



Yeager Middle School Student Handbook

"Home of the Mustangs!"

Principal, Ms. Stefanie Stinchcomb

Assistant Principal, Mr. Tommy Thorne

4000 Kings Highway

Douglasville, GA 30135

Phone: 770-651-5600

Website: <http://yeager.dcm.schoolinsites.com>

YMS Mission

To provide a quality education for all students in a safe, supportive environment.

YMS Vision

To build a community of lifelong learners that become responsible individuals, individual thinkers, and productive citizens.



YEAGER MIDDLE SCHOOL

Student Handbook 2016-2017

Dear Parents and Students,

Welcome to Yeager Middle School! We are looking forward to a productive and successful school year. We are very proud of Yeager Middle School and believe that high quality academic standards promote student achievement. It is our hope that with clear expectations, a strong instructional program, and the cooperation from you and your family, we will have an outstanding year.

Whether you are a new or returning student, we want each Yeager Middle School student to get involved in sports, clubs, band, chorus, art, and other extra-curricular activities offered at YMS. We would like every parent to become a member of PTSA and become involved in the support of our students, faculty, and staff. The Yeager Middle School administration, faculty and staff are eager and willing to do what it takes to assist each student in achieving their very best.

Have a wonderful year!

Sincerely,

Ms. Stefanie Stinchcomb

Yeager Middle School

Principal

4000 Kings Highway

Douglasville, GA 30135

770-651-5600 fax 770-947-7374

GENERAL YMS 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 3:15 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. Parents may eat with their student in the café if both are eating YMS food. If the parent brings outside food to their student and EATS 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

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

Students may not have book bags, rolling bags, string bags in the hallways after 8:30 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. Students may bring a canned drink, plastic bottle, or juice box as part of their lunches. All breakfast drinks must be discarded at the conclusion of breakfast. All other drinks are not allowed.

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.

Meal prices are as follows:

| | Breakfast | Lunch |
|-----------------------|-----------|--------|
| Elementary Student | \$1.25 | \$2.10 |
| Middle School Student | \$1.25 | \$2.35 |
| High School Student | \$1.25 | \$2.35 |
| Staff | \$1.65 | \$3.25 |
| Guest | \$1.65 | \$3.50 |

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 at the start of 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 8:10 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 8:10 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 7:30 a.m.

In the afternoon, dismissal begins at 3:38 p.m. Students should not remain unsupervised on campus after 4:00 p.m. If students are repeatedly picked up after 4:00 p.m., a referral to the school Social Worker may be made.

Tardies to School

Students who are not in Homeroom by 8:30 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 3 minutes 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 3:15 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 8:10 a.m. After 8:10 a.m., students should report directly to homeroom.

Students should not remain unsupervised on campus after 4:00 p.m. If students are repeatedly picked up after 4:00 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 9:00 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 3:15 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.

Student Pick-Up Times:

Football: Saturdays: pick up by 12:00-noon

Wednesdays: pick up by 7:00 p.m.

Basketball: Tuesday, Thursday, Friday: pick up by 7:00

*****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.douglas.k12.ga.us or on the Yeager Middle School website at yeager.dcm.schoolinsites.com.

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 assigned ISS or OSS are not permitted on any school district property until released from the ISS or OSS assignment.

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 conducive learning environments. YMS utilizes this program with students as needed.



GET INVOLVED.....BE AN ACTIVE MUSTANG!

CLUBS: Yeager Mustang clubs are a fun way to explore a variety of activities! The clubs listed may change. Clubs may be added or dissolved based on student participation.

| YMS CLUBS | |
|---|-------------------|
| Junior BETA | Writer's Workshop |
| Art Club | Poetry Club |
| Mustang News Network | Crafter's Club |
| Student Council | Running Club |
| Spanish Club | Pep Band |
| Chess Club | Drama Club |
| Reading Bowl | Math Team |
| Grounds Crew | Science Olympiad |
| Model Mustangs | Project Manhood |
| 4-H Club | Reader's Corner |
| Yearbook Staff | Photography Club |
| Anime Club | STEM Club |
| <p><i>If you have idea for a new and exciting club, please see Ms. Stinchcomb, Mr. Thorne, Dr. Wray, or Ms. Moreland for a NEW CLUB PROPOSAL FORM. There's always room for one more club at Yeager Middle School!</i></p> | |

SPORTS: Yeager Mustang sports teams are a great way to get active and involved!

| YMS SPORTS |
|--|
| Football |
| Softball |
| Cheerleading |
| Basketball |
| Track |
| Soccer |
| <p><i>Players must meet grade requirements and have a current physical on file at Yeager Middle School. Students must meet all eligibility requirements in order to try out or participate in a sport.</i></p> |



Bell Schedules

| | Regular Day Bell Schedule | Green Day Bell Schedule | Advisement and Club Bell Schedule |
|-------------------------------|------------------------------|--|---|
| Homeroom | 8:10 – 8:35 (25) | 8:10 – 8:35 (25) | 8:15 – 8:35 (20) |
| | | Green Day or Clubs 8:38 – 9:18 (40) | 8:38 – 9:08 (30) |
| 1 st Class | 8:38 – 9:30 (52) | 9:21 – 10:06 (45) | 9:11 – 9:57 (46) |
| 2 nd Class | 9:33 – 10:25 (52) | 10:09 – 10:54 (45) | 10:00 – 10:46 (46) |
| 3 rd Class | 10:28 – 11:20 (52) | 10:57 – 11:42 (45) | 10:49 – 11:35 (46) |
| 4 th Class + Lunch | 11:23 – 12:53 (90) | 11:45 – 1:15 (90) | 11:38 – 1:08 (90) |
| 5 th Class | 12:56 – 1:48 (52) | 1:18 – 2:03 (45) | 1:11 – 1:57 (46) |
| 6 th Class | 1:51 – 2:43 (52) | 2:06 – 2:51 (45) | 2:00 – 2:46 (46) |
| 7 th Class | 2:46 – 3:38 (52) | 2:54 – 3:38 (44) | 2:49 – 3:38 (48) |