

**Jennings Junior High School  
Parent/Student  
Handbook  
2017-2018**



**Dr. Charmyn Andrews, Principal  
Ms. Catherine Wrisley, Assistant Principal for Instruction  
Mrs. Kay Gage, Counselor**

**JENNINGS JUNIOR HIGH SCHOOL  
College & Career Prep Academy**

# JENNINGS JUNIOR HIGH SCHOOL

## COLLEGE PREP & CAREER PREP ACADEMY

### STUDENT HANDBOOK 2017 - 2018

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JENNINGS, MO 63136  
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*Dr. Charmyn Andrews, Principal*

#### JSD MISSION

**The mission of the Jennings School District is to ensure that each student develops a passion for learning through challenging curricula; rigorous academic standards; innovative, stimulating educational environments and a passion that education is a life-long pursuit.**

#### JJH SCHOOL VISION

Jennings Junior High School will become a nationally recognized educational organization that is known for developing successful students academically, socially, and athletically who understand and use technology and are capable of making responsible, informed decisions, developing positive relationships, and making positive contributions to their community and to society.

#### JJH SCHOOL MISSION

Jennings Junior High School will provide an environment that emphasizes 21<sup>st</sup> century skills to empower learners to be critical thinkers and self-determined citizens in a globally competitive society.

#### JJH MOTTO:

One Vision, One Focus: Student Achievement.

#### THIS SCHOOL HANDBOOK BELONGS TO:

Name: \_\_\_\_\_

Grade: \_\_\_\_\_

Jennings School District Board of Education Members: Mr. Reggie Hall, President; Mr. Terry Wilson, Vice President; Ms. Yolonda Fountain-Henderson, Secretary; Mr. Harold Austin, Treasurer; Mrs. Rosemary Johnson, Director; Mrs. Miranda Jones, Director; Mr. John Schlereth, Director

Superintendent: Dr. Art McCoy

The School District of Jennings does not discriminate against any student or employee on the basis of sex, race, age, creed, national origin or handicap. The contact person for comments or complaints is Mrs. Stephanie Alexander, Coordinator, Title IX and Section 504 Education Programs and Activities, 2259 Dorwood, Jennings, MO 63136. PH: 314-653-8000.

**OFFICE OF INSTRUCTION**

Jennings Junior High School is dedicated to the growth and academic progress of all students. Each year all students must participate in the Missouri Assessment Program (MAP) which is an indicator of academic progress in Communication Arts, Mathematics, and Science. Our goal is to prepare students to demonstrate continuous improvement in all areas. Specifically, our goal is for all students to achieve at the *proficient* and/or *advanced* levels of academic performance. This is achieved through an articulated curriculum, highly-qualified teaching staff, dedicated leadership, and collaboration between parents and school staff.

**DAILY SCHEDULE**

<b>7<sup>th</sup> Grade</b>		
<b>Period</b>	<b>Time</b>	<b>Minutes</b>
<b>1</b>	8:00 – 9:14	74
<b>2</b>	9:17 – 10:31	74
<b>Lunch</b>	<b>10:34 – 11:04</b>	<b>30</b>
<b>3</b>	11:07 – 12:21	74
<b>4</b>	12:24 – 1:38	74
<b>5</b>	1:41 – 2:55	74

<b>8<sup>th</sup> Grade</b>		
<b>Period</b>	<b>Time</b>	<b>Minutes</b>
<b>1</b>	8:00 – 9:14	74
<b>2</b>	9:17 – 10:31	74
<b>3</b>	10:34 – 11:48	74
<b>Lunch</b>	<b>11:51 – 12:21</b>	<b>30</b>
<b>4</b>	12:24-1:38	74
<b>5</b>	1:41 – 2:55	74

**COURSES**

Course selection offerings will include:

- English Language Arts
- Mathematics
- Social Studies
- Science
- College & Career Preparation
- Technology
- Art
- Studio Art
- Music Appreciation
- Beginning & Advanced Choir
- Project Leadership
- Piano/Handbells
- Beginning/Intermediate Strings/Band
- Physical Education
- Health

**GRADING SCALE**

Academic and exploratory classes will be graded as follows:

A	Excellent	90-100%
B	Superior	80-89%
C	Average	70-79%
D	Inferior	60-69%

F      Failing      59% and below

### **REPORT CARDS**

Grade cards for all classes will be distributed to parents at the *end* of each quarter. The end of each academic quarter for the 2017 - 2018 school year is as follows:

1 <sup>st</sup> quarter	October 6, 2017
2 <sup>nd</sup> quarter	December 15, 2017
3 <sup>rd</sup> quarter	March 9, 2018
4 <sup>th</sup> quarter	May 24, 2018

Interim Progress Reports (for 5-week period) will be mailed *midway* of each quarter.

### **PARENT-TEACHER CONFERENCES**

School-wide parent-teacher conferences are scheduled for October 18, 2017, from 10:00 a.m. to 6:00 p.m. and on April 23, 2018 from 10:00 a.m. to 6:00 p.m. Parents are expected to attend both conferences. Parent-teacher conference may be requested by either a parent or teacher any time during the school year. (To ensure teacher availability, parents *may* contact the teacher or school to set up an appointment).

### **PARENT TEACHER STUDENT ORGANIZATION (PTSO)**

The PTSO works with the school staff and administrators to help provide quality education for all students and to bring closer communication and relationships between home and school. Beginning in September the PTSO will meet on the 2<sup>nd</sup> Thursday of each month in the Media Center at 6:00 p.m. Membership dues are \$10.00 per family each school year and all parents are encouraged to join the Junior High School PTSO.

### **PROMOTION/RETENTION**

Students who successfully complete the academic requirement of 2.0 GPA and attendance requirement of 90% are eligible for promotion to the next grade level. Parents will be notified of their child's performance via the Progress Report Card and the Quarterly Report card. Additionally, at the end of the third (3<sup>rd</sup>) quarter, the Principal will notify parents in writing if their child is in danger of being retained in the current grade level. Please reference the *Jennings School District* webpage for additional information on the Policy of promotion and retention.

### **TEXTBOOKS/LIBRARY BOOKS**

Textbooks may be issued to students by the classroom teacher. Students may also check books out of the library. Each student is responsible for keeping their textbooks in good condition and returning them at the end of each course or upon withdrawal. Damaged, lost, or stolen textbooks must be paid for by the student to whom it was issued. Library books are expected to be returned by the due date to avoid late fine charges. The School Registrar will withhold the records of students who have not paid for damaged, lost, or stolen textbooks or library books.

### **STUDENT WORK/HOMEWORK**

Participation in the class lesson is critical to learning and understanding. Students are expected to **actively participate** in each lesson, **complete** class work and homework, and **submit** assignments on time as determined by the classroom teacher. Students will not be allowed to remain in the classroom if they refuse to participate in the lesson.

Parents should expect their child to have homework on a regular basis. Students may purchase a Student Agenda to record their homework assignment. Parents should review their child's agenda each day and contact the teacher if their child does not regularly have assigned homework.

### **TEACHER WEBPAGE/PARENT PORTAL**

All teachers will maintain a webpage that contains weekly lessons, assignments, announcements, helpful resources, and contact information for the teacher. Parents should frequently visit the webpage of their child's teachers to stay abreast of what is going on in the classroom.

### **COLLEGE PREP ACADEMY**

**MISSION**

To prepare students to succeed in college and in careers

**ADMISSION CRITERIA**

GPA of 3.0 or higher, Proficient/Advanced on MAP, no discipline infractions, above 90% attendance and teacher recommendation.

**CURRICULUM**

Students will be assigned advanced coursework. Teachers will both challenge students intellectually and prepare them to succeed on state-required Missouri Assessment Program exams in Math, English, and Science.

**ACADEMIC SUPPORT**

Students will remain after school to receive tutoring and/or enrichment in core content classes on Mondays, Wednesdays, and Thursdays. Saturday school is held twice a month starting in September. Academic support is mandatory for particular College Prep student

**COMMUNITY SERVICE**

Students are required to complete 40 hours of community service prior to graduation from the middle school.

**PROBATION/REMOVAL FROM THE PROGRAM**

Students who fall below the admission criteria will be placed on academic probation. Two quarters of academic probation may result in withdrawal. Admission criteria not being met consistently for a full semester results in probation from the program and transfer to the Career Prep program.

**CAREER PREP ACADEMY****MISSION**

To prepare students to succeed in college and in careers

**EXPECTATION**

GPA of 3.0 or higher, Proficient/Advanced on MAP, no discipline infractions, above 90% attendance and teacher recommendation.

**CURRICULUM**

Students will be challenged in all coursework. Teachers will both challenge students intellectually and prepare them to succeed on state-required Missouri Assessment Program exams in Math, English, and Science.

**ACADEMIC SUPPORT**

Students will remain after school to receive tutoring and/or enrichment in core content classes on Mondays, Wednesdays, and Thursdays when academic standards are not met. Saturday school is held twice a month starting in September.

**COMMUNITY SERVICE**

We believe that giving back to the community is essential. As such, students are encouraged to complete community service prior to graduation from the middle school.

**PROBATION/REMOVAL FROM THE PROGRAM**

Students who successfully complete the academic requirement of 2.0 GPA and attendance requirement of 90% are eligible for promotion to the next grade level. Parents will be notified of their child's performance via the Progress Report Card and the Quarterly Report card. Additionally, at the end of the third (3<sup>rd</sup>) quarter, the Principal will notify parents in writing if their child is in danger of being retained in the current grade level. Please reference the Jennings School District webpage for additional information on the Policy of promotion and retention.

**STUDENT SUPPORT AND RESOURCES**

Jennings Junior High School is dedicated to providing students with every support and resource necessary to assist with academic and social growth. The following school personnel function in the role of support for students:

- Administrators
- Coordinator of Student Affairs
- Attendance Monitor
- ISS Monitor
- Media Specialist
- School Counselor
- School Nurse
- School Resource Officer
- Social Worker
- Teachers
- Preferred Family Health Services
- Provident Counseling Services

## **COUNSELOR**

Each student is encouraged to work closely with the counselor. The school counselor supports students in the areas of: Career exploration and readiness, conflict resolution, family and social issues, mediation, scheduling, and other similar needs. Teachers may refer students to the counselor and parents may also request counseling services for their child.

## **MEDIA CENTER**

- The Media Center is open from 7:45 a.m. to 3:15 p.m. Monday, Wednesday, Thursday, and Friday. On Tuesday, the Media Center is open from 7:45 a.m. to 3:10 p.m. These hours are subject to change based on activities or events that are scheduled in the Media center.
- Books may be checked out for 10 school days and may be renewed. Generally, only five books may be checked out at a time. A student must show his/her Student ID to check out a book.
- Overdue fines are \$.10 per school day, not to exceed \$3.00 per book per semester. All fines should be paid before the end of the semester.
- If a student loses or damages a library book, he/she is responsible for paying the replacement cost.
- Passes from teachers or administrators are required to visit the Media Center.
- Food and drinks are not allowed in the Media Center.

## **TUTORING**

After school tutoring and Saturday tutoring are available to all students; parents will be notified when the tutoring sessions begin. Additionally, teachers may offer tutoring to students at their discretion. Students are expected to contact their teacher when they are experiencing difficulty with any class work or assignments. Students are encouraged to request tutoring when needed. Parents may contact the School Counselor or Assistant Principal regarding tutoring services for their child.

## **SPECIAL EDUCATION AND 504**

If a student meets the district's IDEA criteria as a student with a disability requiring special education services, an IEP is developed in collaboration with the parent(s). Resources are made available to meet these educational and/or developmental goals. A student's IEP is reviewed and revised on an annual basis.

"Reasonable accommodations" will be made for students deemed disabled in accordance with Section 504 of the Rehabilitation Act or the Americans with Disabilities Act. Parent(s) should immediately notify the building principal if he/she/they have reason to believe a reasonable accommodation is necessary for his/her/their child. Please refer to the *Jennings School District Students Code of Conduct* handbook for additional information.

## **ATTENDANCE POLICIES**

Refer to the 2017-2018 *Jennings School District Student Code of Conduct* handbook for complete attendance procedures and protocol.

### **ATTENDANCE POLICY**

Student academic achievement is directly related to attendance at school. The goal of the Jennings Junior High School Attendance Policy is to:

1. Eliminate excessive absences and tardiness to school.
2. Achieve the State mandate of having 90% or higher of our students present at school 90% or higher of the total school days.
3. Improve pupil achievement in all subjects and in all grade levels with improved attendance.

Parents are required to notify the school if their child will be absent from school. Absences will be classified as **excused** if parents notify the school of the absence. An absence will be classified as **unexcused if parents**

**do not contact the school.** A parent conference or home visit may be scheduled for students who miss 2 consecutive days or multiple days in a specified timeframe. Parents must notify the school if they plan to take their child out of school for emergency or medical reasons.

If a student's attendance continues to be a concern, a meeting with the parent will be scheduled with a school administrator and the Attendance Monitor to discuss interventions/consequences. If the attendance record does not improve after parental notification, the district's social worker will be involved in the case and he/she may also make a referral to the Division of Family Services (DFS) and file a charge of educational neglect against the parent or legal guardian.

Students who developed a pattern of tardiness to school will receive after school detention and/or Saturday detention from 2 – 4 hours.

Students who arrive to school late will make up the minutes immediately after school. Those students will report to the designated classroom for after school detention. If tardiness to school continues, students and parents will be referred to the School Principal for further disciplinary actions which may include a referral to the District's Head Social Worker and DFS Court Liaison.

### **LATE ARRIVAL PROCEDURE**

Students are expected to arrive to school early enough to be sitting in their first period class by 8:00 a.m. Students who arrive to school after 8:00 are considered late to school and must obtain a late pass from the Attendance Monitor before reporting to their first period class. Students who are tardy five times or more will receive consequences as determined by school administration.

### **ATTENDANCE & RESIDENCY**

The Jennings School District requires students to live in the Jennings community with a parent or guardian. Proof of residency in Jennings is required and may be verified by the school officials if deemed necessary.

### **CHANGE OF ADDRESS OR TELEPHONE NUMBER**

The parent **must immediately** inform the school of any change(s) in guardianship, address, and/or telephone numbers. All students are required to have at least two emergency contact numbers listed in their records. Parents will be asked to update this contact information on Parent Conference Days.

### **EARLY DISMISSAL PROCEDURE**

If a student needs to leave school early, only a parent, legal guardian, or emergency contact person who is listed in the student's record will be allowed to sign the student out of school or approve a student's dismissal prior to the end of the school day. Students will not be dismissed without verbal or written confirmation from parent/legal guardian or emergency contacts. Absences due to early dismissal will negatively impact your child's overall school attendance.

### **MAKE-UP WORK**

Students who are absent from school will have an equal number of days to complete missed assignments. Teachers may extend this period of time at their discretion. It is the students' responsibility to obtain missing assignments due to an absence from their teachers.

If it becomes apparent that a student will be absent for three or more consecutive school days, the parent may contact the Counseling Office or the grade level administrator for the homework assignments. Homework assignments can be picked up at the end of the next school day in the Counseling Office or Main Office.

If the student has access to a computer when he or she is absent from school, he or she may check the teachers' webpage for assignments that are due. Additionally, many of our teachers use Google Classroom which allows students to participate in the lesson being taught and assignments via the computer.

### **EXTRA-CURRICULAR ACTIVITIES**

Students have opportunities to participate in staff-supervised extra-curricular activities before school and after school. Some activities have criteria that must be met before students are allowed to participate.

### **MORNING ACTIVITIES**

Students may participate in early morning activities with approval and a pass from a teacher or administrator.

The following areas and activities are available for students:

- Class Meetings
- Computer Lab
- Media Center
- Scheduled Club Meetings
- Teacher's Classroom
- Tutoring

### **AFTER-SCHOOL ACTIVITIES**

Students may participate in the 21<sup>st</sup> Century Program which offers a variety of activities and tutoring. Additionally, students may participate in seasonal sports, dance, and music activities.

- Students are encouraged to become involved in after-school activities. These activities include tutoring, athletics, special interest clubs, etc.
- Students must report directly to the cafeteria and the activity sponsor will meet them at that location.
- Students who remain after-school for an approved activity must be in the cafeteria or in the designated activity area.
- Students who are not in an after-school activity must leave the school building/grounds immediately following dismissal. Students who loiter after school in the building or in the front of the school will receive consequences.
- Students who walk to and from school and who are not participating in after school activities are expected to leave the school grounds immediately after dismissal. Students who are transported to school should arrive **no earlier than 7:00 a.m.** Students who are transported at the end of school should be picked up **no later than 3:30 p.m.**
- Students who fail to comply with the after-school activities guidelines will receive disciplinary consequences which may include exclusion in the after school programs.

### **PARTICIPATION IN BEFORE AND AFTER-SCHOOL ACTIVITIES**

Students must maintain a 2.0 quarterly Grade Point Average (GPA) in order to participate in the after school athletic programs. Students who are absent and/or suspended from school or who are involved in a discipline incident, may not participate in before or after-school activities that occur on that same day.

### **SAFETY & SECURITY**

At Jennings Junior High School, we provide a fair, consistent and caring approach to encourage exemplary behavior. Behavioral expectations (reasonable rules and regulations) are established for the welfare of all students and to promote an environment for learning. These expectations are outlined in the *Jennings School District Student Code of Conduct* handbook.

Students will be disciplined for misconduct that occurs in school buildings, on school grounds, on the way to and from school, at school-sponsored activities, on school buses, or any activity reasonably related to school or any event or activity which causes or which could cause disruption to the school or school events or activities. Additionally, students will be disciplined when misconduct is directed against school employees, their families or property.

### **BEHAVIOR INTERVENTIONS**

There are a number of consequences issued to students at the Junior High School for displaying inappropriate behavior. Below are the interventions which may be issued to students:

- Conference with student
- Parental Contact
- Lunch detention
- Loss of After-School Activities/Special Privileges
- 1 hour After-School Detention
- Referral to the *Team of Concern (Preferred Family Health Services) or Provident Counseling*
- 2 hour or 4 hour Saturday detention
- In School Suspension (ISS)
- Out-of-School Suspension (OSS)
- Recommendation for Expulsion



- Students will be notified of any rule infraction and the parent will be contacted via letter, phone call or conference. If a student receives an after school detention, parents will be contacted by the teacher or administrator.

Teachers may assign a classroom level consequence or after school detention; however, an administrator may issue a more severe discipline intervention. Frequent discipline issues or more severe discipline incidents will result in a referral to school administration.

## **AFTER SCHOOL & SATURDAY DETENTIONS**

1. **AFTER SCHOOL DETENTION** - A student may be assigned a detention by a teacher or administrator. A parental contact will be made prior to the student serving the detention. Failure to serve a detention will result in a referral to school administration.

2. **SATURDAY DETENTION** - Students may be assigned a two hour Saturday detention by the administration or Attendance Officer. Parents will be notified of assigned Saturday detentions. When the students arrive for Saturday detention, they must report directly to the cafeteria by 8:30 a.m. Students who are disruptive, students who fail to attend Saturday detention, and/or students who are dismissed from Saturday detention will be receive a more severe consequence from the school administration.

## **GENERAL RULES**

### **ATHLETICS/SPORTSMANSHIP**

Good sportsmanship and positive behavior at athletic events and all school assemblies, pep rallies, and programs are an expectation of all students. Refer to the 2017-2018 *Jennings School District Student Code of Conduct* handbook for further information regarding the policy. ***Inappropriate behavior at any school event will result in disciplinary action.***

### **BOOK BAGS & PURSES**

Book bags, backpacks, athletic/sport bags, drawstring bags, and large/oversize purses, etc., must be placed in student's locker before school begins. Students **may not** carry these items to any class including Physical Education. Purses large enough to contain textbooks must be kept in the student's locker. The school is not responsible for any lost, stolen, or damaged electronic devices.

### **CAFETERIA**

- Students may bring or purchase a lunch at school.
- Students may eat only in the designated areas.
- Students are expected to follow cafeteria procedures including disposal of trash in the appropriate receptacles, returning of lunch trays, etc.
- Any inappropriate or unsafe behavior, including the theft of food, improper disposal of food, will result in a discipline intervention as previously listed.
- Students who have a written pass may opt to report to the Media Center during the lunch period to check out books, study and/or work on assignments.
- Students must always follow the cafeteria procedures and directions of any adult in the cafeteria.

### **DRESS CODE/UNIFORM**

The dress code policy exists to improve and maintain safety for all students. The policy is designed to prevent distraction in the classroom and help students focus on instruction rather than fashion.

- **The Career Prep School Uniform** is: black or tan colored Khaki/Dickie pants/skirts and a red, white or black polo style solid-colored shirt. For cooler temperatures students may wear a red, white, or black sweater or lightweight jacket. Students are not permitted to wear coats or heavy jackets in the classrooms.
- **Pants/skirts/shorts must be tan or black Dickie or Khaki pants.** For the 2017-18 school year, black khaki or black Dickie pants are permitted for Career Prep students. Denim, jeans, skinny jeans, leggings, jeggings, mini-skirts, mini shorts, pencil skirts, stretch pants, sweat pants, or other tight fitting pants are not permitted. ***Ripped or torn pants are not permitted.*** Pants, trousers, and skirt length may not touch the floor. Shades of khaki (light browns/green/cream, etc.) are not permitted.

- The hem of the skirt/shorts should be at the tip of the index finger when arms are placed at the side of the student wearing said clothing.
- Sagging pants are not allowed. Students are expected to wear a belt to keep pants up.
- **Shirts must be a solid red, solid black, or solid white color with sleeves and a collar.** Shirts must be tucked in at all times.
- **Red or white or black** (or any combination thereof) sweaters, sweatshirts, and lightweight jackets **may be worn over the uniform shirt** during cool weather. Students are not permitted to wear jackets/sweaters/sweatshirts that promote or advertise illegal substances, adult products, or inappropriate messages or symbols/graphics.
- **Students in College Prep must adhere to the following dress code:**

Mondays: Khaki or black Dickie pants/skirts; white oxford button down shirt; black tie or bowtie; red cardigan/pullover sweater or vest.

Tuesdays, Wednesdays, Thursdays: same as Monday **without** black tie or bowtie.

Fridays: CPA uniform or the College Prep uniform (tan or black colored khaki pants or Dickie pants; red or white polo style shirt.)

- Head coverings of any kind, **including sweatshirt hoods, hoodies, caps, hats, headscarves, bandanas, etc.**, may not be worn in the building.
- Flip flops, house shoes, slippers, and other open toed shoes may not be worn in the building.
- Wallet chains, spiked bracelets, excessive metal on belts, large medallions & chains, combs & picks, etc. are not to be worn during the school day.
- Gloves and sunglasses are not to be worn in the building during school hours.
- Periodically, students will receive a casual (no uniform) day as a fundraiser activity or as an incentive. Students will receive advance notice of these special days; however, non-uniform days do come with certain clothing restrictions which will be shared with students.

**THE PRINCIPAL HAS THE RIGHT TO ADJUST THE DRESS CODE AT ANY TIME.**  
**THE DRESS CODE WILL BE FULLY AND FAIRLY ENFORCED.**

## CELL PHONES

### STUDENTS

The use of electronic devices in the classroom, cafeteria, and corridors is prohibited. However, for instructional purposes, a teacher may authorize students to use their electronics during a particular class period. **Students may not use electronic communication devices during the school day unless authorized by the classroom teacher. Students who are not using devices in the appropriate manner and refuse to give up the device to school officials will be considered Insubordinate and consequences will be imposed.** The school will not accept responsibility for damaged, lost or stolen electronic devices or electronic communication devices. Please refer to the *Jennings School District Student Code of Conduct* handbook for additional information.

### PARENTS

***Cell phone may not be used*** for any type of communication (phone call, text, email, etc.) during the school day without permission from a staff member or administrator.

- Parents are encouraged to refrain from calling or texting their child during the school day. Please call the Main Office (314-653-8150) if you need to contact your child.
- **Telephone messages from parents/guardians will be delivered to students in emergency situations only.**
- **Students may ask for permission to use the office phone if they have a need to contact their parent.**
- **Violation of the no cell phone usage policy may result in the cell phone being confiscated and turned over to an administrator.**

## LOCKERS

**Students are assigned a specific locker and issued a combination lock by the school. Personal locks are not permitted. Students may not share or switch lockers. Students should not share combination codes with others.**

Students may only use the locker and lock that is assigned to them. All students are reminded that the unauthorized removal of any contents such as books, lunches, clothing, etc. from another student's locker is considered a theft and will be subject to disciplinary action. Each team will determine the times that students are permitted to access their lockers. Locker problems should be reported to the student's first period teacher and that teacher should email the locker problem details to the school secretary. *Students are reminded that lockers are school property and may be searched at any time by an administrator.*

### **LOST AND FOUND**

Clothing items and school related materials that are found should be turned in to the Lost and Found barrels located in the school cafeteria. When students find personal items and/or electronic devices, they are expected to submit those items to the Secretary in the Main Office.

### **RESTRICTED AREAS**

**Jennings Junior High School is a closed campus. Leaving campus without administrative authorization will result in disciplinary action.**

- Students must remain in the building during passing times and instructional times.
- Students must remain in their designated areas.
- Students are not allowed in the gym, classrooms, and other areas unless it is their scheduled class or activity.
- Students must not loiter in restrooms, stairwells, hallways, or outside the building.

### **UNAUTHORIZED SELLING ON CAMPUS**

The sale of any item in the school by students is expressly prohibited. The Principal must first approve all school related fund raising projects.

### **VISITORS**

All parents and visitors must report to the front office to sign in, and obtain a visitor's identification tag. Parents and visitors, who wish to observe a classroom, must receive administrative approval. Social visits during the school day will not be allowed.

### **BIRTHDAY RECOGNITIONS**

Birthday parties at the middle school level are not permitted. However, if parents desire to bring cakes or cupcakes to the school to recognize their child's birthday, they must first obtain permission from the School Principal. Additionally, the birthday cake/cupcakes must be store-bought and *eaten during the child's lunch hour.*

## **MISCONDUCT**

### **Bullying and Harassment**

Bullying is defined as acts that are persistent, negative, psychological, or physical acts directed by a student or group against another student or group of students. Any acts of intimidation, bullying, or fighting that disrupts the school environment will not be tolerated. This includes acts of bullying and intimidation that occur via social networking sites like Facebook, My Space, Twitter, text messaging, etc. *Any act of bullying or cyberbullying will be treated as a serious violation of Board and School Policy and consequences will be administered immediately.*

Harassment of any type is illegal and will not be tolerated. Harassment includes but is not limited to sexual, verbal, physical, emotional or electronic intimidation. Bullying in any form is a type of harassment and will be addressed swiftly according to the *Student Code of Conduct.*

### **Disruption of Instruction**

Teaching and learning are the key components for on-going student progress. No student will be allowed to disrupt the classroom or school environment. Students who are disruptive will receive consequences according to school and district policies.

### **Inappropriate Language and/or Gestures**

The use of profanity or demeaning language and the use of inappropriate gestures are not appropriate school behavior. Disciplinary action will be taken for violations.

### **Insubordination**

Disobedience or disrespectful behavior will not be tolerated. Students should always obey the directions and instructions given by staff members in all school-related circumstances. Disciplinary action will be taken for violations.

### **Possession, Use, Purchase or Act of Being under the Influence of Prohibited Substances**

The possession, use, purchase, or act of being under the influence of any alcoholic beverage, controlled substance, look-alike drug, drug paraphernalia, or illicit drugs is prohibited in school buildings, on school property or at school-related events or functions. Selling or purchasing prescription drugs or over-the-counter medication in the school is prohibited. Please reference the *Jennings School District Student Code of Conduct* handbook for the specific consequences related to infractions.

### **Possession or Use of Weapons**

Suspension or recommendation for expulsion will be levied on any student who is found in possession of a weapon to, from, or within the school, or to, from, or at any school activity. Refer to the *Jennings School District Student Code of Conduct* handbook for a list of prohibited weapons.

### **Threats of Violence**

Students, parents, and visitors to school district properties are advised that threats of violence toward Jennings School District students, teachers, administrators, and employees or threats of destruction of school property will not be tolerated. This prohibition expressly includes any threats communicated via electronic means, such as e-mails, instant messages, websites, electronic postings, personal web pages, or profiles and the like. Threats of this nature, including statements or claims regarding the impending use of weapons, firearms, bombs, or other destructive devices on school properties, even if made in an allegedly joking manner, will be taken seriously. Student violators of this policy will be subject to expulsion and criminal prosecution. Please reference the *Jennings School District Student Code of Conduct* handbook.

### **Vandalism**

The destruction or defacing of property belonging to the school or others is strictly prohibited. Students will be responsible for the replacement or repair cost of school property destroyed through maliciousness or negligence and students will be subject to disciplinary measures.

### **SPECIAL NOTIFICATION ON MISCONDUCT**

Guidelines for acceptable behavior are by no means limited to those listed in this handbook. In addition, a student may be suspended, removed, or expelled for off-campus misconduct that is reasonably related to school or school activities or for conduct which causes or may reasonably cause substantial disruption to school or school-related activities. The Jennings School District and/or school reserve the right to establish additional standards for acceptable behavior as needed.

Students, regardless of age, are responsible for obeying the laws of society as well as all Jennings Junior High School and Jennings School District policies, procedures, and regulations. Local law enforcement agencies will be contacted if violent or other criminal activity takes place. Parents should also be aware that they are legally responsible and financially liable for their children's actions.

## **OFFICE OF THE SCHOOL NURSE**

### **MEDICATION**

All medication, including prescribed and over-the-counter (i.e. aspirin, Tylenol) that must be taken during the school day must be given to the school nurse. Students are not permitted to have **any** medication in their possession, unless approved by the nurse or an administrator.

Students must report to class to receive a pass before going to the nurse's office, except in an emergency situation. In the nurse's absence a trained, designated staff member will administer medication. The school nurse will not administer the first dose of any new prescription medication. Parents should be aware that students attending field trips may have medication administered by non-medical personnel.

During the high allergy season, parents are expected to administer allergy medication to their child at home so that students can perform at their maximum level in the classroom.

### **IMMUNIZATIONS**

The State Law specifies that all students entering grade 8 must have up to date immunizations which includes the Tdap shot. Students entering grade 8 will not be able to enroll in school without documented proof of immunizations which includes the Tdap. Please bring your child's immunization records with you during registration.

### **EMERGENCIES**

If a student must leave school during the school day because of illness or other emergency, the parent will be contacted. If the parent cannot be reached, the emergency contact persons listed on the registration form will be contacted. In an extreme emergency, 9-1-1 will be called. A building administrator will be notified of any medical emergency. The school nurse is authorized to require that students seek medical attention and physician clearance before returning to school.

### **SPECIAL NOTE TO PARENTS AND GUARDIANS**

Jennings Junior High School believes that a child's success in school is directly related to effective communication between home and school, parental support of learning activities, respect for individual rights, and personal responsibility.

Parents are expected to support their children's efforts in school by emphasizing the importance of education, reading with their children, reviewing academic reports, and making sure that children complete assignments and attend school regularly. Parents are also welcome to communicate with the school and to give their input by attending the monthly Parent Teacher Student Organization (PTSO). Parents are encouraged to check the webpage of your child's teachers to stay informed about instructional issues and to find educational links to aid your child in performing at their best level. The District's Parent Portal is an on-line system designed for parents to check their child's assignments and grades as frequently as needed. We believe whole-heartedly that our parents and the JJH staff can provide a safe, positive, and quality instructional environment for all students.