



**Georgie D. Tyler Middle School**  
*"Home of the Titans"*

**Grades 6, 7, & 8**

**STUDENT-PARENT HANDBOOK 2019-2020**

**Mrs. Jessica Harding, Principal**

**Mrs. Kristen Wilkins, Assistant Principal**

**23320 North Court Street  
Windsor, Virginia 23487**

Telephone: (757) 242-3229

**FAX: (757) 242-8105**

## **Mission & Vision**

**Vision:** To create a learning environment that will enable every child to discover his or her unique gifts and talents.

**Mission:** To enhance and expand on each child's unique gifts and talents to ensure every child is college, career and life ready.

# Table of Contents

## Mission & Vision

ATTENDANCE PROCEDURES

Tardy Policy

Dismissal/Transportation

Arrival Information

CAFETERIA

INTERNET USAGE

BRING YOUR OWN DEVICE

CODE OF CONDUCT

GUIDANCE

MIDDLE SCHOOL GRADING PROCEDURES

CONFIDENTIALITY OF SCHOOL RECORDS

LIBRARY

PERSONAL PROPERTY

LOCKERS

RESTROOMS

STUDENT ACTIVITIES

CLINIC

TEXTBOOKS

SAFETY DRILLS

SURVEILLANCE CAMERAS

DANCES AND AFTER HOUR EVENTS

INCLEMENT WEATHER AND EMERGENCY CLOSING

DIRECTORY INFORMATION

# ATTENDANCE PROCEDURES

Did you know? Research shows that children who are in school most of the time do better on state tests. Studies also show that kids who are absent more often score lower on state tests. Being late for school hurts a child's learning, too. A student who is 10 minutes late every day will miss 30 hours of instruction during the year. Thank you for partnering with us to provide your child with the best possible education.

## NOTES:

All students who meet the requirements of the Virginia State Compulsory Attendance Laws, who are residents of the Windsor school district, and who are not physically or mentally incapacitated for school attendance, shall be expected to be in regular attendance unless excused by the School Board and the court. **Students who are absent must bring a valid note stating the reason for absence upon returning to school.** Notes are due the day a student returns from an absence. Forged notes will be subject to disciplinary action. Students have a five (5) day grace period after an absence to bring in an excuse note. After the five (5) day grace period, notes written by parents or guardians will not be accepted and absences will be recorded as unexcused. All doctors notes should be turned into the main office promptly. **An excused absence is not automatically granted based on a note from a parent or other source. The parent may contact the principal or the principal's designee to determine whether the absence was excused or unexcused.**

Some reasons for absences worthy of consideration include:

- \* Illness supported by a doctor's certificate or note
- \* Notes from parents approved by the principal
- \* Court appearances supported by a copy of the court order
- \* Severe illness or death in the immediate family
- \* Observances of recognized religious holidays
- \* Contagious disease
- \* Extremely inclement weather
- \* Other circumstances approved by the principal.

GTMS staff will make phone calls, send letters, and request conferences (depending on the number of unexcused absences) to secure documentation and educate families on compulsory attendance.

Please note, parents of students who are chronically absent (including excused absences) may receive educational letters and/or be asked to attend an attendance conference. Please note that students are considered to be chronically absent when they have missed 10% of the school year.

Board Policy:

<https://1.cdn.edl.io/Rlmu92O6OTfTGIE17nh9wrSRIVYzfHHCsVk4FXim0XRagfaX.pdf>

# Tardy Policy

A student who is tardy to school must sign in at the main office and receive a pass before reporting to class. Students are considered tardy to school if they arrive after 7:40 a.m.

**Oversleeping, car trouble, or missing the bus is not considered a valid reason for an excused tardy.** Excessive tardies to school may result in disciplinary action including administrative conferences, In School Suspension, and Out of School Suspension.

Students are expected to adhere to the GTMS bell schedule and arrive on time to each class throughout their day.

## Dismissal/Transportation

### EARLY DISMISSALS

Students shall be released only by request and authorization of parent or guardian. ID must be present at the time of pick up. If the individual picking up a student is not on the students pick up list, the student will not be released. Phone Requests for individuals to pick up students who are not on the student's pick up will not be granted. Requests for early dismissal are submitted to the office. Parents are asked to keep in mind that early dismissal causes a disruption to the learning environment and reduces instructional time. Please make every effort to schedule appointments outside the school day.

**\*\*THE DOORS AT GTMS WILL REMAIN CLOSED FROM 2:15PM- 2:35 PM\*\*  
STUDENTS WILL NOT BE DISMISSED DURING THIS TIME.**

“Georgie D. Tyler Middle School is a closed campus.” A closed campus means that once students come on school grounds, they must remain on school grounds until their regular dismissal time. Leaving school grounds at any time without permission is a violation of discipline policy.”

### STUDENT PICK-UP

- Students who are pick-ups will be released through the front doors at 2:35pm.
- No dismissals will take place between 2:15 and 2:35pm.
- Visitors to the school are not permitted to park in the fire lane in the front of the school unless it is dismissal time. Dismissal begins at 2:35 and finishes around 2:45. Please do not park in the fire lane or block the handicapped parking spaces during any other time of day.

### BUS PASSES

**Bus passes will not be issued at anytime during the school year. Exceptions are as listed:**

1. Exiting the bus at Windsor High School for a sport activity.
2. If the student rides the same bus as the student they wish to go home with.
3. After school care that has been set up prior to the start of the school year.
4. Extreme emergencies (to be determined by an administrator)

## BUS CONDUCT

- Students have the privilege of using the transportation services at GTMS. Rigid standards of discipline must be maintained at all times. Students engaging in unsafe or disruptive behavior will be disciplined. Students riding on school buses equipped with video/audio monitoring systems are subject to be taped.
- Parents and students are encouraged to use the school bus for transportation to and from school. **However, if private transportation is used and the student is late to school, the tardy is unexcused.** If the school bus is late to school, we assume the responsibility and the tardy will be excused.
- Extra large backpacks on wheels are prohibited on school buses. The principal or designee must approve exceptions due to extenuating circumstances in advance.

## Arrival Information

### DROP-OFF INFORMATION

Buses load and unload in the designated area at the back of the school. **No private vehicles are allowed in this area.** Parents must pick up or drop off students in front of the school.

### MORNING PROCEDURES

**Students may not arrive to school before 7:25 a.m. as school faculty and staff will not be available for supervision.** Upon entering the building, students may go to their lockers, to breakfast, or to the restroom. To go any other place in the building before homeroom, students must have permission from their homeroom teachers. Once the tardy bell rings at 7:40 a.m., students must be in their designated homerooms. Students may not roam the halls.

## CAFETERIA

Breakfast is served in the cafeteria starting at 7:25AM each morning. The cost of breakfast is \$1.25 and lunch is \$2.65. You may upload money onto your child's account at [www.lunchprepay.com](http://www.lunchprepay.com) or send in cash or a check. Please don't forget to complete and turn in the school lunch form.

Visitors are welcome to each lunch with their students, but are required to report to the main office, show proper identification, sign in, and obtain a visitor's pass from an administrator or his/her designee. Visitors must be on the student's pick up list. Visitors will be provided a separate space to eat with their students. Visitors are not allowed in the cafeteria during school lunch hours. Visitors are subject to approval by administration.

### CAFETERIA SERVICES

Lunch forms are available to determine the qualification of free and reduced priced lunches. **Students are not allowed to use the vending machines.** The following rules and procedures are to help reduce the cost of operating the cafeteria, to promote the safety of all involved, and to provide a pleasant and wholesome atmosphere during lunch periods:

- All money will be collected in the cafeteria.
- Students may prepay for their meals.
- Students are not to run to or in the cafeteria.

- Students are to conduct themselves in an appropriate manner in the cafeteria and are to remain seated during and after their meal.
- All students are to respect the other students' rights and privileges by not breaking or cutting in the line while waiting to be served.
- The serving line should be single file and move quietly to help the cafeteria personnel function more efficiently.
- After eating lunch, all students should remove all trash from the table and take their trays to the proper location in the cafeteria.

## **INTERNET USAGE**

Access to network systems of any kind is given to students who agree to act in a considerate and responsible manner. Access is a privilege and not a right, and it entails responsibility.

**Parental consent for students to have internet usage privileges must be given before a student is allowed to use the Internet at school. These forms are completed online through PowerSchool.**

**Students who misuse the Internet will be subject to disciplinary action.**

## **BRING YOUR OWN DEVICE**

Our students may bring personal electronic devices to school to be used in accordance with the IWCS policy and the zones established in our building. It is not a requirement for a student to bring or use their own device. Students will have access to division-owned technology for educational purposes. If a student chooses to use his or her personal device in the school building, he or she must remain connected to the school Wi-Fi network. Use of cellular data by students is prohibited.

*Isle of Wight County Schools and/or school personnel assume no responsibility under any circumstance for loss, destruction, damage, theft or bills for a cellular phone or other similar device.*

**\*\*The full BYOD Policy IIBEB/GABB can be found on the IWCS website.**

*Here are some highlights from the policy that frequently come up at GTMS*

Use of a personal electronic device by a student will be in accordance with established zones as outlined below:

**Red Zone:** An area designated as a Red Zone indicates that use of any personal device, either allowable or otherwise, is strictly prohibited. A classroom designated as a Red Zone may ask that all personal devices be placed in a predetermined location or turned off and put out of sight. All bathrooms and locker rooms are Red Zones.

**Yellow Zone:** An area designated as a Yellow Zone indicates that personal devices may be in use in a limited capacity as permitted and directed by school personnel.

Green Zone: An area designated as a Green Zone indicates that personal devices may be in use for school related tasks as permitted and directed by school personnel.

Additional information:

- The use of a privately owned electronic device is to support and enhance instructional activities.
- Voice, video, and image capture applications may only be used with teacher or administrator permission.
- Students should not make recordings or take photographs without the express permission of the teacher or administrator and with appropriately signed media releases.
- Students are NOT permitted to utilize social media accounts, text message, or make phone calls unless this is done to “enhance instructional activities” at the direction of their teacher or an administrator.

Consequences for Inappropriate Use of Electronic Devices

Violation of the appropriate use of electronic devices may result in any one or any combination of the following:

1. Verbal or written warning
2. Loss of BYOD privileges
3. In-School Suspension
4. Out of School Suspension

### **DRESS CODE**

Dress guidelines are designed to promote a standard of appearance that complements the learning environment.

- \* Appropriate clothing must be worn at all times.
- \* Dresses, skirts, or shorts are permitted as school attire as long as when the student stands, the bottom of the attire extends from the waist to below the fingertips (even when tights, leggings, or “jeggings” are worn). Skirts with slits that are above the extended fingertips may not be worn. Soffe shorts are prohibited.
- \* Items of clothing that expose midriffs or bare shoulders (i.e. tube tops) may not be worn.
- \* Tank tops or sleeveless shirts may be worn; however, the straps must be at least three inches in width.
- \* Tank top style undershirts may not be worn as shirts.
- \* The wearing of hats, bandanas, curlers, or sunglasses is forbidden.
- \* No student will be allowed to wear his or her pants below the waist exposing undergarments.
- \* See-through clothes may not be worn at any time (e.g. lace shirts in which undergarments can be seen).
- \* Shirts, tops, dresses, blouses, may not be worn that expose cleavage.
- \* Items of clothing with advertisements of cigarettes, alcoholic beverages, pictures of

- weapons, offensive, obscene, or suggestive language/pictures may not be worn.
- \* Clothing that is distracting or hazardous (bedroom slippers, pajamas, etc.) to the normal operation of school is not allowed.
  - \* Flip Flops and slides may not be worn (this causes a hazard on the stairs during emergencies).
  - \* The administration reserves the right to deliver the final decision regarding appropriate dress. Students who are dressed inappropriately may be asked to change into an appropriate outfit. If necessary, the parent may be notified to bring appropriate clothing or pick up the student. Repeat dress code offenders will be subject to further disciplinary action.

## CODE OF CONDUCT

A copy of the school division's *Standards of Student Conduct* is distributed separately. It contains specific information concerning expectations and rights. Parents and students should read and understand its contents thoroughly. **A parent's signature is required on the *Standards of Student Conduct* as a means of acknowledging receipt of this form.** This is completed electronically at enrollment.

Students are expected to conduct themselves in an appropriate and non-disruptive manner during all school activities and in all school locations. This includes classroom, cafeteria, assemblies, auditorium, field trips, hallway, bus, night activities, etc. All standards of student conduct (including the school dress code), apply at all school functions.

### DISCIPLINE

Each teacher has established procedures for monitoring the behavior of students. Parents and students will be made aware of these procedures. Should a student continue to struggle with following procedures set forth by the classroom teacher, the student will be referred to an administrator for further disciplinary action. Students who are referred will receive varying levels of discipline, depending on the results of the administrative investigation. Information regarding the discipline of other students will not be shared and is considered private.

Students who commit more serious offenses may be recommended for long-term suspension, or expulsion. Students and parents should refer to the Standards of Student Conduct on the Isle of Wight County Schools website for further information.

- Excessive Public Displays of Affection are unacceptable at school.
- BYOD policy must be followed
- Defiance, disrespect, and classroom disruptions will not be tolerated
- Vaping, smoking, or possession of any tobacco product will not be tolerated.
- Vandalism of any kind is unacceptable behavior
- Fighting or physical altercations of any kind are unacceptable and will not be tolerated.

### Corrective Actions

The following disciplinary or corrective actions are among those available to administrators as consequences for violation of the *Standards of Student Conduct*. Disciplinary action is based upon the information available at the time of the incident and it is determined at the discretion and judgment of the appropriate school official.

1. Counseling
2. Admonition
3. Reprimand
4. Loss of privileges
5. Timeout
6. Parental conferences
7. Tasks or restrictions assigned by the principal or his designee



8. Detention
9. Suspension from school-sponsored activities or events
10. In-school suspension (Recommended for minor violations requiring one and two day suspensions)
11. Exclusion
12. Out-of-school suspension (Recommended for minor violations requiring suspensions of three or more days)
13. Administrative Hearing
14. Referral to an alternative education program
15. Notify legal authority where appropriate
16. Recommendation for expulsion
17. Mandatory recommendation for expulsion for firearm possession or use or possession of a controlled substance, imitation controlled substance or marijuana, as defined in Chapter 34 of Title 54.1 and 18.2-247 of the Code of Virginia, on school property or at a school sponsored activity.

## GUIDANCE

The guidance office is open from 7:25 a.m. to 2:35 p.m. All students have an opportunity to visit with our counselor during the school year. Students are not allowed to go to the guidance office without a hall pass issued by their teacher. The school guidance counselor is not responsible for providing clinical counseling services.

## MIDDLE SCHOOL GRADING PROCEDURES

Middle school teachers shall provide students in grades six (6) through eight (8) letter grades in subjects taught for a full semester or year.

Middle school teachers must have at least thirteen grades in the roll book for each student in each subject during the grading period. A weighted grade reflects the importance of the learning activity to the learning results. Learning activities and weighted values shall be as follows:

<b><u>Learning Activities</u></b>	<b><u>Weighted Value</u></b>
Tests, Projects, Essays	33.3%
Quizzes, Presentations, Labs	33.3%
Classwork, Learning Activities, Reflections	33.3%

Semester and final year grades shall be given in middle school. The two (2) nine-weeks grades shall be averaged together to determine the final grade in one-semester courses. The four (4) nine-week grades shall be averaged to determine the final grade for year-long courses.

Grades are given using alpha letters correlated to a numerical score range. The grading scale is as follows:

<b>Letter Grade</b>	<b>Numerical Score Range</b>
A	93 – 100
A-	90 – 92
B+	87 – 89
B	83 – 86
B-	80 – 82
C+	77 – 79
C	73 – 76
C-	70 – 72
D	65 – 69
F	64 or below

Grades are recorded numerically in the teacher's gradebook in PowerSchool. Parents are provided with a password in order to view their child's grades in all subjects. In you do not know your password, contact the office. Parents are strongly encouraged to check their child's grades regularly.

## CONFIDENTIALITY OF SCHOOL RECORDS

School records are protected under School Board policy JO and under the Federal Educational Rights and Privacy Act (FERPA). Record information is made available only to persons with a need to know as outlined in policy JO or to persons with court orders seeking disclosure.

## LIBRARY

The library is open from 7:25 a.m. to 2:50 p.m. A hall pass is required upon entering the library. Students may check out two books at a time for a one-week period and they may be renewed. Lost or damaged materials must be paid for.

## PERSONAL PROPERTY

Students should put their names on all items of personal property, i.e. notebooks, etc. Lost items should be reported immediately to the main office. In general, you should not borrow belongings of other students. It is strongly recommended that no valuables be left in the gym locker rooms at any time. Students are discouraged from bringing large sums of money to school. Please make certain your student immediately checks the school's lost and found when an item is missing. The school does not keep items in lost and found for more than two weeks. They will then be donated to a charitable organization. **NOTE: Bringing valuables to school is highly discouraged by the administration. *The school is not responsible for reimbursing the student for lost or stolen items.***

## LOCKERS

All students are provided lockers as a convenience for storage of books, supplies, coats, jackets, and the like. Students may go to their lockers on a schedule established by their teachers. ***Lockers are the property of the school, not the individual student; therefore, slogans, signs, stickers, posters, and writing inside or outside of the lockers is prohibited.*** Lockers should be kept clean and orderly, free of trash, old papers, food, etc. The school is not responsible for items kept in lockers.

## RESTROOMS

Restrooms are not places to loiter. Everyone is encouraged to do all that is possible to keep those areas clean. The teacher establishes restroom breaks, unless there is an emergency. Students should utilize the restroom pass system set up by their individual teachers.

## STUDENT ACTIVITIES

Georgie D. Tyler Middle School offers various clubs and after school activities such as: Junior Beta, Marching Band, Basketball Club, etc. Eighth grade students are eligible to participate in Junior Varsity sports at Windsor

High School. Any questions or concerns regarding Junior Varsity (JV) sports should be directed to the high school athletic director.

## CLINIC

Clinic services are available from 7:20 a.m. to 2:50 p.m. All students must have a pass to be admitted to the clinic. If a student needs to take medication (prescription medication or over-the-counter) a parent must bring the medication in its original container to the nurse with the appropriate medical documentation. All medications must be left in the clinic.

**In the event of illness or injury, the nurse or other school personnel will contact the parent if a child needs to go home. Students who call parents from unauthorized phones may be subject to disciplinary action. All students must have an emergency form on file in the clinic at the beginning of each new school year.**

## TEXTBOOKS

For some courses, textbooks are provided. They are free of charge to students for use during the school year. Students are expected to care for the books they receive. Fees will be assessed for damaged or lost books.

## SAFETY DRILLS

Several safety drills will be conducted throughout the course of the school year. Drills that will be administered include: fire, bus evacuation, tornado, and lockdown. Everyone will move in an orderly manner to his or her assigned area. If the fire alarm rings when students are in the hallways, they should leave through the nearest exit. **Setting off a false alarm or making a threat to the school is a violation of law.**

## SURVEILLANCE CAMERAS

Surveillance cameras have been installed in all Isle of Wight County middle and high schools to help provide a safe and secure environment. The main purpose for the cameras is to monitor student movement and behavior.

## DANCES AND AFTER HOUR EVENTS

Throughout the school year there will be dances offered to GTMS students. The requirements for dances include:

- Only Georgie D. Tyler students may attend dances, unless otherwise stated by administration.
- All students are to follow all governing rules found in the Standards of Student Conduct.
- **For safety reasons parent or guardian must come into the school to pick up their child at the end of the dance.** Students are not allowed to walk home after the event under any circumstances.
- Any student not going to be picked up by their parent or guardian must provide written parent permission to leave with another adult. The note has to be signed by an administrator prior to the dance.
- The GTMS dress code is in effect for all dances.

**Any violations of the above guidelines may result in disciplinary action.**

# INCLEMENT WEATHER AND EMERGENCY CLOSING

Announcements to close/delay schools will be made by the division leaders as soon as feasible. If no school closing announcement is made by 6:00 a.m., schools WILL be open.

Announcements will be made in the following manner:

- A recorded message will be left on the central office phone line, 357-8820. (Please do not call the school offices or the superintendent's' office as this could interfere with phone services needed in an emergency.)
- The division website, [www.iwcs.k12.va.us](http://www.iwcs.k12.va.us), will list all emergency alerts.
- **A phone message will be delivered via Instant Alert, the division's telephone notification system, to all phone numbers on file for each student.** This call will be issued beginning at 6:00 a.m.
- E-mail bulletins will be sent through the E-News subscription service. Parents may sign up for the E-news bulletins, along with other notices from the school division, at the division website.
- Every effort will be made to post emergency closing information for Isle of Wight County Schools through local television, radio and newspaper sources, including:

[www.dailypress.com](http://www.dailypress.com)

[www.pilotonline.com](http://www.pilotonline.com)

WTKR Channel 3

WAVY Channel 10

WVEC Channel 13

However, the school division cannot guarantee the broadcast or accuracy of the announcements on these services.

## DIRECTORY INFORMATION

The parent must fill out an emergency contact form providing the school with the child's full name, address, telephone number, and date of birth. The full name of the parents also must be provided along with the parent's address, home telephone number, and a telephone number where the parent may be reached during school hours, and the name and telephone number of a person authorized to act in an emergency in the absence of the parent. **The emergency contact form must be turned in within the first five days of enrollment.**

Unless a parent makes a written request for the principal to restrict the release of student information within the first five days of enrollment, a student's name, address, picture, grade assignment, clubs, athletic activities, and honors and awards will be considered directory information, may be publicized, and may be released upon request by persons providing proper identification. Such persons may include newspaper reporters, college recruiters, athletic recruiters, and representatives of organizations which present recognized honors and awards.

**The principal or the principal's designee must be notified when a change in name, address, and telephone number occurs.** Telephone changes include disconnection and/or a new telephone number for an emergency contact.