YMS STUDENT PROCEDURES

Student Agenda
All students will use a student agenda to assist with organizing daily, weekly, and long-term assignments. It is a requirement that all students have an agenda, and the agenda should be in their possession at all times. Students should not remove pages or alter teacher and assignment information. Parents are asked to review and sign the agenda NIGHTLY. Teachers will sign the agenda each class period. Forging a teacher or parent signature will result in disciplinary action. Marking out a teacher or parent note will result in disciplinary action. The agenda is the primary form of communication between school and home. We encourage all parents to communicate with the teachers via the agenda. Consequences are given when a student does not write the agenda message for each class or does not have a parent signature each day. The agenda serves as the hall pass. Students may not leave the class without their agenda.

Access to Grades and Gradebook
Parents have access to an electronic gradebook, absences, and tardies via Campus Portal. Parents are able to sign up for the electronic Campus Portal at home using their student’s personal information. Parents should note that teachers may need seven days to enter graded assignments.

Messages, Deliveries, Lunch with Students
YMS will accept instruments, forgotten homework, projects, lunches, transportation changes, etc. when delivered to the office. Students will be called to the office during class change. We will not interrupt class to deliver items to a student. Homework will be dated and placed in the teacher’s mailbox. We are unable to accept any “change of transportation calls/notes” after 2:45 p.m.

Deliveries from parents or outside vendors with items such as balloons, flowers, restaurant food, etc. will NOT BE ACCEPTED OR PERMITTED.

Parents are welcome to eat lunch with their student. They can eat in a designated area in the main office. Due to allergies and other medical conditions, students and parents may not bring food such as cupcakes to share at lunch.

Lockers (Tenative)
Students may rent lockers for $10.00 for the school year. Lockers may be purchased during open house. Lockers may also be purchased from homeroom teachers throughout the school year. Students are responsible for the lockers issued to them. Students whose lockers are jammed, tampered with or damaged through abuse will be charged for repair and their locker privilege revoked. Lockers should never be shared. Locker combinations should not be shared, and the security of the lockers cannot be guaranteed by YMS. YMS is not responsible for lost or stolen items in lockers. Additionally, YMS lockers are not property of the student and may be searched at any time by the administration without the students’ consent.

Gym lockers are available to all YMS students. YMS assumes no responsibility for items lost through unauthorized sharing of lockers or combinations.

Book Bags (Clear, Mesh, or Trapper Keeper)
Students may not have book bags, rolling bags, string bags in the hallways after 9:00 a.m. or in the classrooms at any time. Book bags should be left in lockers until the end of the day and can only be accessed during lockers breaks or with staff permission.
Medications
If it becomes necessary for a student to take any form of medication at school, the medication must be brought into the office by an adult and picked up by an adult. A signed form from a parent must be presented to the office. **All medication** will be kept in and dispensed through the main office. Medications must be in the original childproof container. Empty containers will be sent home with the student, but the refill must be brought to YMS by the parent. Any medication should be picked up by the parent on or before the last day of school or it will be discarded.

Insurance
School insurance is available to all students. A packet will be available for each student during open house and during the first week of classes. Purchase of this insurance is optional. Only students playing extracurricular sports must provide signed evidence that they are covered by adequate insurance if they choose not to purchase this package.

Beverages, Soft Drinks, Juice, Coffee, etc.
Any drink in a glass or open container is not allowed. All breakfast drinks must be discarded at the conclusion of breakfast. Water in a clear water bottle is the only beverage permitted in class.

School Meals
Students may accumulate a maximum in charges to equal the price of two full pay student lunches. After the limit is reached, students are offered an alternate meal which consists of a sandwich and a beverage. Please see DCSS website for current meal prices.

Money
Yeager Middle School operates on a cash-preferred system. Please send your student with the exact cash and/or change when possible. **Money is collected and receipted by Homeroom Teachers or Activity Sponsors during Homeroom each school day.** Office personnel cannot accept and receipt money during the school day. Parents needing to provide lunch account money may sign in and visit the cafeteria manager to add money to a student’s account. Checks may not be cashed at school. **Checks will be accepted for the exact amount of expenses only.**

Lost and Found
Articles found in and around the school should be turned into the main office where owners may claim their property by identifying it. Additionally, lost and found articles can be turned in to/claimed in the Gym. YMS will routinely donate any unclaimed lost-and-found item. Students will be notified through morning announcements prior to articles being donated.

Media Center
The media center opens at 8:40 a.m. each day. You are encouraged to use the media center. From time to time students may need to visit the media center during class time to do research. In such cases, students should first get permission from the teacher, and upon entering the media center, inform the media specialist about particular needs. **Students are not permitted to be in the Media Center prior to 8:40 a.m. without approval of the school staff.** Students may check out 1-2 books at a time for a period of 2 weeks. Fines will be assigned for overdue books.
ATTENDANCE RELATED PROCEDURES

Attendance Policy
Please read the Douglas County School Board Policy on attendance rules and policies.

Student Absences, Late Work, Make-Up Work
All assignments are expected to be turned in on time. Late work will be accepted without penalty only if a student is absent and unable to be in school on the due date. All other late work may be accepted for reduced credit. Students will be given one day for each day absent to make up work. It is the STUDENT’S RESPONSIBILITY to ask the teacher for missed work. This make-up work will be graded as a regular assignment and the student’s average will be affected if the work is not completed. Please allow 24 hours for teachers to get work ready for pick up. If the requested work is not picked up, this courtesy may not be extended in the future.

Arrival and Dismissal Times
In the mornings, students are not to be on campus or dropped off prior to 8:30 a.m.
In the afternoon, dismissal begins at 4:05 p.m. Students should not remain unsupervised on campus after 4:15 p.m. If students are repeatedly picked up after 4:15 p.m., a referral to the school Social Worker may be made.

Tardies to School
Students who are not in Homeroom by 9:00 a.m., are considered tardy to school. If students are tardy to homeroom, they must check-in in the main office. When students are tardy, they interrupt instruction. Frequent tardies will result in an office referral. After the 10th tardy to homeroom, the Administration reserves the right to request specific documentation for further tardies to be coded as “excused”.

NOTE: Once students arrive to Homeroom, they must remain in Homeroom unless they possess an excused pass from a teacher.

Tardies to Class
Students are given feasible time to transition from one period/class to another. Students are expected to be seated and ready to learn when the tardy bell rings. Consequences will be given to students with excessive tardies to class.

Early Check Out
Parents are encouraged to make all medical and out-of-school appointments after school hours. If it is necessary to check your student out of school early, please report to the YMS main office and present a photo ID. No student may check himself/herself out, walk home, or leave YMS campus without parent confirmation. **No students may be checked out after 2:45 p.m.** due to end-of-day duties and dismissal procedures.

Emergency Closings
The official radio station for announcing emergency school closings is **WSB-AM 750**. When inclement weather or other events make the cancellation of school necessary, **WSB-AM 750** will be notified. If no announcement is made, school will be in session. Please do not call the school, central office, or the transportation department about the weather and school closings. Please also refer to the district/school website for information; additionally, you can receive Notify Me communication from the school/system if you have subscribed via the district/school website.
TRANSPORTATION PROCEDURES**

Car Riders
Students dropped off in the car rider line, should report directly to the cafeteria prior to 8:40 a.m. After 8:40 a.m., students should report directly to homeroom. Students should not remain unsupervised on campus after 4:15 p.m. If students are repeatedly picked up after 4:15 p.m., a referral to the school Social Worker may be made.

Bus Riders
Students are to ride their assigned bus. Students are also to get off and on the bus at the locations assigned. Any student wanting to ride a bus not assigned to them, must bring a note to the main office by 9:30 a.m. The note will be verified by YMS office staff prior to granting permission. When approved, the student will be given a PINK BUS NOTE which needs to be presented to the assigned bus driver. Students are not to interrupt instructional time to request a Pink Bus Note. Students are expected to behave appropriately when riding any school system bus due to the safety of everyone on the bus. Discipline infractions on DCSS buses may result in short-term suspension to permanent removal from the bus. Bus suspension applies to ALL school system buses.

Walkers
If students plan on walking home at any point during the school year, a Walker Permission Slip must be completed by a parent or guardian and returned to the YMS main office. Students should obey all safe traffic procedures while walking to or from YMS.

**We are unable to accept any “change of transportation calls/notes” after 2:45 p.m.

Transportation for Afterschool Activities**
Any student attending afterschool activities, must have transportation arranged in advance. No transportation is provided for afterschool clubs, meetings, or practices.

**Failure to be picked up at the designated time may result in suspension from all future afterschool activities.

PHONES

YMS Telephone Use
YMS school phones are for business purposes and are available to students for illness and emergency situations. Students must have a note from a teacher in order to use the office phone. Students will not be allowed to use the phones for such things as forgotten items or to get permission to go home with a friend.

Cell Phones
Cell phones are not allowed for non-instructional use. Sixth graders ARE NOT allowed to have electronics at YMS and may not participate in Bring Your Own Technology (BYOT). Seventh and Eighth graders may participate in BYOT when directed by their teacher. Electronic devices and paraphernalia may not be visible outside of the BYOT class. Any electronics visible (in pockets, around necks, etc.) will be confiscated. All confiscated electronics will be locked in the YMS vault and be released to only a parent or guardian. A discipline referral will also be generated. In addition, electronic devices are not allowed on the YMS campus during State Testing or the last week of school.
DISCIPLINE INFORMATION

Discipline Plan
Behavior that is disruptive to the learning environment will not be tolerated at Yeager Middle School. Parents and students are encouraged to review the Douglas County School System Policies and Procedures Middle School Handbook. This handbook can be found online at www.dcssga.org or on the Yeager Middle School website at yms.dcssga.org.

In-School Suspension (ISS)

Out-of-School Suspension (OSS)
The In-School Suspension (ISS) Program of the Douglas County School System is designed to provide an effective means of discipline that removes the student from the classroom while maintaining an educational program and counseling services. The ISS teacher will have complete authority of the In-School Suspension Program. All students are to adhere to the ISS teacher’s directives; disrespect or acts of insubordination will not be condoned.

Students who fail to comply with ISS rules and processes may be suspended out of school (OSS) for a period specified by the administration, and also based on the remaining time not completed in the In-School Suspension program.

Students must also complete all assigned missed work during ISS/OSS assignment.

Detention
Teacher Detention may be assigned by the individual teachers based on the Yeager Middle School Discipline Plan.

Administrative Detention may be assigned by YMS administrators. The time, date, and location will be noted on the discipline referral. The typical length of an administrative detention is 2 hours. The entire time must be served.

Peer Mediation
Peer mediation offers students the opportunity to resolve conflicts when a dispute cannot be successfully handled by students on their own. It encourages students to cooperate and communicate with each other without violence. Additionally, peer mediation programs have provided administrators, students, faculty, and parents with safe, positive, and conductive learning environments. YMS utilizes this program with students as needed.
YEAGER MIDDLE SCHOOL DRESS CODE POLICIES

The Douglas County School District dress code requires students to dress "in a manner that is conducive to a good learning environment." In the selection of school dress, parents and students should exercise good taste and good judgement. Many "fads" in dress are not appropriate for school. Therefore, student dress should reflect neatness, cleanliness and should not distract or cause disruption in the educational process of school. The school administration reserves the right to determine if a student's dress and personal appearance are too casual, too revealing, or too distracting from the learning environment to be considered appropriate for school. The health and safety of all students will be taken into consideration when making decisions regarding appropriate/inappropriate attire.

APPROVED FOR SCHOOL WEAR:

Pants
Appropriate wear would include dress pants that are size appropriate and worn at the waist. No holes above the knee with or without leggings.

Shorts
Shorts that are size and length appropriate, worn at the waist, and are not more than three inches from the top of the knee are appropriate.

Skirts and dresses
Skirts/dresses must be no more than three inches from the top of the knee. Slits in dresses or skirts must be no more than three inches from the top of the knee. Skirts and shirts over leggings must meet the three inch rule.

Leggings
Leggings must not be worn unless accompanied by shorts, skirts, or a dress that is no more than 3 inches above the knee.

Shirts and blouses
Long or short sleeved, dress shirt, T-shirt, polo type shirt, sweaters and sweatshirts which are size appropriate. Shirttails of all students must be below the belt line even with arms raised above the head or when the student is seated.

Shoes
All students must wear size appropriate shoes at all times. Sandals and slides must have a strap along the back of the ankle.

Undergarments
Appropriate undergarments must be worn at all times. Undergarments of any type must not be exposed.

Accessories
Females may wear fashion headbands as long as it does not cover the ears. Males may not wear headbands. Belts are optional and, if worn, are to be proper length tucked into belt loops. Belts may be required for students having difficulty with wearing pants at the waist. When available, zip ties may be provided for pending issues at the natural waistline.
**NOT APPROVED FOR SCHOOL WEAR:**

- Pants that touch the ground or floor;
- Wide legged pants, skin-tight pants; form-fitting clothing; Holes above the knee or higher;
- See-through clothing;
- Halter tops, tank tops and spaghetti straps;
- Deep-scooped necklines;
- Clothing that shows the bare midriff or bare back;
- Rubber and/or metal cleats, bare feet; pajamas, bedroom shoes, or other sleepwear;
- Articles of clothing which advertise or display the symbols of drugs, tobacco products, alcoholic beverages, or guns;
- Clothing which displays or implies profane, vulgar, obscene or racially offensive language, symbols, or sexual innuendos;
- Emblems, insignias, writing, graphics, pictures, badges, tattoos or other symbols where the effect thereof is to unreasonably attract the attention or cause disruption of a class or disruption or interference with the operation of the school;
- Hats, sunglasses and caps, visors, head or wrist bands, skull caps, do rags, bandanas etc. (All hats and caps shall be properly stored during the school day);
- Large coats and hoods may not be worn in the school building. (Hoods on sweatshirts must not be pulled up on head);
- Chains hanging from wallets or clothing; dog collars or electronic belt buckles.
- Display or wearing of any gang articles, paraphernalia or clothing that can be construed as being gang related (e.g., bandanas, sweat bands, head rags, T-shirts, jerseys, jackets, etc.);
- Jewelry that is offensive; distracts or is studded or pointed, including “grills” and heavy chains;
- Any hairstyle or coloring and body piercings which causes a distraction or disturbance to the learning environment;
- Clothing worn in a manner inconsistent with the intended design (ex.: exposure of clothing designed and sold as undergarments, rolled up pants legs, bandanas used as belts, etc.).
- Shoes with any type of wheels or other rolling apparatus.

**Exceptions:**

- Uniforms for school related activities are acceptable if approved by school administrators. Female cheerleaders must wear warm-ups under cheerleading uniforms except during games and pep rallies.
- School administrators may alter the dress code for special occasions or extracurricular activities.
- Parents of students who require an exemption from the dress code for religious, cultural, or short-term medical reasons may make application to the principal.

**Consequences for failure to comply:** The administration will determine consequences. These may include dress modification, parent notification, counseling or In School Suspension. Refusal to comply with the dress code, repeated offenses, or violations of severe nature may result in a higher degree of discipline.
YMS MUSTANG MAGIC MOTTO

M - Motivate yourself and others.
U - Understand the world and people around you.
S - Success is being responsible and prepared.
T - Think before you speak. Be positive.
A - Attitude leads to respect. Attendance leads to learning.
N - Never give up. Determination is noble.
G - Growth mindset every day!
S - Safety first. No bullying! Always report!