various locations throughout the building and are recognized when they meet those expectations. We focus on the importance of being Safe, Organized, Accountable, and Respectful throughout our day, everywhere in the school.

The staff at Hornsby Middle School keeps in mind the following values as they make decisions concerning student conduct:

- We promote a positive school climate by modeling the qualities and characteristics that we hope to instill in our students.
- We support a school environment that builds in each of our students: a strong character, a healthy lifestyle and courage to make good choices.
- We establish and reinforce a standard of conduct that promotes self-discipline and builds respect for self and others.
- We adhere to practices and procedures that will keep students safe and secure.

The school wide conduct plan describes the role each of us (parent, student and teacher) has in making Hornsby Middle School a safe, caring, and positive learning environment

## General Behavioral Expectations

1. Safety is our top priority. On the bus, appropriate conduct is necessary to ensure the safety of students and the driver. Riding the bus is a privilege. Inappropriate behavior may result in loss of this privilege.
2. Students are expected to respond to adults in an appropriate manner. Students are expected to comply with all staff's directions in a respectful manner and tone.
3. Every student has a right to a safe school environment. Each student is expected to behave in a safe manner. If you should ever feel unsafe at any time, please tell any adult in your school or at home.
4. Students are expected to walk quietly and in an appropriate manner through the hallways without running, pushing, or making loud or excessive noise. The school is to be respected as a scholarly setting.
5. Students are expected to respect the individual space of others and to keep their words positive toward other students. Students are discouraged from pushing, shoving, or demonstrating any type of horseplay.
6. Students are not permitted to leave school grounds during the school day unless signed out by a parent/guardian.
7. Bullying is not tolerated. Respect for all is expected at all times.
8. Students are NOT allowed to use any personal electronic devices in the building without direct permission from a staff member. This includes, but is not limited to, cell phones, tablets, MP3 players, and portable electronic games. Electronic devices will be confiscated if they are not turned off and secured in a locker or on their person. These items should be left out of view from any and all persons.
9. Students are to be out of the school building and off school grounds by 3:15 pm unless attending a school-sponsored activity under the supervision of a teacher/sponsor and/or an administrator.
10. Students are required to bring an independent reading book to all classes and to carry their planner with them at all times. Planner pages are not allowed to be torn out as they are documentation of previous notes home and assignments.
11. Students are required to dress each day for physical education class unless they have a written statement from a doctor excluding them from participation.
12. Students are expected to learn and obey rules established by individual teachers as they apply to their classrooms. It is the responsibility of the teacher to communicate and enforce the rules of the classroom and the responsibility of the student to comply with them.
13. The student is responsible for his/her actions. All actions we take have consequences. Part of becoming a responsible citizen is to understand the impact of what we do. The student is expected to fulfill his/her obligations.
14. Planners must be used to travel hallways during class and to enter the library. Students must have signed passes in the planner when traveling through the building. It is the teacher's responsibility to provide the student with documentation and to monitor student movement throughout the school.
15. During attendance at school dances, students are to remain in the dance area until its completion unless they are leaving the dance with their parent(s)/guardian(s). Dances are reserved for Hornsby Middle School students only.

## **Consequences for Failure to Meet Expectations**

The faculty and staff of Hornsby Middle School will make every effort to ensure a safe and engaging learning environment for all students. While we are committed to having high expectations and supporting our students in positive pursuit of that goal, consequences for obvious misbehavior may be employed as we seek to maintain the proper environment. In considering appropriate consequences for misconduct, the frequency and severity of the misbehavior will be considered. These consequences may include, but not be limited to:

1. Verbal warning, redirection, or relocation within the learning setting.
2. Communication with parents/guardians verbally or in writing, in an attempt to enlist assistance from the home to reinforce the positive behaviors expected.
3. A short-term assignment to the grade-level team leader or the Alternative Classroom Setting (ACS) for reflection and possible resolution may prove beneficial. Repeated need for this step may result in more serious consequences.
4. A referral to the building administration.
5. A more lengthy assignment to ACS is known as In-School-Suspension. This assignment is serious in nature and has specific requirements/expectations for student participation.
6. Out-of-school suspensions of 1-10 days are reserved for serious, repeated, or escalating offenses.
7. Discipline hearing can result in long-term suspension or expulsion.

## **ACADEMICS**

### **Supplies**

It is each student's responsibility to have all of the school supplies required for each class daily. Teachers will inform all students in advance of all needed supplies. A general list of school supplies is posted on the school website. A three-inch D-ring binder is required in order to organize all class subjects.

### **Textbooks**

It is the student's responsibility to keep all books in good condition. Students will be charged for all lost or damaged textbooks before a replacement is issued during the year. If a lost book is found a refund will be given.

### **Independent Reading**

*Students are to carry an independent reading book at all times.* The more a learner reads the better reader he/she will become. We encourage students to visit the library and check out books in their independent reading levels that interest them in order to encourage good reading habits.

### **Report Cards and Interims**

The schools operate on a nine-week reporting system. Interim reports are distributed the fifth week. Report cards are issued at the end of each grading period. Parent conferences are held upon request of a teacher or parent when necessary.

### **Grades**

The grading scale for Williamsburg-James City County Public Schools is as follows for grades 6-8:

100 – 90 = A

89 – 80 = B

79 – 70 = C

69 – 60 = D

59 – 0 = F

### **Organization**

Students must be responsible for completing assignments, filling out the planner, and maintaining an organized binder.

### **ParentVue and StudentVue**

It is the responsibility of the student in partnership with the teacher and his or her family to access and track the progress of his or her grades through WJCCVue. The student is required to use StudentVue to maintain communication with the teacher if absent. If the student does not have access to StudentVue when absent, he or she is required to contact teacher through email or phone. Many teachers also post homework and maintain class webpages through Vue. Students and parents/guardians will be assigned individual activation codes. Only one code per parent is needed to provide access to all of your family's children enrolled in WJCC schools.

### **Computers**

Students will each be issued a computer to use for instructional purposes throughout the school year. It is the student's responsibility to care for the maintenance of the computer, computer bag, and charging cable. Students are to refrain from using the school laptop both at home and at school for non-school activities or assignments. Each student will have a signed "Student Laptop Loan and Expectations for Responsible Use Agreement" on file at school. Students will be charged for all lost or damaged computer equipment. It is the student's responsibility to ensure the computer is charged each day and ready for use in the classroom.



## **Dress Code**

Part of doing our best and being successful every day relies on looking and feeling our best. We want our learning environment at Hornsby Middle School to be as distraction-free as possible. Clothing and dress can be a form of individual expression; however, it should always convey a sense of personal pride and confidence that is conducive to learning. In order to ensure that our learning environment is safe, orderly, and free of distractions, the WJCC School Division and Hornsby Middle School offers the following guidelines and expectations for school dress.

School administrators and faculty reserve the right to make decisions concerning questionable and inappropriate school attire. If contacted by school administration, parent/guardian may be summoned to school to provide acceptable clothing. If parent/guardian cannot be reached, the student will be provided with a change of clothes from the school. Students unable to correct their dress may receive disciplinary consequences.

### **The following dress code in effect:**

1. Clothing and hair should be kept clean and neat.
2. Clothing/accessories bearing obscene, offensive, profane, negative, suggestive, or abusive statements or images will not be permitted.
3. Clothing that is torn, ripped, frayed, slashed, or made to appear so are prohibited.
4. Clothing must not advertise/advocate/promote activities illegal to minors.
5. Pants must be worn at the natural waistline. Sagging is not permitted.
6. Shorts/skorts/dresses/skirts must be no shorter than the length of a student's finger-tips with the article of clothing worn at the waist, their arms fully extended and shoulders relaxed. This length must be consistent all the way around the article of clothing. For example, if shorts have a cut up on the side this must be finger-tip length.
7. Any shirts must have a strap at least 2 inches wide. The width of a standard credit card or driver's licenses.
8. Muscle T's, spaghetti straps, strapless tops, mesh weave, fishnet, sheer and see-through clothing, crop tops, and the like are prohibited.
9. Bandanas may not be worn or adorned in any fashion.
10. Hats or any headwear and sunglasses must be removed prior to entering the building.
11. Skin-tight clothing such as biking shorts or spandex apparel such as leggings, jeggings, yoga pants are prohibited. They are permitted to be worn with a top that comes down to at least finger-tip length.
12. Clothing that exposes midriff, bare shoulders, or cleavage is prohibited.
13. Coats are not to be worn inside the building during the school day. They should be put into the lockers upon arrival at school. Sweaters, sweatshirts, and light jackets may be worn during the day.
14. Sleepwear (pajamas/slippers) is not allowed.
15. Students may not wear the hoods of hooded sweatshirts on their heads. Students may be asked to remove the sweatshirt if this occurs in the school building.
16. Backpacks must be placed inside student's lockers during the school day. Small bags may ONLY be carried to PE class.
17. All undergarments must remain properly under the appropriate cover or clothing and, therefore, no straps from undergarments shall be visible.
18. Any clothing, make-up, hairstyle, or manner of appearance that disrupts the educational process will not be allowed.

## **SCHEDULE/ATTENDANCE INFORMATION**

Regular attendance in school is essential for a quality education. Daily attendance helps students feel more closely associated with their classmates and improves their educational progress. The time missed from class results in loss of valuable educational experiences. Make 100% attendance a goal for this year. We want students to come to school every day.

### **Regular School Schedule**

Students are dismissed from the cafeteria and the buses at 7:50 a.m. ***Students should arrive no earlier than 7:30 a.m. Students arriving between 7:30 a.m. and 7:50 a.m. must report to the cafeteria.*** The school classrooms and hallways will not be open to students before 7:50 a.m. **Students are dismissed at 3:05 p.m. after the announcements.**

### **School Tardiness**

A student is considered tardy at 8:05 a.m. and must report to the office before going to class. Repeated tardiness will be regarded as a serious problem which may result in action involving the administration, school social worker, and parents.

### **Early Dismissal (any time before 2:45 p.m.)**

Parents/Guardians must sign students out in the main office, at which time the student will be called from class. Parents/Guardians are to remain in the front office or foyer until the student arrives. Students may NOT be picked up from school by individuals who have not been approved by the parent/guardian in writing. Students will not be called from class after 2:45 p.m. Parents/Guardians must wait for regular dismissal if arriving after 2:45 pm in order to protect the instructional time at the end of the day.

### **Regular Release Time (3:05)**

Parents/Guardians must arrive no later than 2:55 p.m. for their child to be placed on the end-of-day announcements. Students will be called during the end-of-day announcements for dismissal. Parents/Guardians may remain in the office, outside, or cafeteria to wait for their child. Students will sign out in the cafeteria after dismissal and be allowed to leave the building to meet their parents/guardians.

### **Absences**

**Parents/Guardians are to call the attendance associate on the morning of an absence.**

Excused absences include: illness, death in one's family, quarantine, pre-arranged family trips, power outage, natural disasters, school sanctioned field trips, and court appearances. It is the responsibility of the student to present evidence of an excused absence on the day the student returns to school. Attendance is an important part of being a successful student. When you miss instruction, it is difficult to make up the work. ***It is the student's responsibility to obtain make-up work from teachers on the day of return.***

### **Student Passes**

Whenever individual students are sent from a classroom for any purpose, they must have written permission from their teacher in the form of a hall pass.

**Extended Absences**

If the student is planning to be absent 3 or more days, a request must be pre-approved by the principal. A note from the parent/guardian must be sent to the attendance associate in the main office two weeks prior to absence. It is the responsibility of the student to confer with all teachers following an absence to complete any work that has been missed.

**Make-up Work**

Parents may request homework for their child if the child is absent 2 or more consecutive days by calling the *guidance office at 565-9438*. Requests for homework will be processed within 24 hours. Make-up work for missed classes will be assigned according to the teachers' expectations. The fax number for guidance is 565-9403.

**Drop Off**

Students may not be dropped off in the school parking lot unless they are escorted by their parent(s)/guardians(s). Rather, students should be dropped at the curb to the school. All precautions should be made to exit the car quickly and safely in order for the flow of traffic to continue uninterrupted.

**Pick Up**

Cars may not be left unattended parked along the curb. During dismissal, students should be picked up from the curb or parent(s)/guardian(s) may park in the parking lot and wait outside of main school doors or front office to escort their child to the car. Safety is the priority and thus drivers must exercise caution when picking up the student.

## **TRANSPORTATION**

### **Bus Transportation**

All riders should be at their assigned stop on time and prepared to board the bus. All discipline rules and policies govern student behavior on the school buses, at school bus stops, and while walking home. The level of expectation for student behavior rises when students are riding a school bus because of safety issues.

### **Bus Changes**

If a student needs to ride a different bus home after school, the student must bring written permission from a parent/guardian. The student must bring a note to the main office **in the morning** and a secretary will issue a bus note for the bus driver. All bus changes must be in writing and approved prior to dismissal. The note must include a parent contact number so that the note may be verified, if necessary. At the end of the day the student must pick up the pass from the main office to ride home on an alternate bus. Please notify the school by 2:45 if there is a change in the student's transportation during the school day and the need the student needs to be notified of these changes. The student is responsible for listening to the afternoon announcements.

## **OTHER INFORMATION**

### **Bathroom**

Students may use the bathroom during assigned bathroom breaks. We ask that students respect their teacher and the class by asking to go to the bathroom when direct instruction is not being given. Students are encouraged to refrain from using the bathroom routinely during class as bathroom breaks are provided throughout the day.

### **Technology**

Students have the opportunity to use electronic media for purposes of research and learning. Before using the computers the Acceptable Use Policy (AUP) must be read, signed, and returned. The use of the computer resources and the Internet is a privilege, not a right. Inappropriate use or vandalism will result in a loss of these privileges.

### **Telephone**

The telephone is for emergency use only. Students will not be called to the phone except in emergency situations. Messages may be left and may be delivered at certain times during the school day. Cell phones are NOT allowed to be used during the school day to call parents. Please make arrangements with your child before school with regards to any special arrangements to keep phone calls limited.

### **Cell Phones and Electronic Devices**

All portable electronic devices, which includes, but it not limited to cell phones, tablets, MP3 players, and portable electronic games, must be turned off and cannot be visible while the student is within the school building. Students may use their cell phones after leaving the school building after dismissal. Cell phones will be confiscated if the student has their cell phone on or visible during the school day. A parent/guardian will be required to retrieve the device at the end of the day. The school cannot accept responsibility for personal items.

## **Student Planner Guidelines**

The student planner is designed to help each student become better organized for class, complete assignments with quality and timeliness, and be ready to learn each day at school. The faculty feels that parents need to enforce and support the use of the planner. Develop the habit of writing down all assignments and reviewing and checking when assignments are due. Parents/Guardians should expect their child to bring this planner home daily to help the student review, plan homework time, and encourage assignment completion. Students should spend approximately 1 to 1½ hours per evening doing schoolwork.

## **Lost & Found**

All lost and found items can be claimed in the main office. After two announcements to check lost and found, unclaimed items are donated to charity.

## **Lockers**

Each student is issued a locker for the purpose of storing coats, backpacks, notebooks, books, and other personal items. Lockers are checked periodically to ensure that they are in good condition. Students must pay for any damage to their locker and may lose locker privileges for abuse of lockers.

***In order to maintain locker in good working order, students must not:***

- Slam or kick locker.
- Fill the locker with items that press against the door.
- Give his/her combination to any other student for any reason.
- Share his/her locker with anyone else, unless assigned by a teacher.
- Write in, mark upon, or otherwise deface the inside or outside of his/her locker.
- Hang, affix, or mount any items in his/her locker with glue or adhesives.

The use of a locker is a privilege. Misuse of a locker can result in a loss of that privilege. Locker breaks are kept to a minimum to ensure continuity of instruction. The more the student is present in class, the more he/she will learn. Since the lockers are school property, the school reserves the right to joint control over the students' lockers including the right to search lockers at any time without prior notice

## **Parent Teacher Conferences**

A parent may request a conference with the child's teachers to discuss academic and/or behavioral progress. Parents may contact the teacher by email, note, or phone in order to set up a meeting time. Fridays during teacher planning times are specifically set aside for parent communication, although we will work within the families schedule to meet.

## **Middle School Academic Requirements**

Athletic eligibility is determined by quarter grades. Students earning more than one failing grade are ineligible. Summer school grades and courses do not replace fourth quarter grades for fall athletic eligibility purposes.

## **Student Information Changes**

Promptly report any changes in student address or contact information to the guidance registrar.

## **Cafeteria**

Students go to the cafeteria with assigned classes. A half-hour is given for lunch. Students are required to abide by the following cafeteria rules:

1. Enter the cafeteria quickly and quietly. Follow staff direction to stand in line or to go directly to a seat and sit down.
2. All food is to be eaten in the cafeteria. Open beverage containers and/or food may not be taken out of the cafeteria.
3. Students are expected to use proper table manners.
4. Students are to remain in their seats during the course of the lunch period.
5. Students are to follow the directions of the cafeteria monitors, servers, and other cafeteria assistants.
6. Students must obtain permission and a pass before leaving the cafeteria for any reason.
7. Students must have a pass from a teacher in order to leave the cafeteria for lunch detention or study hall.
8. Students are to refrain from making or causing loud noises or disruptions.
9. Students must return trays to the clean-up window and throw away trash when directed by cafeteria monitor.
10. Students have an individual and collective responsibility to keep their table and floor area in the cafeteria clean.

## STUDENT SERVICES

Our **Counselors** provide individual and small group counseling, conduct classroom guidance activities, work with teachers, assist parents, and coordinate community services. Parents/Guardians may exercise their right to have students not participate (OPT OUT) in guidance and counseling activities by writing a letter to the school's principal.

Our school has a **Child Study Team** composed of administrators, teachers, and resource personnel. The group reviews recommendations from teachers, parents, or administrators concerning students who experience academic, behavioral, or adjustment problems. These teams explore resources to help solve problems that a student is facing.

The **School Social Worker** serves as a liaison between school and home, addressing issues such as attendance, family life, and community resources.

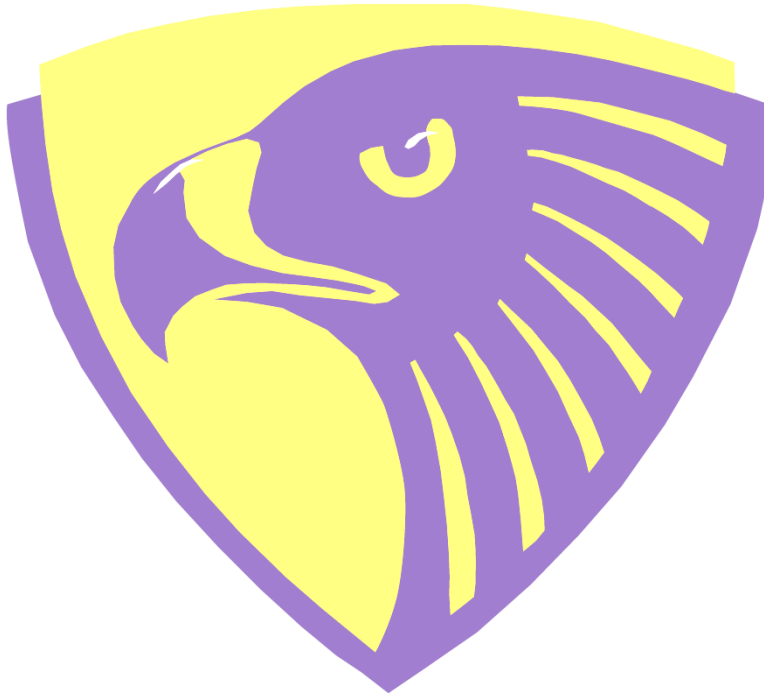
The **Student Advancement Coach** serves students while working with the family in order for the child to achieve success. The resources include close monitoring of student progress and increasing the communication between home and school.

A full-time registered **Nurse** is available to students during the school day. Except in cases of emergency, students must have a pass to visit the clinic. The school nurse reviews immunization admission requirements, implements specialized health care plans, renders first aid, manages medications, provides in-service training, performs required screenings, and serves as a vital link between parents and health care providers. In cases of serious injury, parents are contacted and the student may be sent to the emergency room by emergency medical services. *If your child is taking medication, it is recommended that arrangements be made with the prescribing doctor so that the medicine may be taken before or after school hours if at all possible.* If this is not possible, proper medication permission forms must be completed by the prescribing practitioner and the parent/guardian. In addition, all medications, including over-the-counter (OTC), must be brought in the original pharmacy issued bottle with appropriate labeling or the original unopened container for OTCs. Middle school students may bring prescribed medication to school, provided that they bring the medication directly to the clinic before the start of the school day. Per School Board Policy, medication may not be sent home with student at the end of the school year. The parent/guardian must come to the clinic to retrieve any unused medication. Any medication not picked up at the end of the school year will be appropriately discarded. Students may not possess medication at any time during school hours or activities with the exception of some inhaled asthma medications and auto-injectable epinephrine. Student possession of such emergency medications shall require additional documentation signed by a physician and the parent.

## Lois S. Hornsby Middle School – Values of Our Faculty

Community	Inspiration	Professionalism	Compassion
Value the community we serve	Exhibit enthusiasm, energy, and excitement	Be well-prepared and responsible	Recognize and value individual differences and talents
Encourage the student's role in creating a climate of belonging and ownership	Set a positive example and be a role model	Be structured, yet flexible	Make a personal connection with students
Create and continually develop a sense of community in our classrooms and school	Embrace the joy for teaching and learning	Show consistency and be a solid, stable presence	Celebrate diversity
Embrace and integrate our families into our school community	Connect ideas to the lives of students and with other disciplines	Continually reflect in order to be a lifelong learner	Understand the individual student and assist with wants and needs
Create and build partnerships to increase opportunities for students	Maintain high expectations for student learning and behavior	Remain mentally and physically well	Instill self-confidence
Foster and maintain positive relationships within the community to ensure student success	Motivate and engage students to produce high quality work	Create and celebrate the teachable moments	Allow students to try and to learn from mistakes
	Create opportunities for students to desire to work at the highest level	Support, respect, and encourage each other in a collaborative setting	Protect students from adverse consequences for initial failures
	Be a leader within the classroom, school, and community	Respect confidentiality	Create opportunities to form a warm, welcoming, and caring classroom





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