

# TOANO MIDDLE SCHOOL



## Student Information and Procedures 2021-2022 SCHOOL YEAR

Address: 7817 Richmond Rd, Toano, VA 23168

Phone: (757) 566-4251

#TOANOIS...

## **WELCOME FROM TOANO MIDDLE SCHOOL ADMINISTRATION**

**2021-2022**

Dear Families and Students:

On behalf of the faculty and staff of Toano Middle School, we would like to welcome you to our school. The staff at TMS 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 Toano. The success of each child is important to us. In partnership with you, we hope to work together in the best interest of all students to foster lifelong learners, independent thinkers, and responsible citizens.

The code of Virginia and Williamsburg-James City County School Board Policy require parents/guardians to review the student discipline section with their child. It also requires families and the student 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 Toano 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 and enjoy various concerts, stage productions, athletic events, dances, and much more.

The intention of the student handbook is to address your concerns, however, should you have any questions feel free to contact the school at 566-4251 or visit the school website for additional information at <http://wjccschools.org/tms>. We are looking forward to seeing you this year and making your student's experience at Toano Middle School one which is both enriching and exciting.

Sincerely,

Toano Middle School Administration  
Tracey Jones, Principal  
Mike Littleton, Assistant Principal  
Jessica McDonough, Assistant Principal

# Toano Middle School

## Home of the Tigers

### TMS Mission:

In collaboration with families and community, the mission of Toano Middle School is to provide a safe, welcoming, respectful, and equitable learning environment where all students are challenged to reach their full potential.

### TMS Vision:

We empower students to become self-directed learners in a dynamic global society.

### TMS Brand:

Tagline – Toanois...

Spirit – Come along for the ride, you can't hide that Tiger Pride!

Academic – Empowering students to become self-directed learners!



## Toano Middle School – Regular Bell Schedule

6th Grade	
Homeroom	8:05-8:15 (10)
1st	8:15-9:15 (60)
2nd	9:17-10:17 (60)
3rd	10:19-11:19 (60)
Lunch	11:21-11:46 (25)
4th	11:49-12:50 (61)
5th	12:52-1:52 (60)
6th	1:54-2:54 (60)
Announcements	2:54-2:55 (1)

7th Grade	
Homeroom	8:05-8:15 (10)
1st	8:15-9:15 (60)
2nd	9:17-10:17 (60)
Lunch	10:20-10:45 (25)
3rd	10:47-11:47 (60)
4th	11:49-12:50 (61)
5th	12:52-1:52 (60)
6th	1:54-2:54 (60)
Announcements	2:54-2:55 (1)

8th Grade	
Homeroom	8:05-8:15 (10)
1st	8:15-9:15 (60)
2nd	9:17-10:17 (60)
3rd	10:19-11:19 (60)
4th	11:21-12:22 (61)
Lunch	12:25-12:50 (25)
5th	12:52-1:52 (60)
6th	1:54-2:54 (60)
Announcements	2:54-2:55 (1)

Related Arts	
Homeroom	8:05-8:15
1st	8:15-9:15 (60)
2nd	9:17-10:17 (60)
Lunch	10:20-10:45 (25)
3rd	10:47-11:47 (60)
4th	11:49-12:50 (60)
5th	12:52-1:52 (60)
6th	1:54-2:54 (60)
Announcements	2:54-2:55 (1)

### Lunch Schedule

10:20 – 10:45	Grade 7
11:21 – 11:46	Grade 6
12:25 – 12:50	Grade 8

### Dismissal Procedures

*Dismiss students when announced.  
Have students remain seated until  
their grade level announcement.*

**2:55 – Car Riders and Walkers**  
**2:57 – 6<sup>th</sup> Grade Bus Riders**  
**2:59 – 7<sup>th</sup> Grade Bus Riders**  
**3:01 – 8<sup>th</sup> Grade Bus Riders**

**\*\*Dismissal times are flexible.  
Please listen to announcements.**

**\*\*Teachers must walk students to  
the bus loop.**

# MTSS-Multi-Tiered Systems of Support

The Toano Middle School Community is continuing its implementation of Multi-Tiered Systems of Support (MTSS). MTSS is a resource that we use to support our commitment to strengthening our positive learning community for all students.

The purpose of MTSS is to acknowledge positive behaviors that students demonstrate while making sure the expected guidelines for all children are clear. Also, we are very proud to keep emphasizing our school theme, P.R.I.D.E.:

**P**- Preparedness; **R**- Respect; **I**-Integrity; **D**- Determination; **E**-Empowerment

The MTSS Program is geared to provide overlapping intervention strategies that incorporate multiple levels of support to students covering all aspects of the educational process. The Student Support Teams (SST) at each grade level will continue to provide individualized support for students needing behavior interventions. Student Support Teams' purpose is to help students be successful at school. The main goal of the Student Support Teams is to provide strategies to prevent inappropriate actions and to assist students in gaining a clearer understanding of expectations. For minor classroom infractions, students will receive a Reflection Form to summarize and consider their choices that disrupted the learning environment.

- After three classroom Reflection Forms, the student will meet with the Student Advancement Coach (SAC) to discuss low-key and collaborative and proactive interventions that a student can use to keep the concerns from escalating into more serious infractions.
- After six classroom Reflection Forms, the SAC will coordinate with administration. They will review the student's current interventions and explore options for other interventions. A disciplinary consequence will be assigned by school administration.
- After nine classroom Reflection Forms, the SAC will coordinate with the student's assigned administrator. Administrative consequences will be assigned as well as a case manager/mentor to develop a monitoring plan with the student and the parent.
- Parent notification will be made at each reflection level.

In addition, MTSS incorporates incentives to motivate students to follow the school's P.R.I.D.E. theme. Toano Middle School is dedicated to providing a positive and engaging learning environment for all students. We truly value your partnership as we work together to teach all students how to be successful at school.



### P.R.I.D.E Reflection Form



Teacher Issuing Form:	Student Name: (First and Last)	Grade:	Room Number:	Date:	Time:

**STUDENT INPUT:** In your own words, tell what happened and everything you want us to know.

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**1. What do you think you wanted? Check ALL that apply.**

- Attention from classmate       Attention from adult       Control of the situation  
 Avoid adult     Avoid a classmate     Personal needs met (bathroom, food, break)  
 Avoid task     To get emotions out     Other (Explain) \_\_\_\_\_

**2. Which P.R.I.D.E expectation(s) do you think you could improve on with this situation?**

- PREPAREDNESS     RESPECT     INTEGRITY     DETERMINATION     EMPOWERMENT

**3. How do you think your behavior affected others?**

- Angered others     Distracted Others     Made others feel unsafe     Irritated others  
 Made others sad     Loss of class time     Made others misbehave  
 Made others react     Other (Explain \_\_\_\_\_)

**4. Did you try something to move forward/cope? YES or NO (If yes, which ones? If no, which ones could you have tried?)**

- Apologize     "Brain Break"     Try activity a different way     Take 5 deep breaths  
 Make a plan     Tell an adult     Ask for help or problem solve     Stop, Listen, Reflect

**TEACHER INPUT:**

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**TEACHER/STUDENT PLAN- MUST be completed by student and staff member.**

*What can be done to help you avoid this situation from happening again? How can we repair harm?*

- Parent contact       Alternative placement (timeout, office, ACS)  
 Restorative conference with teacher       Monitor progress in agenda  
 Restorative conference with trusted adult       Other restorative action/task

Teacher Contact Home		
Method (call, text, email, etc)	Date	Conversation



# TOANO MIDDLE SCHOOL

## TIGER P.R.I.D.E. MATRIX

	ALL SETTINGS/CLASSROOMS	HALLWAYS	CAFETERIA	RESTROOMS	BUSES
<b>PREPAREDNESS</b> <b>To plan and organize in advance.</b>	Come to school with your laptop fully-charged every day.  Arrive to class on time with all materials and assignments. Use daily planner to record assignments and important dates.	Report directly to your class on time, without stopping for breaks.  Respect others' personal space.  Carry your items in an organized manner.	Wait your turn to enter the food service area in a single file line.  Be sure to have a pass if leaving cafeteria during lunch.	Must have an approved eHallpass before leaving to use the restroom.  Restrooms are closed during class changes.	Enter and exit quietly – keeping your hands, feet and belongings to yourself.  As you exit the bus, make sure you have all of your materials.
<b>RESPECT</b> <b>To show appreciation and acceptance.</b>	Wait your turn and speak respectfully to peers and adults.  Listen to directions after the two-minute warning bell.	Be aware of your noise level.  Use respectful language and follow the directions of staff.	Keep your hands to yourself and speak in a respectful manner.  Be appropriate with food and drink. Do not share items with others.	Remember to wash your hands with soap and water.  Keep walls and stalls graffiti free.  Allow for the privacy of others.	Respect all students and report concerns to the bus driver.  Stay seated; obey bus rules and follow directions of your bus driver
<b>INTEGRITY</b> <b>To be trustworthy and kind in actions and words.</b>	Complete all work with excellence and follow the honor code.	Stay in your designated area.  Follow one-way traffic expectations.	Pay for your purchases.  Do not take any items (food, drink, or personal items) from other students.	Promptly return to class using the most direct route.  Remember that restrooms and water stations are closed during class switches.	If riding the bus, walk directly to your bus with your class. Stay with your class at all times and board the bus immediately upon exit.
<b>DETERMINATION</b> <b>To set and meet goals.</b>	Follow instructions and work quietly without disturbing others.  Wear your mask over your nose and mouth at all times.	Walk on the right side of the hallways and stairwells, following one-way traffic expectations.  Wear your mask over your nose and mouth at all times.	Stay seated at your table until you are dismissed. You can remove your mask only when sitting at your seat to eat. If you receive permission to leave, please put your mask back on.	Help keep bathrooms clean and in proper working order.  Wear your mask over your mouth and nose at all times.	Walk directly to your destination and exit the building using the appropriate doorway.  Wear your mask over your mouth and nose at all times.
<b>EMPOWERMENT</b> <b>To encourage and promote excellence in self and others.</b>	Support others with praise and recognition.  Demonstrate good decision-making skills.  Dress for success, complying with dress code policy.	Be patient and kind or others in the hallway.  Give others space and be self-aware of your surroundings.	Throw away all food, beverages and trash before leaving.	Report unacceptable behavior.	Do not eat on the bus. Wait until you get home. Represent Toano Middle School in a positive manner.

## Toano Middle School Student Drop-Off and Pick-Up Procedures

Students may NOT be dropped off prior to 7:55 a.m.. A staff member, will signal for your student to exit the vehicle. Students who are dropped off early will have their parents called to return to the school and wait with their student until 7:55 a.m..

### Student Drop-Off:

- As soon as the vehicle is safely in this defined area, the student is to exit the car. The Drop-Off/Pick-Up Area extends the **entire length of the sidewalk** down to where the school's mailbox is located, which is beyond the crosswalk area.
- Students are to exit vehicles quickly ***along the entire*** Drop-Off/Pick-Up Area.
- Waiting to let your student out until you are near the front of the line will hold up the procession of vehicles. This will cause the line of vehicles to move slowly and inefficiently.
- If you are near the front of the line, as vehicles proceed along the defined area, **be sure to pull all the way down to the end clearly marked by orange cones and a sign.**
- **Students are to be dropped off in only the designated area.**
- For efficiency and student safety, please refrain from doing so in the middle of the parking lot or other locations on school campus.

### Student Pick-Up:

- **Pick-Up Option One:** Signing your Student out in the Office: If you wish to pick up your student prior to 2:55 PM, arrive before 2:30 to sign your student out. After 2:30 PM, you will need to wait until the 2:55 PM (regular dismissal) to retrieve your student. Please utilize **a marked parking space** for this option.
  - \*Please be aware that if your student is picked up on a regular basis and you do not wish to come inside to sign him/her out, please visit the front office to complete a **"Walker Form."** This form will allow your child to walk out of the building with your signed permission to meet you for pick-up. Parents are to complete and sign a permission form each year. This form is for students that walk to and from school, ride a bike to and from school, or students picked up every day from school. The completion of the form provides you with the following options:
- **Pick-Up Option Two:** If you choose to wait for your child in the Drop-Off/Pick-Up Area, please encourage your child to get out of the building as quickly as possible. **Each student's arrival affects how quickly you and others in this area can depart.** As a courtesy, if the cars behind you have loaded their students, please consider looping around until your child arrives. **Drivers must remain with vehicles at all times.**
- **Pick-Up Option Three:** Secure a parking spot and wait for your child to exit. Do not park where you are blocking the exit of other cars.
  - The Drop-Off/Pick-Up Area requires that the driver remain with the vehicle at all times and is only for dropping off and picking students up. Please do not park in this area during the school day.
  - Your time and that of getting students out of and in vehicles quickly are both valued. Your cooperation is much appreciated in keeping the line moving during such a busy time of the morning and afternoon.

**The safety of all students is a top priority.**

### School Visitors and Volunteers

Visitors and volunteers are welcome at school. Visitors and volunteers must report to the main office to sign in and receive a pass. Parents/guardians are encouraged to visit the school and are requested to make prior arrangement before entering a classroom. The principal reserves the right to deny any visitor.



## Middle School Student Dress Code

Doing our best and being successful every day relies on looking and feeling our best. 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 reflects a professional atmosphere, WJCC middle schools have the following guidelines and expectations for school dress.

If contacted by the school administration, a parent/guardian may be requested to come to the school to provide acceptable clothing. If a parent/guardian is unavailable or cannot be reached, the student will be provided with a change of clothing. Students unable to correct their dress may receive low-level disciplinary consequences.

### Our Beliefs:

- All students should be able to dress comfortably for school and engage in the educational environment without fear of or actual unnecessary discipline, body shaming, or discrimination.
- All students will learn and practice skills of personal responsibility and decision-making through making choices regarding daily dress that allow for individual expression while also preparing them for life beyond high school.

### Students Must Wear:

- **Shirt/Dress (or the equivalent)** – Tops must cover the chest from one armpit across to the other armpit and down to the waist so that the stomach is covered. Tops must have straps.
- **Pants/Jeans (or the equivalent)**
- **Shoes** – Appropriate athletic shoes must be worn in PE class

### Students May Wear:

- Fitted pants, including nontransparent leggings, yoga pants, and skinny jeans
- Ripped jeans without exposed undergarments
- Clothing with commercial or athletic slogans
- Tank tops
- Athletic attire

### Students Cannot Wear:

- Sleepwear to include pajamas, slippers, blankets, and robes
  - Swimsuits
  - Violent language or images that includes hate speech, profanity, or pornography
  - Images or language depicting/suggesting drug use, illegal activities, or threats
  - Images and/or language that creates a hostile or intimidating educational environment based on identity or class
  - Accessories that could be considered dangerous or could be used as a weapon.
  - Anything that could affiliate with illegal organizations or criminal activity.
  - Any clothing or manner of appearance that disrupts the educational/school-related environment will not be allowed.
  - Head covers such as hoods, hats, caps, or facemasks are permitted for religious beliefs, health or safety, or when worn in connection with a school sponsored event. Head covers should not be worn in a manner to disrupt the educational environment.
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## General Expectations

### **Cafeteria:**

Students go to the cafeteria with assigned classes. 25 minutes is given for lunch. Students are required to abide by the following cafeteria rules:

1. Students will walk to the cafeteria following hallway procedures.
2. Students will enter the cafeteria and sit at their table until they are dismissed to the lunch line by a cafeteria monitor. Students will place their belongings in a designated location.
3. One cafeteria monitor will monitor the lunch lines. One cafeteria monitor will monitor the students sitting down at the tables.
4. Once at the tables, students are not permitted to leave their seats. Trash cans will be brought to the tables so students can throw away their trash.
5. If students have to use the restroom, a cafeteria monitor will give them a pass. Monitors will limit 3 students to the bathroom at any one time. Students must raise their hand and ask to go to the bathroom.
6. Students **MUST** have a dated note from a teacher that will supervise them in order to leave the cafeteria during the lunch period. If they do not have a note, the student will not be allowed to leave the cafeteria.
7. Students will be dismissed from the cafeteria by sections to go directly to their next class.
8. Glass is prohibited in the cafeteria.

### **Student Planners:**

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 finishing classwork time, and encourage assignment completion.

### **Dances:**

Middle school dances are a privilege that all students must earn! Dances are reserved for middle school students only. No guests are permitted at Toano Middle School dances.

Since dances are a privilege, **a student loses his or her privilege of attending the next dance if he or she is not a student in good standing.** This includes but is not limited to students who have two or more in school suspensions or one or more out of school suspensions. Students who are absent on the day of a dance or any other celebration or extracurricular activity may not attend the event. The administration reserves the right to deny admittance to the dance to any student or guest. All dances begin at 6:00 pm and end **promptly** at 8:00 pm. **If students are not picked up on time, they may be denied the privilege of attending the next dance.** Please make all possible efforts to pick up your child by 8:00 pm. Parents are encouraged to chaperone dances.

### **Conduct at School Dances:**

Toano Middle School students are expected to obey all school and dance rules and to conduct themselves as ladies and gentlemen at all times. The dance rules are as follows:

1. Students are not to arrive before 6:00 p.m.
2. Students are to walk – not run – during the dance.
3. The middle school dress code is in effect for the dances.
4. Students are to remain in the gym/cafeteria area or in the gym hall during the dance.
5. No food or drink will be allowed in the gym. All trash must be placed in the proper receptacles.
6. Bathrooms are to be used for their intended purposes. Students are not to spend the evening in them.
7. Students are to treat all teacher and parent chaperones courteously and follow the instructions they are given.
8. Students are to stay in the building until they are ready to leave the dance. They may not leave and re-enter the building. **Students are to remain in the dance area until its completion unless they are leaving the dance with their parent/guardian.**
9. If a TMS student brings an approved guest to the dance, that student is to see that the guest knows about and obeys all TMS school and dance rules. The student must complete a dance guest permission form (available in the office) and obtain approval by noon on the day of the dance. Normally, any guests must be Williamsburg area middle school students. Any exceptions must be approved by the administration.
10. The dance ends at 8:00 p.m. Any student who are not picked up by 8:30 p.m. will not be allowed to attend the next dance.

## Cell Phone Lunch Procedure – Toano Tigers Tech Break

During the 2021-2022 school year, student cell phone use during their assigned lunch will be permitted. Cell phones must remain away and silenced until students are seated in their assigned seat in the cafeteria. At that time, the non-disruptive and respectful use of cell phones in the cafeteria will be permitted. Student use of cell phones during lunch is a privilege. Adherence to the guidelines below is essential to maintaining an appropriate academic environment and the integrity of the school. Abuse of this privilege can result in the loss of cell phone use during lunch. Toano is not responsible for lost, stolen, or damaged property. We ask that students comply with the following rules:

1. Students must follow staff directives concerning the use of their electronic device. Students may be asked to put devices away if rules are not followed or the use of these devices interferes with a safe and respectful school environment.
2. When in use, cell phones must be on silent mode so that no audible ring tone is heard. Headphones must be used for any audible noises such as listening to music, playing a game, or an incoming message tone.
3. Audio/video calls will not be permitted.
4. Students may not use their camera functions for pictures, video, or audio recordings.
5. Students using cell phones must respect all school rules. Phones may not be used to harass or bully others. Students must comply with the WJCC Code of Conduct and any violations could result in consequences.
6. Students will NOT be allowed to connect to the school's internet with their devices.
7. These procedures apply only to the use of personal cell phones during lunch. No other personal electronic devices are allowed for use during this time.
8. Students who do not follow the above guidelines will lose their lunch time electronic device privileges.



This procedure will be implemented on a TRIAL basis and may be revised if adherence to the rules is not maintained.



### Outside of the students' lunch time, the traditional cell phone requirements will be in place.

- Personal Electronic Devices – Will be kept out of sight.
  - 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 placed out of sight. These items should be left out of view from any and all persons. Refer to School Board Policy JFC.

1 <sup>st</sup> Offense	Cell phone or electronic device is confiscated and returned to the student at the end of the school day.
2 <sup>nd</sup> Offense	Cell phone or electronic device is confiscated and returned to the parent.
3 <sup>rd</sup> Offense	Cell phone or electronic device is confiscated and returned to the parent. Student will be assigned an after-school detention (ASD).
4 <sup>th</sup> Offense	Cell phone or electronic device is confiscated and returned to the parent. Parent and student conference with an administrator. Student is assigned a day of ACS (Alternate Classroom Setting)
5 <sup>th</sup> Offense and continuous offenses	Cell phone or electronic device is confiscated and returned to the parent. Student is assigned up to 2 days of In-School Suspension (ISS).

