

**STUDENT and PARENT
HANDBOOK
2007-2008**



**Jefferson Middle School
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All school board policies are posted on the website at
http://policy.tsba.net/TOP/JeffersonCo_Online/index.html

Welcome to Jefferson Middle School!

The administration, faculty, and staff would like to extend a warm welcome to both students and parents. We are excited that you will be a part of the student body this year. We hope and expect that our school will be a source of pride to all and that it will provide the opportunity for students to grow, explore, and learn.

Along with opportunity comes responsibility. Respect for ourselves and others is probably the single most important factor that contributes to student success. As a member of the student body, it is critical that you respect yourself, your peers, and the adults who work here every day.

The policies and procedures contained in this booklet are the result of a concerted effort on the part of the administration and faculty. This information has been carefully prepared and presented so that it will be of great value in helping you to adjust and become an integral part of Jefferson Middle School.

JMS MISSION

The mission of Jefferson Middle School is to provide our students with the opportunities to be life-long learners and responsible, productive citizens.

JMS BELIEFS

1. Students learn in different ways and at different levels in the classroom as well as extracurricular activities.
2. Learning is a life-long process.
3. Learning requires active participation from the learner.
4. A safe environment enhances student learning.
5. School should be tobacco, alcohol, and drug free.
6. The learner should be able to apply academic skills to real world experiences.
7. Each student is a valued individual with unique physical, social, emotional and intellectual needs.
8. Students should have a basic understanding of technology.
9. Students should be responsible for their own actions and have respect for others.
10. Education is influenced from outside of school such as parent involvement, home environment, peer pressure, etc.

CODE OF CONDUCT

Our ultimate goal is to develop, in students, a sense of responsibility and self-discipline. We believe all students have a responsibility to behave in a manner that does not prevent teachers from teaching or students from learning. Each student has a responsibility to demonstrate respect for self, for others, and for school property.

ASSERTIVE DISCIPLINE PROCEDURES

The assertive discipline procedures at JMS attempt to establish a climate indicative of an academic facility, well-disciplined, and concentrating on academic tasks. It sets forth clear and consistent conditions of negative conduct and consequences to enable the administration to deal promptly and fairly with students who violate the rules. Students will learn to accept responsibility for their actions and decisions.

The basic purpose of assertive discipline procedures is to create a setting where teachers can teach and students can learn. This requires respect between students and teachers, so that the rights of both groups are not violated. To help teachers and students understand the underlying principles of our assertive discipline procedures, it will be useful to develop common languages which will improve understanding between all groups during regular school hours and at school functions.

1. **Civility**- To understand that there is a right and wrong way to conduct oneself, depending on the situation.
2. **Honesty**- A respect for truth and for the property of others.
3. **Integrity** – Following your conscience and keeping your head regardless of what other people do.
4. **Courtesy**- Treating others as you want to be treated.
5. **Prudence**- To think before you act; to consider the consequences before you act; to consider alternatives.
6. **Tolerance**- To make an effort to understand others, even if you do not agree with them; to live and let live.

What this school is or wishes to become depends on what the students are or wish to become. This is not something that can be given to you; rather, it must come from within. The faculty may initiate it, but the student body must complete it-or it won't be completed at all. Don't wait on someone to make your situation better, begin the task yourself. We promise to help you and support you along the way. When you win, **we win**.

EXPLANATION OF PROCESS

1. To allow for flexibility and creativity between the teacher and the administrator, if adjustments need to be made in the hierarchy of punishment(s), they should be made only after consultation between the administrator and the teacher.
2. If in the teacher's and administrator's opinion, a student's behavior requires special attention, the student may be put on a behavior contract.
3. If a teacher perceives that a student might be having a behavioral or academic problem that would interfere with his/her learning or that of the other students, the teacher may refer the student to the appropriate counselor as an alternative to referral to an administrator.
4. Teachers are encouraged to make frequent parental contact concerning students with behavior problems. Conferences with students, the teacher, an administrator, and parents should be held as often as needed.

5. The PURPOSE of this plan is to establish a clear and consistent hierarchy of punishment to enable the administration to deal promptly and fairly with students who violate school rules. It is also the purpose of this discipline plan to establish a safe and orderly school environment in which the rights of all students are protected and the efforts of the teachers to maintain order and teach students are supported. Common sense usually tells us what type of behavior is or is not acceptable at school. All students are expected to conduct themselves in a manner that reflects respect and consideration for the rights and property of others. Although the handbook may not specifically identify a certain behavior as inappropriate, it is assumed students know the difference between right and wrong. The administrators, teachers, and staff reserve the right to determine whether or not a student's behavior is inappropriate. The hierarchy of punishments ranges from the less severe to the more severe, ultimately reaching the expulsion from school is recommended. It is the philosophy of the faculty and administration that although expulsion from school is a matter with serious implications for the student and his/her family, it is a step which circumstances necessarily dictate either because of the severe nature of the offense(s) committed or because of the habitual nature of the violations committed by the

student. The guiding principle of this system is that its purpose is not to punish, but to teach and encourage students to accept responsibility for their actions and decisions, and to regard the rights of others with as much reverence as their own.

6. Before the administrative discipline plan will take effect, the student will have to be referred to the administration. Most referrals come from teachers as a result of a violation of the classroom discipline plans. In order for a student to be referred to an administrator as a result of a violation of the teacher's classroom discipline plan; one of two types of infractions would have to have occurred. Either the student would have to have committed a severe classroom disruption (consisting of an overt refusal to obey a teacher, fighting, vandalism, or any action which stops the class from functioning); or the student would have had to commit five violations of the classroom rules during a nine weeks period. At either of those two points, the student would be referred to an administrator. Classroom steps start over at the beginning of the nine weeks period.

RELATIONSHIP BETWEEN STUDENT AND TEACHER

A student's most direct and frequent contact with a school official is with the classroom teacher. Specific classroom expectations will be clearly posted in each room. It is the student's responsibility for following the rules.

CLASSROOM RULES

1. Bring supplies to class.
2. Remain seated-keeping hands, feet, objects, and inappropriate comments to yourself.
3. Be on time.
4. No food, candy, gum, or drinks are allowed without permission.
5. Follow the teacher's directions.
6. No inappropriate language. Examples of inappropriate language are:
 - a. abusive language of any kind
 - b. crude or indecent talk
 - c. derogatory comments based on race, religion, or creed
 - d. offensive name-calling
 - e. untruthful statements
 - f. inappropriate or obscene gestures/materials, etc.

CLASSROOM LEVEL CONSEQUENCES

1. First Step
Warning
2. Second Step
Warning/Modification/Intervention conference/Parent notification
3. Third Step
Warning/Modification/Intervention conference/Parent notification
4. Fourth Step
Warning/Modification/Behavior contract/Parent notification required
5. Fifth Step
Office referral/Parent notification required
6. Sixth Step
Required parent conference
7. Seventh Step
Office referral/Parent notification

NOTE: Teachers should have written documentation and behavioral modification strategies for each step.

A student's record is wiped clean of classroom level consequences at the end of each nine weeks. When a student continues to have a problem that relates to a specific class, the following steps should be followed in trying to solve the problem:

1. The student should discuss the matter with the teacher at a time other than class time and which is mutually convenient.
2. If that fails, the student, the parent, and the teacher should meet.
3. The next step would be to involve the administration.
4. Actions, which cannot be resolved at the school level, would go to the Director of Schools and the School Board, in that order.
5. At any point, particularly in the early stages, the guidance counselor can be involved to help solve the problem.

It is strongly recommended that all students become totally familiar with the rules and guidelines of the school and use them to make this the best school year of your career.

PRINCIPAL REFERRALS

Principal referrals (except where specified) will accumulate each semester. For any student with three or fewer referrals, the referrals will be removed at the semester end and the process will begin anew. The referral system works as follows:

- 1st Referral-Parents/guardians contacted by telephone, note and/or by the student.

2nd Referral-Parents/guardians contacted by telephone, note and/or by student.

3rd Referral-Parents/guardians contacted by official letter.

4th Referral-Student is suspended out of school until a disciplinary hearing with parent/guardian is held. Results will include probation or dismissal.

5th Referral-A violation of probation occurs. Parents/guardians are contacted for a formal hearing. The student is remanded to Kingswood Alternative School until such time the student successfully completes the Alternative School's instructional and behavioral programs.

DISCIPLINE CODE

LEVEL I MISCONDUCT

This is minor misbehavior that impedes orderly classroom procedures, but which can be handled by an individual teacher. Individual classroom rules and procedures will be distributed during the first week of school. Prior approval from principal or assistant principal is required.

FIVE (5) INFRACTIONS WILL RESULT IN A LEVEL II MISCONDUCT OFFICE REFERRAL.

Examples: (not an inclusive list)

1. Not dressing out for PE
2. Classroom disturbance
3. Horseplay
4. Cheating
5. Lying
6. Refusing to do assignments
7. Harassment
8. Inappropriate/Abusive language
9. Sleeping
10. Failure to have supplies and/or assignments
11. Violation of rules and/or procedures established by the teacher
12. Possession of pagers, tape players, CD players, MP3 devices, radios, laser pointers, electronic games, or any other device that is deemed unnecessary for school use. **Electronic devices, including cell phones, will be turned off during school hours. For the first offense, the phone will be confiscated for 30 days. The second**

offense will result in two days out-of-school suspension and devices being taken up an additional 30 days.

13. Dress code violation (not to be logged by teacher; the teacher will have the student correct the violation; if the student cannot comply or refuses to comply, the student will be sent to a principal)
14. Hazing
15. Eating and/or drinking on campus at any place not so designated
16. Tardy

LEVEL II MISCONDUCT

This is misbehavior which the frequency or seriousness requires corrective action on the part of an administrator. **FIVE (5) INFRACTIONS WILL RESULT IN ALTERNATIVE SCHOOL, or FOUR (4) LEVEL II INFRACTIONS AND ONE (1) LEVEL III WILL RESULT IN SUSPENSION WITH ALTERNATIVE SCHOOL RECOMMENDATION or EXPULSION.**

Examples: (not an inclusive list)

1. Misconduct referral for 5 Level I infractions
2. Classroom disturbance (severe)
3. Possession/Use of tobacco or tobacco paraphernalia (1st Offense)
4. Dress code violation
5. Inappropriate public displays of affection. **Public Displays of**

affection Defined: School is not the place for embracing and kissing. Any physical contact beyond hand holding is a violation of the disciplinary code.

6. Out of class without a pass
7. Chronic tardiness
8. Violation of safety rules
9. Failure to sign-in/sign-out of school when reporting late, or leaving school early
10. Gambling
11. Truancy
12. Cutting class
13. Leaving campus
14. Disrespect to teacher/staff/administrator
15. Extremely vulgar/offensive language/gesture
16. Harassment (sexual, racial, ethnic, religious, other)
17. Vandalism (minor)

18. Forgery
19. Being in unauthorized part of building
20. Stealing
21. Detention violation
22. Excessive repetitive problems from Level I misconduct list
23. Cheating
24. Gross immorality
25. Any acts of disobedience
26. Unauthorized distribution of materials
27. Blackmailing
28. Falsification of parental permission notes or school records
29. Infraction of bus rules and regulation (see policy)
30. An illegal walkout from a classroom/school building
31. Locker misuse
32. Any other behaviors or actions considered to be inappropriate

LEVEL III MISCONDUCT

These are acts which pose a threat to the safety or well being of the individual or others in the school or which encumber the educational process. **THREE (3) INFRACTIONS WILL RESULT IN ALTERNATIVE SCHOOL PLACEMENT RECOMMENDATION or EXPULSION.**

Examples: (not an inclusive list)

1. Disrespect to teacher/staff/administrator
2. Harassment (sexual, racial, ethnic, religious, other)
3. Assault/Fighting
4. Violent threats or acts of violence
5. Possession/Use of tobacco or tobacco paraphernalia (2nd and 3rd offenses)

LEVEL IV MISCONDUCT

This is an act which results in violence to another person or property or which pose a threat to the safety of others in the school. These acts are so serious that they usually require administrative action which results in the immediate removal of the student from the school, the intervention of law enforcement authorities and action by the Board of School Commissioners (including **all Zero Tolerance offenses**).

ONE (1) INFRACTION WILL RESULT IN SUSPENSION WITH ALTERNATIVE SCHOOL RECOMMENDATION OR EXPULSION.

in violation of this policy, the student will be suspended from school following the suspension guidelines in Board policy 6.309 for Zero Tolerance. According to 6.309 for Zero Tolerance Offenses, in accordance with state law, any student who unlawfully possesses any drug including any controlled substance, legend drug and/or drug paraphernalia shall be expelled for a period of not less than one (1) calendar year. The director of schools shall have the authority to modify this expulsion requirement on a case-by-case basis. The principal shall also notify the proper law enforcement authorities.

PRESCRIBED DRUGS/LOOK ALIKE DRUGS/OVER-THE-COUNTER DRUGS

Abuse of prescribed drugs and/or over-the-counter drugs and/or look alike drugs shall be considered in the same manner as illegally obtained substances. Students shall not attempt to market or distribute any substance, which is represented to be or is substantially similar in color, shape, size or markings to a controlled substance.

Students under prescribed medications must identify themselves to appropriate school officials upon arrival at school and the prescribed medication shall be retained during the school day and administered by the principal's designee. All prescriptions shall bear the name of the medication, directions for administration and the name of the issuing pharmacy.

When a principal or designee determines that a student is in violation of the above policy, the student will be suspended from school following the suspension guidelines in Board Policy 6.309, Zero Tolerance Offenses.

TOBACCO

Use and/or possession of tobacco products by students are prohibited in all school buildings, on the school campus, and on school transportation vehicles during school hours. School hours shall be interpreted to mean the period of time beginning with the first bus pickup and/or arrival at school in the morning and ending with the last bus drop and/or departure from school in the afternoon. This policy also applies to school bus trips.

Students who violate this policy will receive the following:

First offense: Three days out-of-school suspension with parent notification and citation to court.

Examples: (not an inclusive list)

1. Violent threats or acts of violence (death threat, hit list, extortion, bomb threat, assault/battery, arson, etc.)

Bomb threats are considered a felony and will result in referral to the local authorities. Such acts can result in five-to-ten years in prison.

2. Possession/use/transfer of alcohol or drugs
3. Possession/use/transfer of dangerous weapons/instrument
4. Vandalism
5. Theft/possession/sale of stolen property
6. Harassment-excessive/violent (sexual, racial, ethnic, religious, other)
7. Commission of a crime.

All of the preceding are applicable on school grounds, before, during, and after school hours, on school field trips, co-curricular activities (on or off campus), and extra-curricular activities (on or off campus).

BUS CONDUCT/RULES

While on the bus, students must keep their heads and hands inside the bus at all times. Loud talking and laughing may divert the driver's attention and make safe driving difficult. Horseplay is not permitted around or on the bus. No drinks, glass, or potentially dangerous items are allowed on the bus. Bus riders will not tamper with or damage the bus. No one is allowed to stand in the doorways. In compliance with the tobacco use policy, no form of tobacco will be used on the bus. A student is subject to appropriate disciplinary action if any of these bus rules or any school rules are violated.

DRUG AND ALCOHOL USE

DRUGS

Students shall not consume, use, possess, give exchange, transfer or be under the influence of any narcotic drug, amphetamine, barbiturate, hallucinogenic drug, marijuana, or intoxicant of any kind. This also includes, but is not limited to abuse of inhalants and prescription drugs. Drug violations are subject to disciplinary action if they occur on school property, at a school activity at any time whether on or off campus; or in a school vehicle. When a principal or his designee determines that a student is

Second offense: Suspension three days out of school and probation for the remainder of the school year and citation to court.

Third offense: Dismissal from school, placement in the Alternative School until such time the student successfully completes the Alternative School's instructional and behavioral programs, and citation to court.

ALCOHOL

Students will not possess, distribute, consume, or be under the influence of alcoholic beverages, in school buildings, on school grounds, in school vehicles or buses, or at any school sponsored activity at any time, whether on or off school grounds.

Upon information that a student is suspected of violating this policy, the principal of the school shall be notified immediately. If it is determined that board policy has indeed been violated, the principal shall notify the student's parent or guardian and the appropriate law enforcement officials, and take appropriate action as afforded through the board disciplinary policy.

The penalty for first offense violations of the alcohol policy will be to remain to the Kingswood Alternative School until such time the student successfully completes the Alternative School's instructional and behavioral programs.

During the suspension period, the student should implement and complete an alcohol education program that would include the effects and consequences of alcohol use on personal health and safety. (Program to be approved by alternative school). **NOTE: Parent/student will be responsible if any expense is incurred for the alcohol education services.**

If a student violates the alcohol policy a second time, he/she will be subject to expulsion from the school system for a minimum of one (1) calendar year from the date of infraction. In addition, the proper law enforcement authorities will be notified. The student may be required to show proof of an approved drug/alcohol-screening test prior to re-entering the regular school program. Other counseling may be required for attendance in the alternative school or re-entry to the regular program.

ASSAULT POLICY

Any physical assault by a student on an employee of the Jefferson County Board of Education shall result in expulsion for one (1) calendar year, with possible petition to court. According to T.C.A. 49-6-3401, any teacher observing or having knowledge of an assault and battery or vandalism which endangers life, health, or safety which is committed by a student on school property is to report the action immediately to the principal of the school. The principal, having knowledge of an assault and battery or vandalism endangering life, health, or safety committed by a student on school property or who receives a report of such action, is to report such action immediately to the local Police Department or the Sheriff's Department.

BULLYING POLICY

Students shall be provided a safe learning environment. It shall be a violation of this policy for any student to bully, intimidate or create a hostile educational environment for another student. Bullying and intimidation are defined as either physically harming a student or damaging his/her property, or knowingly placing the student in reasonable fear of such, or creating a hostile educational environment. The policy addresses conduct taking place on school grounds, at any school-sponsored activity, on school-provided transportation, or at any official school bus stop immediately before boarding and immediately following deboarding. Students found guilty of bullying will be punished in accordance with the school discipline plan.

DISCRIMINATION/HARASSMENT POLICY (SEXUAL, RACIAL, ETHNIC, RELIGIOUS)

According to T.C.A. 49-6-3109, students shall be provided a learning environment free from sexual, racial, ethnic, and religious discrimination/harassment. It shall be a violation of this policy for any employee or any student to discriminate against or harass a student through disparaging conduct or communication that is sexual, racial, ethnic, or religious in nature. The following guidelines are set forth to protect students from discrimination/harassment.

Student discrimination/harassment will not be tolerated. Discrimination/harassment is defined as conduct, advances, gestures or

words either written or spoken of sexual, racial, ethnic, or religious nature which:

1. Unreasonably interfere with the student's work or educational opportunities; or
2. Create an intimidating, hostile, or offensive learning environment; or
3. Imply that submission to such conduct is made an explicit or implicit term of receiving grades or credit; or
4. Imply that submission to or rejection of such conduct will be used as a basis for determining the student's grades and/or participation in a student activity.

Students found guilty of harassment/intimidation will be disciplined in accordance with the school discipline plan. Victims of harassment/intimidation shall report these conditions to the teacher, principal or guidance counselor. Any incident of possible harassment involving student versus student will be investigated, and infractions may result in warnings, parent contact, in-school suspension, out-of-school suspension, and dismissal from school through the Assertive Discipline procedure. Any incident of possible harassment involving staff or teachers will be reported to the Director of Schools for investigation. The referral system works as follows:

- 1st Referral – Parents or guardians are contacted by telephone, note and/or student.
 - 2nd Referral – Parents or guardians are contacted by official letter.
 - 3rd Referral – The student is suspended out of school until a disciplinary hearing with the parents or guardians is held. Results will include probation or dismissal.
- Subsequent Referrals – A violation of probation occurs. Parents or guardians are contacted for a formal hearing. The student is dismissed for not more than 27 school weeks.

DISRESPECT POLICY

In cases of general disrespect, the consequence is up to ten days ISS or out-of-school suspension. In cases of severe disrespect, or in the threatening of an employee, the minimum consequence for the first offense will be ten days out-of-school suspension and/or placement in the Alternative School or expulsion and/or petition to court. Second offense

will result in placement in the Alternative School or expulsion and/or petition to court.

PROHIBITED ITEMS

Toys, computer games, radios, cassette/CD players, tapes/CD's, lighters, playing or trading cards, laser lights, etc., are not allowed at Jefferson Middle School.

- First offense: Electronic devices will be confiscated and returned to the student at the end of the day.
- Second offense: The device will be retained for the remainder of the term.
- Third offense: Student will be elevated to a Level II Misconduct, with the device being retained for the remainder of the year.

ELECTRONIC COMMUNICATIONS DEVICE/CELL PHONE POLICY

Electronic devices, including cell phones, will be turned off during school hours.

- First offense: The device will be confiscated for 30 days. Parent pickup.
- Second offense: Two days out-of-school suspension and devices being taken up for an additional 30 days. Parent pickup.

FIGHTING POLICY

Fighting: Anytime hands are placed on another student in an aggressive manner. If both students swing, both are fighting. If you are hit, and you hit back, it is a fight.

- First offense: Three days out-of-school suspension and probation.
- Second offense: Student will be remanded to Kingswood Alternative School until such time the student successfully completes the Alternative School's instructional and behavioral programs.

Fighting referrals accumulate for the entire year.

Students who instigate fights but are not actively involved (that is, students who carry rumors, put others up to fighting, or carry information back and forth between other individuals who subsequently fight) subject themselves to the same penalties as those who are involved in the fight. Students who are intimidated or harassed by another student should report it to a teacher or administrator. Teachers are to report these incidents immediately to an administrator. In sum, **fighting will not be tolerated on the campus, on the school bus, or at any sanctioned event.**

PROFANITY POLICY

The use of profane or vulgar language is prohibited at Jefferson Middle School.

- First offense: Three days in-school-suspension with parent notification
- Second offense: Ten days in-school-suspension with parent notification
- Third offense: Alternative School recommendation

WEAPONS VIOLATION

Possession or use of a weapon in school, on school trips, or during co-curricular activities is prohibited on or off the school campus. Dangerous weapons for the purposes of this policy shall include, but are not limited to a firearm or anything manifestly designed, made or adapted for the purpose of inflicting death or serious bodily injury or anything that in the manner of its use or intended use is capable of causing death or serious bodily injury. Students suspended for a weapons violation under Zero Tolerance shall be expelled for a calendar year. Additionally, the student will not be offered alternative school. The student may be required to show proof of satisfactory psychological examination before being readmitted. Law enforcement authorities will be contacted when a weapons violation occurs. NOTE: Pocketknives are not permitted for any reason at Jefferson Middle School.

POSSESSION OF ILLEGAL ITEM

Backpacks, purses and billfolds, lockers, vehicles, storage areas, packages, and containers are subject to search for alcohol, drugs, drug

paraphernalia, dangerous weapons, or any property which is not properly in the possession of the student. **TCA 49-6-4203c.**

TARDY POLICY

It is the responsibility of students to arrive at school on time. Oversleeping is not a legitimate excuse for tardiness. Instructional time is very important; students must be in class and prepared for the lesson to begin when the tardy bell rings. Unnecessary tardiness will not be permitted. All students arriving at school after the day has begun must first report to the office. Finally, it is also the student's responsibility to get to class on time.

FIELD TRIPS

The following conduct is expected on a school-sponsored field trip:

1. All school bus rules apply.
2. School policies relating to tobacco use, drugs, alcoholic beverages, appropriate dress for the occasion, and general conduct will be strictly enforced.

STUDENT DRESS CODE

Students should dress appropriately at all times. Dress should never distract from school activities or prove a hazard to the student's safety or to the safety of others. In the judgment of the administration, a student not appropriately attired or whose grooming constitutes a distraction or disturbance to the school environment will be sent home and not be readmitted until he/she is properly attired or groomed.

The following attire is **inappropriate**:

- Hats/headbands
- Tank tops, jerseys, shirts, blouses, sweaters, or dresses that are inappropriately revealing (including spaghetti straps).
- **Jeans with holes and/or with tights under jeans/holes.**
- Clothing which allows undergarments to be visible when standing or sitting.
- Any clothing that has obscene or profane language, depiction of alcoholic beverages or unlawful substances, and/or gang related.
- Clothing that contains messages, slogans, or symbols that promote racial discord such as rebel flags on shirts or bandanas.

- Clothing which exposes the midriff (Tops must extend below the beltline and/or be tucked in at all times.)
 - Tattoos, either permanent or temporary (They must be covered if possible.)
 - Body piercing jewelry (except of the ears).
 - Hair that is sprayed or dyed in unnatural colors such as blue, pink, green, orange or yellow.
 - Bagging, sagging, or dragging of pants.
 - Skirts, Capri pants, and dresses must be knee-length or longer.
 - Shorts are permitted that are appropriate in length and style.
- The above listing is a **minimum** standard. Principals may modify to the extent that is a higher standard. The principals also reserve the right to add restrictions to the dress code as the need arises.
- The principal will notify the student's parent or guardian and have the student remedy the problem by changing clothes or removing/covering/reversing objectionable clothing, jewelry, tattoo, or head covering. The student may be sent home to change clothes or have clothes brought to him/her. When the problem has been corrected, the student will return to class after the principal has determined the disciplinary option to be administered.

PENALTY OPTIONS

ALTERNATIVE SCHOOL

A student is remanded to Kingswood Alternative School until such time the student successfully completes the Alternative School's instructional and behavioral programs. **EXCEPTION:** Zero Tolerance

DETENTION

For minor discipline infractions or tardies, teachers and administrators may assign detention (serving time before or after school).

IN-SCHOOL SUSPENSION

1. In-school suspension may be given to a student for a minor infraction of school rules, such as excessive tardiness.
2. Students serving in-school suspension will report directly to the ISS room at the beginning of 1st period and remain until school is dismissed.
3. Every effort will be made to contact parent(s) or guardian(s) when students are assigned to in-school suspension.

4. Students serving in-school suspension will have all school privileges suspended during the period of suspension.
5. Students may not re-enter the regular program until in-school suspension has been served.
6. Students must have textbooks, pencil, paper, and all other materials necessary for class. Assignments will be provided by regular teachers to the in-school suspension teacher(s). Students must complete all assignments given and cannot alter assignments provided by teachers.
7. Students must remain seated in the classroom with NO talking or sleeping permitted.

LONG-TERM SUSPENSION

After a student receives a suspension for serious misconduct, the case may be appealed to the disciplinary committee for a hearing. The appeal must be in writing, and it must be filed with the Director of Schools within five (5) days after receipt of the notice of suspension.

This hearing will be scheduled at the earliest possible time and within ten (10) days after the first day of suspension. Parents and all other concerned parties will be informed in writing of the committee's decision. When a student is suspended for a long term, he may be readmitted only by the Board of School Commissioners or in a manner prescribed by it.

OUT-OF-SCHOOL SUSPENSION

This action is used for various infractions of school rules. Continuous and willful refusal to accomplish school tasks even though able to do so; insubordination; disorderly, vicious, illegal, or immoral conduct; and persistent violation of school rules are cause for suspension from school. These include violation of narcotic laws; use of alcohol; use of weapons; use of fireworks; or violation of any local, state, or federal law.

Length of suspension from school will be determined by school authorities and will reflect the offense committed.

Parent(s)/guardian(s) will be notified in writing of the offense committed and action taken. Parent(s)/guardian(s) will have complete custody and jurisdiction of their child during suspension.

A suspended student may not loiter or appear on school property or at any school-sponsored activity at or away from the school campus.

In the event of an out-of-school suspension during the last 10 days of the semester, the student will be allowed to complete the necessary significant work to complete the course for the semester.

A student will be readmitted to school after parents and

administration agree upon a satisfactory solution for his/her conduct.

Out-of-school suspension may result in denial/refusal of all co-curricular activities.

PROBATION/SUSPENSION

A student may be placed on probation or suspended for a relatively serious offense or continued misconduct. Probation gives a student a specified period of time in which to prove that he/she will obey school rules.

SCHOOL SAFETY

Everyone has a responsibility for maintaining a safe and orderly learning environment at school. These rights and responsibilities are

Students have a responsibility to report to their teacher or principal:

- Any student threats of violence, either direct or indirect.
- Any knowledge of alcohol, drugs, or weapons at school.
- Any suspicious/unknown person in or around the school.
- Any student use of gang symbolism.

Administrators will report or cause to be reported to a child's parent:

- Any violence or threats of violence from or to the child.
- Any violation of tobacco, alcohol, drugs, or weapons policies by the child.
- Any student that leaves the school grounds without permission.

EMERGENCY SCHOOL CLOSING

In case school is closed for bad weather or any emergency, check the Jefferson County Schools website at <http://jc-schools.net/> or listen to the local radio station.

GUESTS AT SCHOOL

Parents are encouraged to visit the school at any time. All guests should come to the office and register upon entering the building. Guests must wear a nametag issued by the office.

CURRICULUM GUIDE

GRADES AND REPORT CARDS

Student progress reports are given out the middle of every nine weeks. Student report cards are given out the Thursday after the end of each nine weeks.

GRADING SCALE

A	93 - 100
B	85 - 92
C	75 - 84
D	70 - 74
F	0 - 69

DAILY CLASS SCHEDULE

Sixth, Seventh and Eighth Grade: Students are enrolled in seven (7) classes, to include the following:

- 2 periods Language Arts
- 1 period Math
- 1 period Science
- 1 period Social Studies
- 1 period Technology/Wellness (1/2 year credit of each)
- 1 period Elective

ELECTIVES

Most students rotate through 2-18 week elective courses to include the following: Art, General music, and Math lab. Year long courses include: Band, Chorus, and Elk TV.

READ 180

Read 180 is a comprehensive reading intervention program of struggling readers. The goals of the program are to increase the students' decoding, fluency, and comprehension skills.

STUDENT PLACEMENT

The JMS program is designed to meet the individual needs of all learners. Student placement at an appropriate performance level promotes progress at a rate that allows each student to be successful and challenged. Your child's teachers' recommendations are based on your child's schoolwork habits, past performance, attitude, grades, and test scores. Students' schedules are made based on these recommendations. Needed changes may be made during the school year, but may result in a revision of the student's schedule.

HOMEWORK POLICY

Doing homework results in higher grades. Homework serves to:

1. Reinforce the present day's lesson.
 2. Prepare for the next day's lesson.
 3. Reinforce acquired skills and develop study habits.
 4. Help develop a sense of responsibility.
 5. Teach students independent learning.
 6. Incorporate available materials and media in the home: books, magazines, newspapers, television, Internet.
- All homework is to be recorded in the Student Assignment Planner. Parents and teachers should routinely verify its contents and communicate with each other if there is any concern. Parents should encourage the development of good study habits by checking their child's Student Assignment Planner every evening.

STUDENT SERVICES

ANNOUNCEMENTS

General information for the day and specific instructions are announced on the public address system each morning. All notices of club meetings, athletic and social events, birthdays, etc., are made at this time. Transportation changes are announced in the afternoon before bus call.

ASSEMBLIES

School assemblies are held in the auditorium or gymnasium for the benefit of the students. Each student is responsible for the impression made of the school during assembly programs. Courtesy should be shown to those in charge of and participating in the program. Students will enter and exit the auditorium or gymnasium in an orderly and quiet manner. Students should be quiet when the speaker approaches the microphone and give their full attention to the speaker. Please remain seated until dismissed. No whistling or any inappropriate behavior.

ATHLETICS

Jefferson Middle is a member of the TMSAA/TSSAA. Teams are governed by the bylaws of the TMSAA/TSSAA.

ACADEMIC ELIGIBILITY REQUIREMENTS

Students must earn passing grades (D or better) during each nine weeks in one less course than the required core courses to be eligible for participation during the nine weeks. Passing grades must be attained in

language arts and mathematics. In addition to the core course requirements, at least fifty percent of all remaining courses must be passed. Teachers will notify the coach of any students who have one or more of the following:

- Repeated failure to do assigned school work.
- Repeated tardiness/unexcused absences to school.
- Students scholastically ineligible for this reason will be expected to practice during the suspension period. If, after one contest, the athlete is not eligible for competition, he/she will remain ineligible for the remainder of the nine weeks and will not be allowed to practice.

Students with disabilities will be expected to obtain passing grades for all general education classes they attend. Satisfactory progress toward meeting Individual Education Plan (IEP) objectives shall be considered passing in all other classes.

DETENTIONS/SUSPENSIONS

Students suspended from school, (ISS or OSS) are not permitted to participate in or attend any athletic event during the period of their suspension. This includes team practices. Students assigned classroom detentions affecting participation in practices and games will be dealt with at the discretion of the coach.

Students receiving two principal referrals resulting in disciplinary actions will be placed on probation. A third principal referral will result in suspension from the sport for the remainder of the season.

E.L.K.S. (Encouraging Learners and Knowing Students)

E.L.K.S. is a positive behavior incentive program. Our goal is to foster, encourage and celebrate our students as they demonstrate positive character traits as well as academic, behavioral and social responsibility. Standards and Expectations

1. Arrive on time prepared to learn
2. Show respect to yourself and peers
3. Be respectful to all adults
4. Take pride in your school
5. Always give best effort

TRANSPORTATION

The school provides bus transportation to and from all away athletic contests. Students are expected to ride the bus to all away games

unless other arrangements are made between the coach and parents prior to the contest. If a student does not ride the bus back to school, a written note from the parent must be provided as early as possible to avoid communication problems. Parents may take their athlete home from a game if the coach has been notified by the parents. Students receiving a ride with another parent must provide written permission to the coaches.

ATTENDANCE

In order to participate in practice or the activity itself, the participant must be in school attendance the entire day of such practice or activity (except Saturday). Any exception must be cleared through the building administration or athletic director.

Student athletes are expected to be in attendance the full day of an athletic event with the exception of either a pre-arranged or approved appointment. Any exception beyond this MUST be authorized by the building administration

To be eligible to participate in athletics, a student must be doing passing work and be regular in attendance. The following requirements must be met prior to tryouts:

1. Parental permission.
2. A physical examination.
3. Passing grades in all subjects.
4. Exemplary school conduct.

In addition, all students must meet the following TMSAA/TSSAA Eligibility Rules:

1. A student cannot be 15 years of age before August 1 of the current school year.
2. A student cannot be repeating a grade for any reason.
3. No student may participate in any practice, game, or student recognition activity relating to athletics while under suspension for any disciplinary reasons.

CAFETERIA

The school cafeteria offers breakfast and lunch choices of nutritional, well-balanced foods each day. Students may pay for meals daily in cash or pay in advance for up to 30 days. Money for meals should be placed on meal cards Monday mornings before 8:30 am in the front

lobby. Charges cannot exceed two weeks, at which time no meals will be served until charges are paid.

At the beginning of the school year, information regarding free or reduced-priced meals will be given to all students. If a need should arise later in the school year, the school office will provide this information upon request.

Cafeteria Procedures/Rules

1. Enter the cafeteria in an orderly manner. No pushing, shoving, or cutting line.
2. Purchase all items, including ice cream, as you go through the line.
3. Go to your assigned area and remain seated until you have finished eating.
4. Do not throw food or other items.
5. Keep your voice low and do not talk across rows. If the lunchroom monitor can hear your voice, you are too loud.
6. Clean up all trash and spills in your area.
7. When you finish eating, return your tray to the dish window. Do not damage utensils or place utensils/dishes in the trash. Return to your table and remain seated until your group is dismissed.
8. Treat the cafeteria workers with respect and courtesy.

CLUBS AND ACTIVITIES

JMS offers a variety of clubs and activities for student participation. Criteria for membership in any of our clubs may be obtained from the club sponsor. The following is a list of some of the clubs and activities that are offered:

Jr. Beta Club	Yoke	Show Chair
Student Council	Scholar's Bowl	Yearbook

LINK

LINK is an orientation program for upcoming high school freshman. LINK is run by Jefferson County High School students and staff. It is available for all students entering JCHS. The purpose of LINK is to

make links for incoming freshman between teachers and upperclassmen and other freshman and smooth the transition between middle school and high school. On LINK Day, held at the start of the 9th grade year, students receive their class schedules and can make corrections with their counselors, are provided tours of the high school by high school LINK students, meet teachers and principals, play games and get a LINK t-shirt. Various social activities have been scheduled throughout the year for LINK participants.

LOST AND FOUND

The school makes every effort to help students safeguard their property. We suggest placing name labels on personal articles and wearing apparel. Students who find lost items are asked to take them to the office where they can be claimed by the owner. Students should not bring valuables or large sums of money to school.

MEDIA CENTER

The Media Center is a place of quiet and order. Reading, research, and study are your main priorities when in the Media Center. The Center contains a collection of books, magazines, filmstrips, records, and tapes. At the beginning of each school year, students receive orientation to the Media Center as part of their studies. The Media Center is usually open before and after school. A schedule will be posted.

Any book or materials lost or destroyed by a student must be paid for by the student or his/her parents.

MEDICATIONS

If it becomes necessary for a student to take any form of medication at school, written permission from the parent must be presented to the office. Medication should be brought to school in a container appropriately labeled by the pharmacy or physician with the name of the student, medication, dosage, and time to be administered. All medication will be kept in the office and dispensed through the office. Students may not carry medicine around or store it in lockers.

PARENT-TEACHER ORGANIZATION (PTO)

The purpose of the Jefferson Middle School Parent-Teacher Organization is to help ensure that JMS is the best teaching and learning environment for our children. The PTO strives to work hand-in-hand with

the staff and administration in helping make improvements, assisting where needed, and most importantly, supporting the work and dedication of the teaching staff.

PARENT VOLUNTEERS

Parents who have time available for volunteer work are encouraged to do so. Any person wishing to become involved as a volunteer, should complete a volunteer sign-up sheet or contact the school counselors at 475-6133.

SCHOOL COUNSELORS

The school counselors' program includes a guidance program and "band-aid" counseling services. There are in-classroom guidance topics that are addressed by the counselor or by invited speakers. These topics include study habits, goal setting, conflict resolution, self-esteem, decision-making, problem solving, and peer pressure.

Support groups (i.e., divorce, death) and individual appointments for school-related issues are available for students through the counselors' offices. The groups and appointments are scheduled during the school day.

SCHOOL/HOME COMMUNICATION

In order to meet the needs of our students as fully as possible, it is essential that the home and the school make every effort to communicate openly and frequently. At the school, we shall endeavor to meet this need through mid-term progress reports, report cards, formal parent-teacher conferences, open houses, newsletters, and e-mail messages.

Parents may receive e-mail messages from the school regarding upcoming events and activities. To request this service, send an e-mail message to the school at: hensley4@k12tn.net. Please include your child's name and grade level in the message. You will also find lots of school information on our school website at: <http://jc-schools.net/jms/>

It is equally important that parents keep teachers informed of any developments that might influence the student's performance at school. If, as parents, you are uncertain of anything, please do not hesitate to contact the school.

STUDENT PRIVACY RIGHTS

- Each student and his/her parents have the right to:
1. Inspect and review the student's educational records.

2. Seek correction of items in the record that are believed to be inaccurate, misleading, or in violation of the student's right, including the right to a hearing on request.
3. File a complaint with the appropriate state or federal officials when the school system violates laws and regulations relative to student records.
4. Obtain a copy of this policy and a copy of such educational records.
5. Exercise control over other people's access to the records, except when prior written consent is given, or under circumstances as provided by law or regulations, or where the school system has designated certain information as "directory information." Parents of students or eligible students have two weeks after notification to advise the school system in writing of items they designate not to be used as directory information. The records custodian will mark the appropriate student records for which directory information is to be limited, and this designation will remain in effect until it is modified by the written direction of the student's parents or the eligible student. For additional information, please refer to the Parent Page on the Jefferson County School's website (<http://jcschools.net>) or contact the school administration.

TELEPHONES

Students may not be called from class to talk on the telephone during school hours, nor are they allowed to make outgoing calls except in the case of an extreme emergency.

TEXTBOOKS

All basic texts are loaned to students for their use during the school year. Textbooks are to be kept clean and handled carefully. Please be sure your name is written in the book in case it is misplaced. You will be required to pay for lost or damaged books.

JEFFERSON COUNTY SCHOOLS

2007-2008 Calendar

- August 6, 2007 Day #1- Teacher In-service (Principal Directed)
- August 7, 2007 Day # 2 -Teacher In-service (Principal Directed)
- August 8, 2007 **STUDENT REGISTRATION DAY** (Abbreviated Day for Students)

- August 8, 2007 Countywide Employee Meeting 1:00-3:00 p.m.
- August 9, 2007 Professional Development Day # 1 (System-wide)
- August 10, 2007 Administrative Day #1 (Students Off)
- August 13, 2007 **First Full Day of School** for Students
- September 3, 2007 **LABOR DAY HOLIDAY**
- September 7, 2007 Mid-term Progress Reports to Parents
- October 9, 2007 1st 9 Wks Ends (Day # 44)
- October 12 & 15, 2007 **FALL BREAK** (Students & Staff)
- October 18, 2007 Report Cards Go Home (1st 9 wks Report)
- November 5, 2007 Professional Development Day #2 (System-wide)
- November 9, 2007 Mid-Term Progress Reports to Parents
- November 21, 22, 23 **THANKSGIVING HOLIDAYS**
- December 19, 2007 Exam Day (Full Day)
- December 20, 2007 Exam Day (1/2 Day – Dismiss @ 11:30)
- December 21-31, 2007 **CHRISTMAS HOLIDAYS**
- January 1-4, 2008 New Year Holiday and Extended Christmas Break for Students & Staff
- January 7, 2008 Administrative Day #2 for Teachers & Administrators (Students Off)
- January 8, 2008 2nd Semester Begins – Full Day for all students
- January 10, 2008 2nd 9 wks Report Cards go home
- January 21, 2008 In-service Day # 3 / **MLK HOLIDAY** (Principal-Directed)
- February 1, 2008 Mid-term Progress Reports for 3rd Nine Weeks
- February 1, 2008 T-CAP Writing Assessments 5th, 8th, and 11th
- February 5, 2008 Professional Development Day #3 (System-wide) (Election Day)
- February 18, 2008 Administrative Day #3 (Presidents Day-Students Off)
- March 6, 2008 3rd 9 wks ends
- March 13, 2008 3rd 9 wks Report Cards go home
- March 17-21, 2008 **SPRING BREAK**
- March 24, 2008 **GOOD FRIDAY EXTENDED HOLIDAY**
- April 15, 2008 Mid-term Progress Reports for 4th Nine Weeks
- April 1-23, 2008 TCAP Testing Grades 3-8, Local School Option as to Test Dates
- April 25, 2008 Professional Development Day #4 (Students Off) (System-wide)

April 25, 2008 **KINDERGARTEN REGISTRATION**

May 21, 2008 Exam Day (Regular School Day)

May 22, 2008 Exam Day (1/2 Day –Students Dismiss @ 11:30) -

STUDENT LAST DAY

May 23, 2008 Administrative Day #4 for Teachers & Administrators
(Teacher Last Day)

May 27, 2008 Summer School Begins

JMS BELL SCHEDULE

Morning Locker Break	8:00 - 8:10
First Period	8:10 - 9:05
Second Period	9:10 - 10:00
Third Period	10:05 - 10:55
Fourth Period	11:00 - 12:20
Fifth Period	12:25 - 1:15
Sixth Period	1:20 - 2:10
Seventh Period	2:15 - 3:10

MODIFIED 2:00 ACTIVITY BELL SCHEDULE

Morning Locker Break	8:00 - 8:10
First Period	8:10 - 8:50
Second Period	8:55 - 9:30
Third Period	9:35 - 10:10
Fifth Period	10:15 - 10:55
Fourth Period	11:00 - 12:20
Sixth Period	12:25 - 1:10
Seventh Period	1:15 - 1:55
Dismissal to Activity	2:00

School, Student and Parent Contract

We agree that this *Student and Parent Handbook* outlines how the entire school staff, the students and the parents will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards.

School Responsibilities: Jefferson Middle School will:

- Provide a safe environment, high-quality curriculum and differentiated instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards.

Student Responsibilities: We, as students, will share the responsibility to improve our academic achievement and achieve the State's high standards. Specifically, we will:

- Do homework every day and ask for help when needed.
- Bring necessary materials to class, complete assignments, and do homework.
- Know and follow all school rules.
- Respect the school, classmates, staff, and families.
- Communicate regularly with my parents and teachers about school experiences so that they can help me to be successful in school.

Parent Responsibilities: We, as parents, will support our children's learning in the following ways:

- Monitor attendance and tardiness.
- Provide a quiet time and place for homework
- Make sure that homework is completed.
- Participate, as appropriate, in decisions relating to my children's education.
- Promote positive use of my child's extracurricular time.
- Stay informed about my child's education and communicating with the school by promptly reading all notices from the school or the school district either received by my child or by mail and responding, as appropriate.

