

# TOANO MIDDLE SCHOOL

## STUDENT HANDBOOK

2010 – 2011



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 PARENT(S)/GUARDIAN(S) 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

2010- 2011

Dear Parents 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 parent(s) and guardian(s), we hope to work together in the best interest of the child to become a lifelong learner, independent thinker, and a responsible citizen.

This student handbook serves to keep you informed regarding school expectations, policies, and procedures. The handbook also contains information on setting up an Edline account to access student grades.

Virginia law and Williamsburg-James City County School Board Policy require parents and guardians to review the student discipline section 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 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 PTA. Feel free to come and enjoy various concerts, stage productions, athletic events, dances, back to school night, and 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 [www.wjcc.k12.va.us/tms](http://www.wjcc.k12.va.us/tms). We are looking forward to seeing you this year and making your student's experience at Toano Middle School one which is both challenging and exciting.

Sincerely,

*Sammy Fudge - Principal*

*Tracey F. Jones - Assistant Principal*

# **TOANO MIDDLE SCHOOL MISSION STATEMENT**

The mission of Toano Middle School, in partnership with home and community, is to provide a safe learning environment that promotes the cognitive, physical, social, and emotional development of our diverse student body while challenging them to become and to excel as life long learners, independent thinkers, respectful individuals, and responsible citizens.

## **WJCC MISSION STATEMENT**

We are committed to providing an excellent education, in partnership with families and community, so that each and every student is prepared for  
lifelong learning,  
independent thinking,  
and responsible citizenship.

## **TIGER EXPECTATIONS**

Toano Middle School encourages and supports students to follow a set of expectations and to set personal goals. Having a great attitude and striving for excellence are characteristics that students are expected to exhibit. Tigers take pride in being . . . . .

- Responsible
- Organized
- Accountable
- Respectful
- Committed

## **MIDDLE SCHOOL PHILOSOPHY**

Middle school students are unique. All experience various stages of physical, emotional, intellectual, and social development. Because growth in each area does not proceed at a uniform rate, our school seeks to provide stimulation within a secure and structured environment for this growth to occur.

We at Toano Middle School believe that in order for students to develop into responsible individuals, they need the opportunity for...

- Intellectual stimulation through a variety of experiences.
- The development and refinement of basic skills.
- Challenges to their curiosity and creativity.
- Constructive interaction with adults and peers.
- Genuine exploratory experiences that expand their horizons.

The Toano faculty is committed to providing an environment that fosters success, happiness, and independence for all of our students, through partnership with parents and community members.

# STUDENT CONDUCT

**Student Conduct Philosophy:** Good discipline is important in creating a school environment conducive to learning. Good discipline is also important in preparing 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 and consequences are established for students to practice self-discipline with responsible independence as the ultimate objective.

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 may occur.

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. Parents have the right to expect that TMS does everything possible to ensure a safe learning environment. Students must understand that it is the staff's responsibility, not the student's responsibility, to discipline a student who displays physical aggression. To this end, any student who decides to settle a problem by hitting or fighting may be suspended from school. A student who hits others may be suspended, even if another student hit him or her first. We believe it is illogical to expect students to learn in an atmosphere that is not safe or in which students feel threatened.

Toano Middle school students are expected to be respectful and considerate of others. The student, and the student alone, is responsible for his/her behavior. You have control over how you apply yourself to your school work and the friends you make. Make those choices wisely.

## TOANO MIDDLE SCHOOL DISCIPLINE RULES

Students are expected to be familiar with the list of infractions in the W-JCC Student Conduct booklet on Student Rights and Responsibilities.

1. Safety is the first priority of TMS. Appropriate bus conduct is necessary to ensure the safety of students and the driver. Inappropriate behavior will result in suspension and/or expulsion from the bus. Riding the bus is a privilege.
2. Students are expected to respond to adults in an appropriate manner. Students are expected to comply with all 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 on the right of all 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 not allowed to push, shove or demonstrate any type of horseplay.
6. Students are NOT allowed to use any personal electronic devices in the building without direct permission from a staff member. Electronic devices may not be used during instructional time. Electronic devices will be confiscated if they are not turned off and put away in backpack and stored in locker.
7. Bullying is not tolerated. Respect for all is expected at all times.
8. Students are to maintain an appropriate voice level in the hallways during times of transition.
9. Students are not permitted to leave school grounds during the school day unless signed out by a parent/guardian.
10. Students are to be out of the school building and off school grounds immediately after the **2:20** pm dismissal unless attending a school-sponsored activity under the supervision of a teacher/sponsor and/or an administrator.
11. 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.
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 of our actions 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 planners signed when traveling through the building.
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/guardian.
16. Students are required to dress each day for physical education class unless they have a written statement from a doctor excluding them from participation.

## **TEACHER INTERVENTIONS**

One of our primary goals is to ensure that our classrooms are safe and engaging learning environments. In most incidences, teachers will use a hierarchy in addressing any student management situations that might arise with a specific student. The Toano Faculty and Staff will:

1. Give a verbal warning or redirection at the first sign of a student being off-task.
2. Move or change the seating arrangement for that child or group.
3. Call home and offer communication and contact with the home to help reinforce positive behavior for the student.
4. Refer the student to Guidance or the Extended Teaching Room (ETR) for reflection, redirection, and completion of a behavior essay to assist with the reflective process. Students in ETR will have the option of returning to the classroom if they successfully redirect with the ETR monitor. Students will have up to five (5) referrals to ETR before automatically being referred to administration. Six ETR referrals automatically results in a two-day OSS (out of school suspension) with the understanding that several interventions and communication have been made with the home leading to this consequence. The ETR monitor will communicate these visits to the ETR room with the home through a written communication note that must be signed by the parent and returned for verification.
5. Complete an electronic referral to the administration if the student continues to disrupt the learning environment and once all of these steps have been attempted.

**Note:** In determining the appropriate consequence for misconduct, the frequency and severity of the misbehavior will be considered. Furthermore, there is an understanding that there are situations that will result in a direct referral to administration.

## **STUDENT PLANNERS**

### **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 planners. Develop the habit of writing down all assignments and reviewing and checking when assignments are due; then, get set to reap the positive rewards of being a successful and excellent student.

Each **Student** is expected to...

- Carry the planner to class and record all assignments in the planner.
- Show the planner to a parent or guardian for signature each night.
- Complete assignments and bring them to class.
- Keep all pages in the planner without tearing, folding or defacing the entries or pages.

Each **Teacher** is expected to...

- Orient students to the planner during the first week of school or upon enrolling.
- Check individual students' planners regularly to ensure proper use by students.
- Contact parents when a student fails to complete homework and assignments.

Each **Parent/Guardian** is expected to...

- Review the student planner each night and, if necessary, sign the planner.
- Monitor completion of the student's homework.
- Contact the appropriate teacher with any concerns that may arise.
- Develop home incentives to motivate students to use the planner properly.

## **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.

**Textbooks:** It is the student's responsibility to keep all books in good condition. Students can be charged for all lost or damaged textbooks. If a lost book is found, a refund will be given.

**Accelerated Reader:** Students are to carry an independent reading book at all times. The more a student reads the better reader he/she will become.

**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.

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

## **How to be a Successful Student**

- Attend school every day and be on time to class.
- Treat others with courtesy and respect.
- Stay organized, write down all assignments using your planner.
- Complete all homework, AND turn the homework in on time.
- Listen carefully, follow directions, and come to class with all the needed materials. Be an active listener.
- Pay attention and take detailed notes in class.
- Schedule time each evening to prepare for the next school day. Get organized before you go to bed. Find a place where you are able to complete your homework without distractions. Have a study plan by reviewing your homework and giving yourself enough time to complete it.
- Choose your friends wisely.
- Seek help from your teachers and counselors as soon as you need it, and don't wait until you are overwhelmed.
- Involve your parents/guardians in your schoolwork and school activities. Tell them what you learned each day.
- Participate in extracurricular activities.
- Show respect and consideration for others.
- Make an appointment to talk with your counselor about school, friends, careers, study skills, or any other topics or concerns.
- Strive to do your personal best! Believe in yourself! Success is a state of mind. If you want success, start thinking of yourself as a success.
- SLANT = Sit in the front; Lean forward; Ask questions; Nod your head; Talk to the Teacher.
- Read with a purpose. READ, READ, READ

“We are what we repeatedly do. Excellence, then is not an act, but a habit” - Aristotle

# School Uniforms

## UNIFORM DRESS CODE

### Toano Middle School

### 2010-2011 School Year

A student uniform dress code was implemented at Toano Middle School in the fall of 2001 after several years of visits to schools with school uniform dress codes plus numerous meetings and discussions with parents, staff, PTA officers, and students.

Students and parents are expected to comply with the requirements as they are outlined below. If students or parents have questions about the guidelines, they may ask an administrator. The Toano PTA also has a clothes shop (**PTA Toano Claws-et**) with a variety of sizes of gently used clothing for both boys and girls. Not all clothing purchased at retail shops will meet the requirements of the TMS dress code. **Always purchase with the understanding that you may return items if the clothing does not comply.** Students who are not dressed in compliance will be requested to change and return to class or they may call parents for a change of clothes. Compliance is everyone's responsibility. If a particular clothing item or style is not described, consider it not allowed under these guidelines. Below is a list of approved clothing items.

**All clothing:** Clothing should fit the child, however, one size increase for growth is permissible. Clothing must be worn as the manufacturer intended. Clothing purchases may be made from any retailer. The only logos that may be worn on uniform clothing are those approved by the principal. (For example: Choir logo, Band logo, etc.)

**Pants/Trousers:** Navy or Khaki twill. (stretch or cord fabrics are not allowed)

- Full length, straight leg only; trousers *must* be worn at natural waistline.
- Unacceptable -- logos; sagging pants; hip huggers/low riders, etc.; pant legs tucked into socks or shoes; rolled up pant legs; cargo pockets; carpenter loops; blue jean look-a-likes with or without rivets; pajamas; denim or stretch or corduroy fabrics. (*Rivet* -- a silver or copper headed pin or bolt of metal used for uniting the fabric)
- Belts: Plain black, brown, navy or khaki with plain buckles and without embellishments or decorations of any kind -- if there are belt loops on the clothing, then belts must be worn.

**Walking Shorts/Skorts/Capris:** Navy or Khaki twill. (stretch fabrics are not allowed)

- Knee length or longer (Top of knee)
- Belts: Plain black, brown, navy or khaki with plain buckles and no embellishments or decorations of any kind -- if there are belt loops on the clothing, then belts must be worn.
- Same style and conditions as listed for pants.

**Skirts/Jumpers:** Navy or Khaki twill. (stretch fabrics are not allowed)

- Knee length or longer (top of knee)
- Belts: Plain, black, brown, navy or khaki with plain buckles and no embellishments or decorations of any kind -- if there are belt loops on the clothing, then belts must be worn.
- Same style and conditions as listed for pants.

**Shirts:** Shirts with collars may be long or short sleeved.

- **Traditional polo shirts:** Button-placket, flat knit fabric (no snaps). If short sleeved, length should cover one-half of the upper arm. Solid colors without trim: ***True Red, Navy Blue, White, Powder Blue, Dark Green, Light Pink and Toano School Spirit colors of: Royal Blue and Orange.***

Shirt color/shade variations are not allowed, for example: wine, maroon, turquoise, salmon, tan, beige, gold, lime, olive, etc.

- **Turtleneck or mock turtleneck shirts:** may be worn in the same solid colors and flat knit fabrics as polo shirts.
- **Oxford cloth dress shirts:** button-down collar, white or light blue. Denim is not an approved fabric.
- **All shirts** *must be long enough to remain tucked in.*

If layered shirts are worn, both shirts must follow this dress code policy. If an undershirt is worn, as underwear, it must be plain white and may not show at the shirtsleeves.

Unacceptable -- logos; monograms; tied up shirtsleeves; tee shirts; ribbed or denim fabrics; capped or cropped sleeves; Johnny collars.

**Cardigans/Pullover Sweaters/Sweater Vests:** Solid Navy or White only, without trim.

- Approved uniform shirts must be worn with these items with the collars out.

**Sweatshirts:** Crewneck sweatshirts and **plain** hooded sweatshirts that have zippers or are pullovers are allowed in the same colors as polo shirts: ***True Red, Navy Blue, White, Powder Blue, Dark Green, Light Pink, Royal Blue and Orange.*** Also allowed are TMS-approved spirit hooded sweatshirts in navy/orange/royal blue. Sweatshirts should fit the child, however, one size increase for growth is permissible.

- Approved uniform shirts must be worn with these items with the collars out. No logos
- **Shirt color/shade variations are not allowed, for example: wine, maroon, turquoise, salmon, tan, beige, gold, lime, olive, etc.**

**Socks/Tights/Pantyhose:** Matching solid colors, White, Navy, Khaki or Beige. No stripes or patterns.

**Shoes:** If shoes have laces, they must be laced up and tied.

- Shoes with heels higher than two inches are not allowed.
- Sandals and clogs must have a thick sole.
- Flip-flops, bedroom shoes, fuzzy boots or beach sandals are not allowed.

**Jewelry and Hair Accessories:** Should be modest and not present a potential safety hazard to any student. Heavy chains with or without medallions, spikes, or any jewelry with inappropriate wording are not allowed.

## **Other Information**

**Regular School Schedule:** School starts at 7:10. **Students should not arrive at school earlier than 7:10 a.m. Please keep the student in your car until 7:10 a.m.** The school building and classrooms will not be open before 7:10 a.m. and proper supervision of children is not available until then. **Students are dismissed at 2:20 p.m.**

**School Tardiness:** A student is considered tardy at 7:20 a.m. and must report to the office before going to class. **Three unexcused tardies will automatically result in one after school detention.** Repeated tardiness will be regarded as a serious problem requiring action involving the school administration, school social worker, and parents.

**Early Release Time (anytime before 2:00 p.m.):** Parents must sign students out in the main office, at which time the student will be called from class. Parents 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 in writing. Students will not be called from class after 2:00 p.m. Parents must then wait for regular dismissal.

**Regular Release Time (2:20):** Parents must arrive no later than 2:10 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 must remain in the front foyer until student arrives.

**Make-up Work:** Parents may request homework for their child by calling the **guidance office at 566-4257.** **Requests for homework will be processed within 24 hours.** **Make-up work** for missed classes will be assigned according to the teachers' expectations.

**Absences:** **Parents/guardians should 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. Remember to get the work from your teacher if you are absent and complete the work the following day.

**Extended Absences:** If the student is planning to be absent two 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 the absence.

**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. Indeed, 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 or 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.

**Student Withdrawal:** Parent/guardian must complete a withdrawal form prior to student's last day. The form may be obtained from either the attendance associate or the guidance registrar.

**Bathroom:** Use the bathroom during assigned bathroom breaks. Respect your teacher and the class by asking to go to the bathroom when direct instruction is not being given. 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.

**Lost & Found:** All lost and found items can be claimed in the cafeteria. After two announcements to check lost and found, unclaimed items are donated to charity.

**Field Trips:** Field trips are a privilege and must be earned. If a student's grades or behavior do not warrant the participation in the field trip, the student will not be permitted to leave the building. All discipline rules and policies govern student behavior on field trips. The level of expectation for student behavior is elevated when students are visiting sites away from school and representing our school to the community.

**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 in class, the more he/she will learn.

**Electronic Devices:** Mobile phones may not be used on the bus or on any school property during the school day or during after school activities. Mobile phones must be turned off and put away. Cell phones must be stored in the child's backpack and the backpack must be stored in the child's locker at all times during the school day. Mobile phones will be confiscated if they are not properly stored in the child's backpack stowed in the locker. MP3 players, portable electronic games and the like are not to be used or carried onto school property.

**Parent Teacher Conferences:** At anytime 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. Guidance can also serve as a liaison in helping to set up a conference.

**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 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.

**Dances:** Middle School dances are a privilege that all students must earn! Dances are reserved for middle school students only. The Guest Policy permits a student to invite one Williamsburg area middle-school aged guest to attend the dance as his or her guest. The completed dance guest permission form completed by the parent/guardian is required by 8:00 am one day prior to the dance and must be approved by administration. Guest slips may be picked up in the main office. 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.** 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 for any student or guest. All dances begin at 6:30 pm and end **promptly** at 9:00 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 9:00 pm. Parents are encouraged to chaperone dances.

**After School Detention:** After school detention serves as a consequence for inappropriate behavior. Teachers assigning an after school detention will provide the student with a form for the parent/guardian to sign and return to the school and also communicate with a phone call or email to the parent or guardian. After school detention must be served in a timely manner (within one week of the assigned detention). Transportation is provided for the student. Students who do not serve the after school detention in a timely manner will not be able to attend extracurricular activities or pep rallies.

## **Edline**

Edline is another way to provide parents information regarding the academic progress of their child. Edline allows parents to access student grades online. An activation code that is provided by the school is required. If you do not have access to the Internet, please let teachers know so they can send hard copies of Edline reports home as necessary.

Edline instructions:

### **New Account:**

1. Go to [www.edline.net](http://www.edline.net)
2. Click on the blue link above MEMBER LOG IN that reads "Click here if you have a new activation code"
3. In the box type your activation code (xxxx-xxxx-xxxx)
4. Click ENTER
5. Your child's name will appear below the blue line. Note: Each student is assigned a different code. If you have additional codes to activate repeat steps 1-4 and then continue to step 6.
6. Click ACTIVATE THIS CODE. (If you entered more than one code you will be prompted to ACTIVATE THESE CODES.)
7. Read through the users agreement, and then click "I AGREE"
8. Click the NEW ACCOUNT BUTTON
9. Create a user name for your Edline account
10. Create a password for your Edline account
11. Re-type the same password in the third box
12. Click continue
13. If you have an email account, enter it. (This will allow you to receive notifications of grade updates for your child and emails from your child's teachers.)
14. Choose a security question and type in your answer in the space provided.
15. Click UPDATE
16. Click DONE

At the end of the activation process a Quick Start Guide is available for you to print or save. The guide provides complete instructions on how to use Edline.

## **STUDENT SERVICES**

### **Guidance**

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.

### **CHILD STUDY TEAM**

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.

### **W-JCC SCHOOL DIVISION PARENT RESOUCE CENTER**

This center is housed at Warhill High School and serves as resource to assist parents of students with special needs in providing high quality and personal care in a wide range of services. The office is available to assist our children with disabilities to reach their fullest potential by working in conjunction with our families and professionals to enjoy an equal and respectful partnership. Please contact the office at 565-9147 for further information.

## ITINERANTS

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

The **School Psychologist** works with our students, families, and teachers to assist in a wide variety of support services, ranging from skill streaming and team building activities to behavioral and academic interventions.

## SCHOOL CLINIC

A full-time registered nurse staffs the school clinic. Except for emergency cases, students must have a pass to visit the clinic. Should a student require prescribed medications during school hours, the parent must sign a medication consent form. Medications must be brought in the original container with the appropriate label. Middle school students may bring prescribed medication to school, provided that they give the medicine directly to the nurse upon arrival. All over-the-counter medications require a written order by a doctor in order to be administered in school. **Medication cannot be sent home with students at the end of the school year. The parent must come to the clinic to retrieve any unused medication. Any medication not picked up by the parent at the end of the school year will be destroyed.** Students are not allowed to possess or administer medicine of any type while in school. The nurse will attend to cuts, bruises, or other minor injuries. In cases of serious injury, parents are contacted and the student may be sent to the family doctor or emergency room.

## **Be sure to sign the attached receipt of the student handbook.**

### TOANO MIDDLE SCHOOL CONTACT INFORMATION:

7817 RICHMOND ROAD  
TOANO, VA 23168  
PH: 757-566-4251

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## TOANO MIDDLE SCHOOL



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