

TOANO MIDDLE SCHOOL



Student Information and Procedures

2023-2024 SCHOOL YEAR

7817 Richmond Road

Toano, VA 23168

(757) 566-4251

P.R.I.D.E. Matters

WELCOME FROM TOANO MIDDLE SCHOOL ADMINISTRATION

2023-2024

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 requires parents/guardians to review the student discipline section of the **Student Code of Conduct** with their child. It also requires families and the student to sign/acknowledge their review of the discipline section in Parent and Student VUE. Please review this document throughout the year.

We believe in the power of communication between the school and home and encourage a strong partnership between families and the school to support student success. We invite parents, guardians, and students to become actively involved in the school. We encourage families to join the PTSA. All visitors and volunteers must report to the main office to sign in and receive a pass. 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 Scott, Principal
Stephanie Vermeire, Assistant Principal
Jeffrey Wallisch, 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:

P.R.I.D.E. Matters

I'm Great. You're Great. We're Great. Tiger Great!



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

Toano Middle School – Regular Bell Schedule

6th Grade	
1st	8:05-9:10 (65)
2nd	9:13-10:10 (57)
3rd	10:13-11:10 (57)
Lunch	11:13-11:43 (30)
4th	11:43-12:40 (57)
5th	12:43-1:40 (57)
6th	1:43-2:45 (62)

7th Grade	
1st	8:05-9:10 (65)
2nd	9:13-10:10 (57)
Lunch	10:13-10:43 (30)
3rd	10:43-11:40 (57)
4th	11:43-12:40 (57)
5th	12:43-1:40 (57)
6th	1:43-2:45 (62)

8th Grade	
1st	8:05-9:10 (65)
2nd	9:13-10:10 (57)
3rd	10:13-11:10 (57)
4th	11:13-12:10 (57)
Lunch	12:10-12:40 (30)
5th	12:43-1:40 (57)
6th	1:43-2:45 (62)

Related Arts	
1st	8:05-9:10 (65)
2nd	9:13-10:10 (57)
Lunch	10:13-10:43 (30)
3rd	10:43-11:40 (57)
4th	11:43-12:40 (57)
5th	12:43-1:40 (57)
6th	1:43-2:45 (62)

Lunch Schedule

10:13 – 10:43	Grade 7
11:13 – 11:43	Grade 6
12:10 – 12:40	Grade 8

Dismissal Procedures

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

*2:45 – Car Riders and Walkers
2:50 – Bus Riders**

****Announcements begin at 2:42**

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

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

August 2023

WJCC Attendance Policy Highlighted Changes for 2023-2024

School Board Policy [JED-R](#)

The Williamsburg-James City County School Division is committed to preparing students to progress academically, to achieve success and to accept responsibility for themselves. As a part of this commitment, the school division has established attendance performance guidelines for all students in grades K-12.

Code of Virginia §22.1-254.1 requires every parent, guardian or other person in the Commonwealth having control or charge of any child who will have reached the fifth birthday on or before September 30th of any school year and who has not passed the 18th birthday shall, during the period of each year the public schools are in session and for the same number of days and hours per day as the public schools, send each child to a public school or to a private denominational or parochial school or have such child taught by a tutor or teacher of qualifications prescribed by the Board of Education and approved by the Division Superintendent or provide for home instruction of that child. The Code further explains in §22.1-258 what action must be taken when a student fails to attend school.

The changes made to the attendance policy include but is not limited to: definitions of an excused absence (vacation will no longer be considered excused), how many parent notes may be written to excuse an absence, how many days a parent/guardian has to turn in a note, and impact of absences on retention and/or course credit. Please be sure to review the full policy here: [JED-R](#).

Highlighted Changes:

Documentation of Absence

The parent or legal guardian shall provide a written letter or other requested documentation for an absence to be excused. If circumstances permit, the parent/guardian should provide the school administration with the reason for the nonattendance prior to the absence.

A student who is absent from school without advance notice or approval will automatically be coded as unexcused. In instances where advance notification is not possible, a note or documentation explaining the reason for the absence should be submitted to the school within 5 school days of student returning from the absence.

Up to 10 absences per student per year may be excused with note from parent/guardian. Additional absences will require documentation to support the absence. All notes or other documentation related to student attendance will be kept on file in the attendance office or other designated location as appropriate.

Grade Reduction or Retention

Any student who exceeds the annual threshold for chronic absenteeism may be denied course credit or grade level promotion.

1. **Elementary and Middle School** - Students who exceed the threshold for chronic absenteeism for the school year will be required to participate in a student assistance plan to address attendance. Students who do not successfully meet the conditions agreed to in the student assistance plan may be denied promotion to the next grade level.
 - i. The principal will convene a meeting with the student's teacher, school counselor and parents/guardians within 30 days prior to the end of the school year to review progress on the student assistance plan for any student who is passing their classes but has exceeded the threshold for chronic absenteeism for the current school year.
 - ii. At the conclusion of the meeting, the parent/guardian will be notified in writing whether the student will be retained, promoted, or required to attend summer school as a condition of promotion to the next grade level.

2. **High School (and credit bearing courses taken in middle school)** - Students with 9 absences or greater in any course within a given semester will receive a failing grade (59/N) for that semester or the actual class grade, whichever is lower.
 - i. A parent or guardian may request a waiver of the grade reduction or retention by completing and submitting the WJCC Attendance Waiver Request form. All waivers must be received by the building principal within one week of the close of the semester.
 - ii. Each waiver will be considered on a case-by-case basis and the parent or guardian will receive a decision in writing within 10 business days of submitting the waiver to the building principal.
 - iii. To be eligible for an attendance waiver, the student must have a passing grade in the class for which the waiver is submitted. Attendance waivers will not be considered for any class which the student does not have a passing grade.

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. We are very proud to emphasize our school theme, P.R.I.D.E.:

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

PREPAREDNESS	RESPECT	INTEGRITY	DETERMINATION	EMPOWERMENT
<i>It takes as much energy to wish as to plan.</i>	<i>It is a two-way street, if you want to get it, you have to give it.</i>	<i>Do the right thing when no one is looking.</i>	<i>Be comfortable with the uncomfortable.</i>	<i>Change your mindset to control your world.</i>

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 Advanced Tiers team will provide individualized support for students needing behavior and/or academic interventions. The Advanced Tiers team's purpose is to help students be successful at school. The main goal of the Advanced Tiers team is to provide strategies to prevent inappropriate actions, to assist students in gaining a clearer understanding of expectations, and to promote successful academic growth.

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.

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

Students may NOT be dropped off prior to 8:00 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 8:00 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 2:45 PM, arrive before 2:20 to sign your student out. After 2:20 PM, you will need to wait until the 2:45 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 complete the **Walker Form** by clicking [here](#) or use the QR code to the right → → → → → → →
 - 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.
 - The completion of the form provides you with the following options: **walk** to and from school, **ride a bike** to and from school, or walk to pick-up line **to be picked up every day** from school.
- **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.

Car Riders and Walkers Permission
Form 2023-2024



The safety of all students is a top priority.

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 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.

General Procedures

Cafeteria:

Students go to the cafeteria with assigned classes. 30 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 staff member. Students will place their belongings in a designated location (must be on wall/shelves/under table/next to student to keep out of aisle to ensure all staff and student safety while moving in cafeteria).
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 to go back to lunch line to purchase snacks.
5. All food is to be eaten in the cafeteria. Open beverage and food containers may not be taken out of the cafeteria.
6. Students are not to tamper with or bother the lunches of other students.
7. Students **MUST** have permission to leave the cafeteria (must speak to the cafeteria monitor).
8. If students have to use the restroom, a **cafeteria monitor** will give them a pass. Monitors will limit number of students to the bathroom at any one time. Students must raise their hand and ask to go to the bathroom.
9. 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. Teachers will need to send another student with a note that has the student's name on it and teacher signature in order for students to be able to leave the cafeteria.
10. Students will be dismissed from the cafeteria by sections to go directly to their next class.

Non-Glass containers for water (only) can be carried and used throughout the school day. No other drinks are allowed in the classroom.

Breakfast and Lunch Information:

- Breakfast is served daily. Grab and go breakfast will be available for purchase in the cafeteria beginning at 7:57 AM and students will report to their homeroom immediately after pickup. Parents may deposit money into their child's cafeteria account, mySchoolBucks. Rising sixth graders should use the same lunch code that they used as a fifth grader. Students who cannot remember their code or new students who have questions should speak with the cafeteria manager.
- **Parent Café**– Parents are welcome to come and eat lunch with their students; however, they may not eat in the cafeteria. An alternative location for lunch with your child will be provided to you.
- **Online Food Orders** – Students are NOT allowed to order food from outside entities. This includes but is not limited to ordering from UberEats, DoorDash, or online websites.
- **Lunch Assistance Free and/or reduced-price meals** – Are available to those who qualify. In order to receive free or reduced-price meals, students must meet eligibility requirements. The student's parent or guardian should complete an application form and have the form returned to the school. The directions and application forms will be made available during the first week of school. If a student received free or reduced lunch last year, then he/she may continue to receive free/reduced lunch through the first 30 days of school. After that time, if a new application has not been submitted, free/reduced lunch will end.

Bathroom:

Students will use e-hallpass to request to go to the bathroom during class. We ask that students respect their teacher and the class by asking to go to the bathroom when direct instruction is not being given. Bathrooms are closed during all class changes/transitions.

Student Organization:

Students will primarily use their laptop to help them stay organized for class. Students can access their assignments through Canvas and visually see due dates on their Canvas and Vue calendars. Additionally, planners will be available to 6th graders to use in conjunction with VUE and Canvas if they prefer.

After School Activities/Events:

Students are to be out of the school building and off school grounds by 2:50 pm unless attending a school-sponsored activity under the supervision of a teacher/sponsor and/or an administrator. Students who stay after school for an activity are the responsibility of the coach/sponsor of that activity until they are picked up or depart on the appropriate activity bus. Under no circumstance can a student stay after school unsupervised. **In the event that a student stays after school without supervision, his or her parent will be called and be required to pick up their child in a timely manner.** If a student wants to attend a sports event, he or she must go home and return to the school for the sports event at the event's scheduled time.

Dances (Students must be PRESENT on day of dance in order to attend)

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. The dance ends at 8:00 p.m. Any student who is not picked up by 8:30 p.m. will not be allowed to attend the next dance.

Rules for Dancing:

- Students are expected to dance upright. Students are not to dance down on the floor.
- Students are not to crowd together. When standing or dancing as a group, students must leave enough space in between them to allow for a person to walk through easily and for an adult to see into the center of the circle.
- Students are not permitted to perform dances/moves that may endanger themselves or others.
- Students are to dance face-to-face or side-to-side. Students are not to dance front to back.
- During slow dances, there is to be visible space between dancers.
- Students who are in violation of these rules will receive one warning from a chaperone, teacher, or administrator. Students who continue to misbehave will be taken to a teacher or an administrator and may be instructed to sit for a short time, asked to call a parent/guardian to pick them up, or told they are not allowed to attend the next dance. Some inappropriate behaviors may result in a referral to administration.

Dress Code at School Dances:

The school dress code will be enforced during school dances.

TOANO MIDDLE SCHOOL DANCE SCHEDULE



Let's Boogie!

October 27th: Semester One Dance

6:00 pm – 8:00 pm

March 15th: Semester Two Dance

6:00 pm – 8:00 pm

June 7th: 8th Grade Dance

6:30 pm – 9:00 pm

(8th grade TMS students only)



Cell Phone Lunch Procedure – Toano Tigers Tech Break



During the 2023-2024 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 st Offense	<ul style="list-style-type: none"> • Confiscate cell phone or electronic device and return to the student at the end of the day. • Parent notification (Level 1 consequence)
2 nd Offense	<ul style="list-style-type: none"> • Confiscate cell phone or electronic device • Require the parent/guardian to pick up the phone at the end of the school day. (Level 1 consequence)
3 rd Offense	<ul style="list-style-type: none"> • Confiscate cell phone or electronic device • Parent/guardian meeting with the administrator and student. • Parent/guardian will pick up the phone at the end of the school day. • (Level 1 consequence)
4 th Offense	<ul style="list-style-type: none"> • Student is assigned a Level 2 consequence, such as In-School Suspension. • Above steps will also apply.
5 th Offense and continuous offenses	<ul style="list-style-type: none"> • Student is assigned a Level 3 consequence (such as OSS) based on defiance of the division's cell phone expectations. • Above steps will also apply.

