



JACKSON MIDDLE SCHOOL

STRIVING FOR EXCELLENCE IN EDUCATION

STUDENT/PARENT HANDBOOK

2016-2017 School Year

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TABLE OF CONTENTS

Principal's Message	1
Mission Statement	1
Vision Statement	1
School Beliefs	2
Bell Schedule	3
School Calendar.....	4
Attendance/Absences	5
Assembly	5
Book Bags and Purses	6
Buses	6
School Bus Rules, Regulations, and Violation Consequences ...	6
Changes of Transportation	7
Car Riders and Walking Students	7
Check-In/Check-Out	7
Clarke County Code of Conduct	8
Classification of Violations	8
Procedures for Administration of Formal Disciplinary Action	8
Minor Offenses – Class I	8
Administrative Responses – Class I	9
Intermediate Offenses – Class II	9
Administrative Responses – Class II	10
Major Offenses – Class III	10
Administrative Responses – Class III	12
Conduct	12
Conduct in Dining Room	12
Conduct in Halls	12
Corporal Punishment	13

Counseling	13
Disciplinary Policy	13
Dress Code	14
Electronic Communication Devices	16
Extracurricular Activities	18
Fighting	18
Fire Drill	18
Gangs	18
Gifted Education Services	18
Health Services	19
Homerooms.....	19
Homework	19
Honor Roll	20
JMS Ambassadors	20
Insurance	20
Leaving School Campus	20
Lockdown	21
Lockers	21
Lost and Found	21
Make-Up Work	21
Unexcused Absences	21
Parent Excuse Covering Absences	22
Media Center/Library	22
Parent Conferences	22
Personal Property	22
Physical Education Exemptions	22
Presence on Another School Campus	23
Promotion	23
Report Cards and Progress Reports	23

<i>Restricted Areas</i>	23
<i>School Visitation</i>	24
<i>Selling of Items on Campus</i>	24
<i>Semester Exam Exemption Policy</i>	24
<i>Sick Policy</i>	24
<i>Statement of Compliance</i>	25
<i>Statement of Liability</i>	25
<i>Student Use of Office Telephone</i>	25
<i>Tardiness</i>	25
<i>Textbook Policies</i>	26
<i>Tornado/Severe Weather Drill</i>	26
<i>Weapons/Drugs</i>	26

PRINCIPAL'S MESSAGE

This policy manual has been assembled to make students and parents aware of various rules, regulations, and policies at Jackson Middle School. A school is a community with rules, regulations, and policies that are the laws of the community. All students enjoying the rights of participation in the school community must also accept the responsibility of cooperating with other members of the school community by respecting the rights, privileges, and responsibilities of other students, teachers, and school personnel. We hope that this policy manual will benefit and assist all involved in the school program by creating and maintaining a desirable environment at Jackson Middle School - the type of environment that will be meaningful and provide effective learning experiences. No policy manual will include or cover every situation or answer every question that may arise. Therefore, administrators, teachers, school personnel, and students are expected to use discretion and prudence in handling each situation. (The administration reserves the right to amend or modify the student policy manual as necessary.)

Mr. Adams M. Andrews, Principal

To All Students:

Welcome! On behalf of the entire faculty and staff, I extend our best wishes to you for a successful school year. We look forward to supporting you in another year of academic growth. I hope that with clear expectations, a strong instructional program, and the cooperation of you and your family, the year will be an outstanding one. We are proud of you, the talents you possess, and hope that you will work hard to utilize them in the further development of your talents in all areas. Also be sure to use this handbook as a resource to assist you throughout the school year. **GOOD LUCK!**

Jackson Middle School Mission Statement

The mission of Jackson Middle School is to serve as a positive environment for academic and personal development between the elementary and high school years. We believe that this mission extends to the total school environment.

Jackson Middle School Vision Statement

The vision of Jackson Middle School is that our students, in a safe and healthy environment, will develop an understanding of and a respect for themselves and others, a love of learning now and in the future, and a

sound base of academic skills. Moreover we will help each student recognize that they all have rights and responsibilities in a democratic society.

Jackson Middle School Beliefs

Belief is the knowledge that we can do something. It is the inner feeling that what we undertake, we can accomplish. For the most part, all of us have the ability to look at something and know whether or not we can do it. In belief there is power. Our eyes are open, our opportunities become plain, and our vision becomes reality.

1. Each student should have the right to learn in an atmosphere conducive to learning.
2. Students, teachers, and administrators should treat each other with respect.
3. Learning is enhanced by maintaining a physically safe and comfortable environment.
4. Collaboration is essential among parents, teachers, and students in the development of character.
5. Students should be held accountable for proper behavior within the school and community.
6. Students need strong discipline and an environment conducive for learning.
7. Students should be challenged to achieve their maximum potential.
8. Disciplined, responsible, and motivated students with positive self-concepts will more likely attain and achieve the high standards set for them.

Jackson Middle School 2016- 2017 Bell Schedule

7:10	Teachers Sign in
7:15	Students allowed to report to designated area
7:35	Students allowed to report to classroom
7:40	1 st bell
7:45	Tardy bell
7:45-8:40	1st period/announcements
8:42	2 nd period tardy bell
8:42-9:37	2nd period
9:40	3 rd period tardy bell
9:40-10:50	3rd period/break
10:53	4 th period tardy bell
10:53-12:45	4th period
10:53 – 11:26	(4A) 33 minutes – skinny block
11:29 – 12:45	(4B) 55 minutes - instruction (4B) 20 minutes - lunch
12:48	5 th period tardy bell
12:48-1:43	5th period
1:45	6 th period tardy bell
1:45 – 2:40	6th period

* Teachers are to be on post at 7:15 when the bell rings for students to report to their designated area.

* There are 2 - 3 minutes between each period. Teachers should be on class exchange posts at this time.

* Students **ARE NOT** to leave the building between classes unless their next class requires them to do so (PE, other halls, etc).



School Calendar for 2016 - 2017

Teacher Institute/Inservice	August 2 - 5, 2016
1st day for students	August 8, 2016
Labor Day	September 5, 2016
End of 1 st 9 weeks	October 7, 2016
Fall Holiday	October 10, 2016
Inservice	October 11, 2016
Veterans' Day	November 11, 2016
Thanksgiving Holidays	November 21 - 25, 2016
End of 1 st Term /Christmas Break	December 16, 2016
Teacher Inservice Day	January 3, 2017
Students return	January 4, 2017
Martin Luther King Holiday	January 16, 2017
Inservice	February 17, 2017
President's Day	February 20, 2017
End of 3 rd 9 weeks	March 3, 2017
Spring Break	March 27 - 31, 2017
Good Friday	April 14, 2017
Last day for students	May 26, 2017
Last day for teachers	May 26, 2017
Memorial Day	May 29, 2017



ATTENDANCE/ABSENCES

All students will comply with the Attendance Policy. For a detailed explanation relative to attendance, refer to the Clarke County School Attendance Policy adoption by the Clarke County Board of Education, December 15, 1983. Violation of the attendance policy could result in juvenile court intervention.

The Clarke County School System and the Juvenile Court of Clarke County have developed a truancy program in an effort to stop excessive absences in the school system. The Juvenile Court has a full-time probation officer working in the school system to help administer this program.

Alabama law requires all children between the ages of seven (7) and seventeen (17) to attend school. If any child fails to attend school without a legal excuse, that child and the person having custody of the child could be referred to the Juvenile Court.

Any child found guilty of truancy may be placed in a juvenile detention facility. Any custodial adult found guilty of failing to require a child to attend school may be jailed for up to one year, or fined up to \$500.00, or both.

A free, public education is one of the greatest benefits available to the children of our state. Please ensure that your child achieves his or her full potential by attending school regularly.

If a student has been absent, he/she must bring a **written excuse within three (3) days** from a physician or home stating the reason for the absence when the student returns to school. **This excuse needs to be turned in to the office first.** This is given to the first period teacher to keep for his/her records.

Also see PROMOTION, TARDINESS, and SEMESTER EXAM EXEMPTION policy.

ASSEMBLY

All students are required to attend assemblies. Students will sit with their class. Teachers will supervise their students. All acts of misconduct or any disturbance created by students during these assemblies will be dealt with by the administration.

BOOK BAGS AND PURSES

Book bags must be **CLEAR** or **MESH** material. If you use a rolling book bag, you must have on file written permission from the principal and a letter from your doctor stating why you need to use this type of book bag. Purses must not be larger than eight (8) inches by ten (10) inches and not resemble stuffed animals, etc.

BUSES

Riding the bus is a privilege that may be revoked. The principal, his/her designee, or the transportation director are the only persons who can put a student off the bus. Drivers may turn students in and request they be removed from the bus, but only the administration can put students off. The school bus is an extension of the classroom and the driver is the Adult-in-Charge! Failure to follow the driver, or school bus rules and regulations will result in the student being warned the first time and turned in for disciplinary action afterwards. If a student is turned in to the administration, he/she will not be allowed to ride the bus home on the afternoon route. It is the parent's responsibility to pick the student up and arrange private transportation to and from school.

School Bus Rules, Regulations, and Violation Consequences

1.	Loud or distracting noises/excessive talking	3 days off the bus/ Administrative discretion
2.	Disrespectful/discourteous/lack of respect to others	3 days/5 days/15 days off the bus/ Administrative discretion
3.	Disrespectful/discourteous/lack of respect to the bus driver	3 days/5 days/15 days off the bus with in-school discipline/ Administrative discretion
4.	Inappropriate language	3 days/5 days/15 days off the bus
5.	Violation of Dress Code	3 days/5 days/15 days off the bus
6.	Uncooperative	5 days off the bus
7.	Tardy to bus	Warning/off the bus
8.	Slapping/Hitting/Fighting/Bullying/Threats	3 days/5 days/15 days/rest of the year off the bus/ Administrative discretion with in-school discipline
9.	Eating/Drinking on the bus	3 days off the bus

10.	Throwing objects in/out bus/window	5 days off the bus with in-school discipline
11.	Hanging out window	5 days/10 days/ 15 days off the bus with in-school discipline
12.	Out of assigned seat	5 days off bus with in-school discipline
13.	Damaging or tampering with bus equipment/seats/windows	Suspension from bus until \$75 fine and damage restitution has been satisfied/remainder of the year off bus

When a student has been removed from the bus, the transportation director will notify all bus drivers. No driver should allow a suspended student to ride on a Clarke County School bus until suspension has been served.

CHANGES OF TRANSPORTATION

There will be no transportation changes made by the office for any student. Parents must send written verification of a transportation change to the office by 8:00 a.m. to be approved by the school principal or designee. In an emergency situation, the parent or guardian may come by the office thirty (30) minutes prior to dismissal.

CAR RIDERS AND WALKING STUDENTS

Dismissal for car riders and walkers is **2:50 PM**. These students are expected to clear the campus by **3:00 PM**. No supervision is available after **3:00 PM**. Teachers are normally dismissed at that time. **While waiting, students should refrain from rough housing and all inappropriate activities.**

CHECK-IN/CHECK-OUT FROM SCHOOL

1. Students who leave school for any reason must check-out through the principal's office.
2. To check-out a student, ID will be required.
3. Parental verification will be necessary for students to check out of school.
4. Only those individuals listed in the INOW system will be allowed to check-out the student.
5. The reason for the request will determine whether their absence from any part of the school day will be excused.
6. Students with excused check-outs will be permitted to do make-up work.

CLARKE COUNTY BOARD OF EDUCATION STUDENT CODE OF CONDUCT

Classification of Violations

Violations of the Code of Conduct are grouped into three classifications of minor, intermediate, and major offenses. Each classification is followed by a disciplinary procedure to be implemented by the principal or designees.

Procedures for the Administration of Formal Disciplinary Action

In the following classes of violations and disciplinary procedures, it is understood that the principal or designee shall hear the student's explanation and consult further with school personnel, if necessary, before determining the classification of the violation. Each classroom teacher will deal with general classroom disruptions by taking in-class disciplinary action, by making a personal call to the parent(s) or guardian(s) when feasible, and/or by scheduling conferences with the parent(s) or guardian(s) and other school staff. Only when the teacher has spoken with a parent and the action taken by the teacher is ineffective or the disruption is severe, should the student be referred to the principal or designee. Failure to bring notebook, pencil, books, or required materials and equipment to class, refusal to do homework, or refusal to work in class is not cause for disciplinary referrals unless this has become constant. School personnel should notify parents or guardians of students who consistently exhibit poor work habits and may use in-class disciplinary measures and/or the grading process to attempt to correct the problem.

Minor Offenses – Class 1

- 1.01 **Excessive distraction of other students:** Any conduct and/or behavior, which is disruptive to the orderly education process in the classroom or any similar grouping for instruction. Example: talking excessively, interrupting class functions, provoking other students.
- 1.02 **Illegal organizations:** Any participating in fraternities, sororities, and secret societies.
- 1.03 **Threats, harassment, or intimidation of a student:** The intentional, unlawful threat by word or act to do violence to another student, coupled with an apparent ability to do so, and doing some act which creates a well-founded fear in the person that such harm is likely.
- 1.04 **Gambling:** Any participation in games of chance for money and/or other things of value.

- 1.05 **Tardiness/Reporting late to school or class**
- 1.06 **Use of profane or obscene language**
- 1.07 **Non-conformity to dress code**
- 1.08 **Minor disruption on a school bus**
- 1.09 **Inappropriate public display of affection:** Is interpreted as any physical contact such as hand holding, arms around waists, hugging, kissing, etc.
- 1.10 **Unauthorized absences from school or class**
- 1.11 **Intentionally providing false information to a Board Employee:** including, but not limited to forgery of parent's name; intentionally providing false information to parents, such as changing grades.
- 1.12 **Repeated refusal to complete class assignments and failure to bring required instructional materials to class.**
- 1.13 **Vehicular violations**
- 1.14 **Any other violation which the principal may deem reasonable to fall within this category**

Administrative Responses – Class I

Administrative responses for Class I violations include but are not limited to the following:

- Student conference
- Parent contact(s)/conference(s)
- After-school detention
- Suspension from school/bus
- Out-of-school not to exceed three (3) days (not to exceed a cumulative total of ten (10) days per semester for non-special education students and ten (10) days per academic year for special education students)
- Corporal punishment
- Assignment to in-school suspension

Intermediate Offenses – Class II

2.01 Defiance of Board employee's authority: Any verbal or non-verbal refusal to comply with lawful and reasonable direction or order of a Board employee.

2.02 Possession, control, or use of tobacco products: The use of any tobacco products while under school jurisdiction.

2.03 Battery upon students: The actual and intentional pushing or striking another student against the will of the other or the intentional causing of bodily harm to an individual.

2.04 Fighting: Any physical conflict between two or more individuals.

- 2.05 Vandalism:** Intentional and deliberate action resulting in injury or damages of less than \$200.00 to public property or the real or personal property of another
- 2.06 Stealing-Larceny-Petty Theft:** The intentional, unlawful taking and/or carrying away of public, real, or personal property valued at less than \$100.00 belonging to or in the lawful possession or custody of another.
- 2.07 Possession of stolen property with the knowledge that it is stolen**
- 2.08 Threats-Extortion:** The verbal or by a written or printed communication, malicious threatening of injury to the person, property or reputation of another, with the intent to extort money or any pecuniary advantage whatsoever, or with the intent to compel the person so threatened or any other person to do any act or refrain from doing any act against his/her will. **NOTE:** Completion of the threat, either by the victim, constitutes a **Class III** offense.
- 2.09 Trespassing:** The willful entering or remaining in any structure, conveyance, or property without being authorized, licensed or invited, is warned by an authorized person to depart and refuses to do so.
- 2.10 Possession of fireworks or firecrackers**
- 2.11 Offensive touching of another person**
- 2.12 Written or verbal propositions to promote sexual acts**
- 2.13 Use of obscene manifestations (verbal, written, physical) toward another person**
- 2.14 Directing obscene or profane language to a Board employee or visitor:** Verbal assault upon a Board employee or visitor
- 2.15 Leaving premises without permission**
- 2.16 Cheating-serious or repeated violations**
- 2.17 Any other offense, which the principal may reasonably deem to fall within this category.**

Administrative Responses – Class II

Administrative responses for Class II violations include but are not limited to the following:

- Parent contact(s)/conferences
- Corporal punishment
- Out-of-school suspension
- Assignments to Alternative School
- Assignments to in-school suspension

Major Offenses – Class III

- 3.01 Drugs and alcohol:** Unauthorized possession, transfer, use, or sale of drugs, drug paraphernalia, or alcoholic beverages. In accordance

with Legislative Act 94-783, a person/student who unlawfully sells, furnishes, or gives a controlled substance to a minor may be liable for injury or damages or both.

- 3.02 Arson:** The willful and malicious burning of any part of a building or its contents. In accordance with Legislative Act 94-819, parents are liable for damages to school property caused by their child/children.
- 3.03 Battery upon Board employee:** The threatening by word or act or the unlawful and intentional touching or striking of a Board employee against his or her will, or the intentional causing of bodily harm to a school Board employee. In accordance with Legislative Act 94-794, it is a felony to assault teachers or employees of the Board.
- 3.04 Robbery:** The taking of money or other property from the person which may be the subject of larceny from the person or custody of another by force, violence, assault, or putting in fear of the same.
- 3.05 Stealing/Larceny/Grand Theft:** The intentional unlawful taking and carrying away of property valued at \$100.00 or more belonging to or in the lawful possession or custody of another.
- 3.06 Burglary of school property:** The breaking into, entering, or remaining in a structure or conveyance with the intent to commit an offense therein during the hours the premises are closed to the public.
- 3.07 Criminal mischief:** Willful and malicious injury or damages at or in excess of \$200.00 to public property, or real property belonging to another.
- 3.08 Possession of firearms:** Any firearm (including a starter gun) which will, or is designed to, or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffle or firearm silencer; any destructive device. In accordance with Legislative Act 94-817, the possession of a deadly weapon on school premises with the intent to do bodily harm is a **Class C** felony.
- 3.09 Discharging of any pistol, rifle, shotgun, air gun, pellet gun, or BB gun or any other device on school property.**
- 3.10 Possession of weapons:** Any knife, metallic knuckle, tear gas gun, chemical weapon or device, or any weapon, instrument, or other object capable of causing bodily harm, or with the intent to be armed. In accordance with Legislative Act 94-817, the possession of a deadly weapon is a **Class C** felony.
- 3.11 Bomb threats:** Any such communication(s) directed to a school employee, which has the effect or interrupting the educational process.
- 3.12 Explosives:** Preparing, possessing, or igniting on school board property explosives likely to cause serious bodily injury or property damage.
- 3.13 Sexual acts:** Acts of sexual nature including, but not limited to battery, intercourse, an attempted rape, or rape.

- 3.14 Aggravated battery:** Intentionally causing great bodily harm, disability, or permanent disfigurement; use of deadly weapon.
- 3.15 Inciting or participating in major student disorder:** Leading, encouraging, or assisting in major disruptions, which result in destruction or damage of private or public property, or personal injury to participants or others.
- 3.16 Unjustified activation of a fire alarm system**
- 3.17 Igniting fireworks and/or firecrackers**
- 3.18 Any other offense, which the principal may deem reasonable to fall within this category.**

Administrative Responses – Class III

Administrative responses for **Class III** violations include but are not limited to the following:

- Out-of-school suspension
- Assignment to in-school suspension
- Expulsion
- Legal action

CONDUCT

Students are expected to conduct themselves as ladies and gentlemen at all times, to be clean in person and language, and to be respectful and courteous to fellow students, teachers, and school personnel. Students are also expected to regard the property, rights of others, and to aid in the preservation of the building and equipment.

Conduct in Dining Room

Upon completing breakfast or lunch, students will take their tray, milk cartons, silverware, etc. to dispose of them in the proper place. Students should refrain from leaving food and other waste on the tables and floors. There will be no breaking in the lines. Students who do not abide by the cafeteria policies are subject to being restricted from entering the cafeteria. Commercially prepared foods and drinks are not permitted in the cafeteria.

Conduct in Halls

When changing classes, students should walk quietly on the right side of the hall. Students should refrain from playing, running, and talking loudly during the changing of classes.

CORPORAL PUNISHMENT

Reasonable corporal punishment (paddling) for misbehavior is permitted by the Clarke County Board of Education. However, if a parent does not want their child paddled, Jackson Middle School will respect their decision. **Any parent or guardian who wishes to prohibit their child from being paddled must come by the main office to sign a form.**

COUNSELING

Individual appointments can be made through the main office. Individual, small, or large group counseling services and referrals are available.

DISCIPLINARY POLICY

Disciplinary actions shall be taken to correct the behavior prohibited by the school's policy manual on campus, riding buses to and from school, or in connection with off-campus, school-sponsored activities. The following are specific procedures that will be implemented throughout the school affecting behavior and discipline.

1. Classroom rules will be established and posted in classrooms.
2. When a student is brought to the office for disciplinary action, the teacher will complete the disciplinary form. The teacher and student will receive a copy, and a copy will be kept in the principal's office.
3. Discipline reports will be sent home for parent's signature and returned to school.
4. When a student has been brought to the office, and a parent has been notified more than three (3) times of disruptive behavior, consideration will be given to suspending that student. This may be either in-school suspension or out-of-school suspension depending on the infraction.
5. Students become eligible if they are repeated discipline offenders. The principal, when appropriate, will refer the student after normal progressive steps have been taken to correct the student and all actions have failed.

The steps are as follows for most incidents:

- a. Teacher-student conference
- b. Teacher-parent conference (telephone call, visit, etc.)
- c. Principal-student conference
- d. Principal-parent conference (school counselor should have an active role)
- e. Detention, work assignment, or corporal punishment
- f. Suspension

- * In serious matters or cases of constant misbehavior, the principal or designee may at his discretion move to the most appropriate step, or refer the student for Clarke County Board of Education or juvenile authority action.
6. When a student has been suspended three (3) times for a major infraction, he/she may be referred to the Clarke County Board of Education or some outside agency for further disciplinary action.
 7. When a student poses a continuing danger to students, teachers, or school personnel, or in any way disrupts the academic process of the school, the student may be immediately removed from school. In such cases, the notice of suspension and hearing will take place as soon as possible.

DRESS CODE

The Clarke County Public School system has a mandatory dress code for all elementary, intermediate, middle, and high schools in the county.

The Uniform Dress Code for Jackson Middle School is as follows and will be in effect for all students:

- **NAVY BLUE PANTS/SLACKS** - Pleated or regular slacks are acceptable. **NO** blue jeans or corduroys allowed. Slacks must be properly fitted at the waist and have a proper hem. For example, if a student is 32" in the waist, then the pants/slacks should measure 32" in the waist. There will be **NO** oversized slacks allowed. **NO** cargo pants or pants with exterior **pockets** (sewn down or open). **NO** pants with frayed hems.
- **NAVY BLUE SHORTS** - Shorts are to be **NO** shorter than two (2) inches above the bend of the knee (measured in the back of the knee). Capri pants may be worn.
- **SHIRTS** - Any Polo or T-Shirt (long sleeve or short sleeve) which supports the **Jackson Aggies in colors of purple or white only**. Polo and T-Shirts that support the other Jackson Schools (JHS, JIS, and Gillmore) will also be allowed as long as they meet the color requirements as mentioned above.
- **SKIRTS/JUMPERS** - Skirts or jumpers will be **NO** shorter than two (2) inches above the bend of the knee (measured in the back of the knee) and longer than four (4) inches above the ankle. **NO FLOOR LENGTH** skirts. A navy blue jumper of the same length will be allowed. Uniform shirts must be worn under the jumper. If "tights" are worn under the skirt, the skirt must remain the proper length.
- **BELTS** - Black or brown leather like belts must be worn with pants, shorts, and skirts with loops. Belts must not be excessive in length and hanging from the waist. After market belt buckles are prohibited (large buckles with names, initials, etc.).

- **SHOES - NO OPEN TOED SHOES ARE ALLOWED (flip-flops, sandals, etc.).**
WHITE or NAVY SOCKS MUST BE WORN. (You may only wear ONE pair of MATCHING socks. Do not mix your colors or wear multiple pairs of socks.)
- **If shoes are designed for laces, the laces must be in place, and laces must be tight and tied with pants leg pulled over the tops of the shoes. Shoes that have straps must be strapped.**
- **JEWELRY** - If necklaces are worn, they must be worn inside of the shirt. They cannot extend above the collar of the shirt or hang over the button opening of the shirt.
- **No visible body piercings with the exception of girls wearing earrings will be allowed. (Nose, Lip, Brow, Tongue, etc.)**
- **OVERDRESS FOR COLD WEATHER DAYS** - JMS will allow outerwear supporting the Jackson Aggies in colors of purple, white, grey, or gold or outerwear that is SOLID navy, black, or white in color. A school uniform shirt must be worn under all outerwear. Any outerwear with a hood is prohibited. The JMS administration reserves the right to monitor this policy and make modifications if necessary.
- **JACKSON MIDDLE SCHOOL ADMINISTRATORS RESERVE THE RIGHT TO REFUSE OR PROHIBIT WEAR THAT IS INAPPROPRIATE.**

The following dress or grooming is prohibited:

1. Biking shorts
2. See-through blouses or shirts
3. Halter, tank, or sun tops
4. Sunglasses inside the building
5. Wearing hats, caps in the building (teachers, boys, and girls)
6. Bare feet, stocking feet, shoes must be worn
7. Picks, combs, rakes, or rollers in hair
8. Distasteful slogans or pictures on shirts
9. Open shirt or shirt tail worn outside of pants (boys and girls)
10. Mesh jerseys without a T-shirt
11. Mini-skirts, dresses, and shorts that are too tight and shorter than two (2) inches above the knees
12. Sleeveless tops or sweaters (inappropriate exposure) **NO BLOUSES AT ALL**
13. Sweat pants of any type including wind suits
14. Low-riding pants (below waistline)
15. Boys wearing earrings
16. Pants without belts
17. No sweatbands, wristbands, headbands, etc.
18. Extremely tight clothing of any type

19. No facial hair
20. No exotic hair coloring (PINK, BLUE, PURPLE, GREEN, ETC.)
21. No hoods at anytime on ANY clothing
22. No mixing colored socks and wearing multiple pairs of socks in various colors
23. If tights or yoga pants are worn, appropriate length skirt or shorts must be worn.

ELECTRONIC COMMUNICATION DEVICES

**Code of Alabama – Section 16-1-27

(Pocket Pagers, Cellular Telephones, or other Electronic Communication Devices)

Section 1. Section 16-1-27 of the Code of Alabama 1975, amended and passed on April 17, 2006 to read as follows: 16-1-27

“(a) A local Board of Education may permit any pupil to carry a pocket pager, cellular telephone, or other electronic communication device while on school property and may permit any pupil to use a pocket pager, cellular telephone, or other electronic communication device, when such use is expressly and specifically permitted by the school administrator, teacher, or employee who is acting in a supervisory capacity at the time of the use.”

“(b) Any pupil found in violation of this section shall be subject to suspension by the Board of Education.”

“(c) Each local Board of Education may adopt a local policy that pertains to pocket pagers, cellular telephones, and other electronic communication devices.”

Section 2. This act shall become effective on July 1, 2006.

CLARKE COUNTY SCHOOLS ELECTRONIC COMMUNICATION DEVICE POLICY

The Clarke County School System prohibits the use of **all** electronic communication devices, including cellular telephones, and pagers/beepers, **cameras, and IPODS** (unless provided by the school for educational purposes) at all schools during the school day. This is to include using cellular telephones to make voice calls, to take photos, and/or to send/receive text messages. Students shall be allowed to possess such electronic devices; however, such devices must be turned off upon entering the school building at the beginning of the school day and remain off until the end of the school day. Devices are not to be visible during the school day. Electronic communication devices must not be in operation at any time while students are being transported to and from school on the school bus.

Student use of cellular telephones/electronic communication devices for field trips, sporting events, extracurricular activities etc. during school hours or before or after school hours will be at the discretion of the principal and sponsor/coach. The school/school system will not be responsible for the loss, damage, or theft of any electronic device brought to school for a school event.

Any variation from this policy may have the prior approval of the building administrator. Violation of this policy will include but not be limited to the following: Text message sending and/or receiving, Cellular Telephone ringing and/or making of telephone calls, sending and/or receiving pages and taking of photos during the school day. Violation of this policy will also include the following: the use of any electronic communication device at any time while being transported to and from school on the school bus.

Any student found in violation of this policy will be subject to the following consequences:

Consequences for unauthorized use of pocket pages or electronic communication devices

*First Offense: ***Electronic Communication Device confiscated and returned to parent/guardian. Student warned.***

*Second Offense: ***Electronic Communication Device confiscated and returned to parent/guardian on the last day of the term. Student assigned to In-School Suspension for three days.***

*Third Offense: **Electronic Communication Device confiscated and returned to parent/guardian on the last day of the term. Student suspended from school for one day.***

*Subsequent Offenses: ***Electronic Communication Device confiscated and returned to parent/guardian on the last day of the term. Three days out of school suspension.***

****It is the responsibility of the parent/guardian to schedule a time with the school administration to retrieve confiscated Electronic Communication Devices.***

***Laws of Alabama Relating to Education – Issued by the Alabama State Department of Education*

Source: Clarke County Board of Education

Adopted: July 20, 2006

Revised: May 20, 2010

EXTRACURRICULAR ACTIVITIES

Jackson Middle School offers a variety of extracurricular activities including the Beta Club, National Honor Society, Student Government Association, honors banquet, the scholar's bowl team, gifted classes, peer helpers, marching band, concert band, basketball teams, football, baseball, softball, cheerleading, volleyball under JHS, golf under JHS, cross-country under JHS, swimming under JHS, robotics club, beauty reviews, etc. Each organization has its rules for participation. In order for any student to be eligible to participate in any extracurricular activity, he/she must exhibit good conduct. Students who do not follow school policy may be expelled from an organization at the discretion of the club sponsor and the principal. Students are not allowed to get off a bus at any other school without a note from a parent that is signed by the principal.

FIGHTING

Fighting will not be tolerated and violators will be subject to suspensions. Serious offenders shall be referred to juvenile authorities.

FIRE DRILL

When the school's fire alarm sounds, you are to exit the building using the procedures posted in each classroom beside the door.

GANGS

Any type of gang activity is prohibited at Jackson Middle School. The wearing of gang paraphernalia, such as bandannas/rags, gang emblems of any kind, and clothing with gang logos is not allowed.

GIFTED EDUCATION SERVICES

Gifted students are those who perform or who have demonstrated the potential to perform at high levels in academic or creative fields when compared to others of their age, experience, or environment. These students require services not ordinarily provided by the regular school program. Students possessing these abilities can be found in all populations, across all economic strata, and in all areas of human endeavor.

Teachers, counselors, administrators, parents or guardians, peers, students, or any other individuals with knowledge of a student's abilities may refer a student. Additionally, all second grade students will be observed as potential gifted referrals. A checklist of gifted behavior characteristics,

provided by the *Alabama State Department of Education*, is completed by the Second Grade Classroom Teachers along with work samples, generated by the gifted specialist. This accumulated information is then used to determine which second grade students will be referred for the gifted program.

For each student referred, information is gathered in the areas of *Aptitude, Characteristics, and Performance*. The information is entered on a matrix where points are assigned according to established criteria. The total number of points earned determines if the student qualifies for gifted services.

For more information contact Mrs. Keller Davis at 251/246-3540.

HEALTH SERVICES

MEDICATIONS: The Clarke County Board of Education hereby adopts the following policy in regard to the administration by school personnel of **Any** medication to students. Members of the school staff **MAY NOT** administer medication to students. Parents are required to notify the principal or school nurse in writing in the event that a student must **bring medication to school. All medications must be handled through the nurse's office.** Any student having in his/her possession medication other than the specified daily dosage and who furnishes, gives away, or sells any controlled substance enumerated in Schedules I, II, III, IV, and V of the Alabama Uniform Controlled Substance Act; i.e. Act number 107, approved September 16, 1971, may be subject to suspension, probation, or expulsion.

HOMEROOMS

Students are assigned to a Period 1 homeroom primarily to record their attendance. Materials to be distributed in most cases will be handed out during the 6th period class.

HOMEWORK

The purpose of homework is to increase your knowledge of the subject. Homework should be completed as soon as possible after being assigned, rather than being put off until the last minute. After you think you have done your best, take some time and go over it again. Students should review the day's work in each subject after they have completed the homework assignment.

HONOR ROLL

All students are eligible for placement on the school Honor Roll. Students must achieve a grade average of "B" in all subjects in order to be placed on the Honor Roll. The Honor Roll is published at the end of each 9-week grading period.

JMS AMBASSADORS

The objective of the JMS Ambassadors is to promote the welfare of all children through a working partnership among parents, educators, and the community at large.

The Ambassadors, in cooperation with teachers and administrators, work to provide worthwhile programs for our students. The Ambassadors provide information to parents on child development, parenting skills, and educational issues through special programs and general meetings.

It is also the aim of the JMS Ambassadors is to be informed regarding educational issues within our school district, to make that information available to all our members, and to work with administrators and teachers to ensure educational excellence for all children.

We encourage everyone, parents and community members alike, who are concerned about the welfare of children to join the Ambassadors as a vehicle for becoming involved in education. We welcome everyone to attend our meetings. Information concerning meetings and events will be sent home prior to the scheduled date and posted on the school marquee in front of the school.

INSURANCE

School insurance is available at a nominal cost to students. Students are encouraged to buy this insurance at the beginning of the school year through their homeroom teacher. Any student participating in the athletic program must have insurance to participate. These forms are available in the school office.

LEAVING SCHOOL CAMPUS

When a student arrives at school, he/she is not to leave the campus without permission from school officials. A student leaving without permission before regular dismissal time is considered truant.

LOCKDOWN

If a lockdown is initiated, the office will make an announcement through the school intercom system. Students will follow the appropriate procedures. In the event of a lockdown, no one (including parents) will be allowed into the building until the lockdown is completed.

LOCKERS

Lockers will be available to all students. They must be rented on registration day or at any time during the school year. These lockers are the property of Jackson Middle School and the administration has the right to search the locker and its contents at any time. The fee for locker rental is \$15.00 per year. The fee must be paid before a locker can be issued. Lockers will be kept neat and clean at all times. This means they must be kept closed and free from rubbish or trash. We intend to keep our halls attractive. Students must do their part to maintain their lockers. Lockers should be closed and locked when not in use. Books or other items may not be placed on top of the lockers. Students will be allowed to go to lockers at the following times:

- At the beginning of the school day.
- At the assigned time during the day.
- At the end of the day.

LOST AND FOUND

Lost articles are to be turned in by the finder to the office. The loser, upon proper identification, may reclaim the article. After a reasonable period of time, unclaimed items will be donated to charity or discarded.

MAKE-UP WORK

Students who are absent for any reason will be required to make up work missed in each class. Students are expected to contact their teachers to find out what assignments they need to complete. **Students with excused absences have three days to complete homework.** Failure to complete assignments may result in failure for that grading period.

Unexcused Absences

The student whose absence is unexcused is not entitled to make up instructional work or test(s) except when the unexcused period covers a nine weeks or term test which would place the student in danger of failing to obtain a final course credit or being promoted to the next highest grade. A student on external suspension will have absences treated as unexcused.

Parent Excuse Covering Absences

State law requires parents or guardians of students to explain the cause of any absence of students under their control or supervision. Every student returning to school after being absent shall present to the designated school official a written excuse signed by the parent or guardian ***within three school days of the absence***. In accord with State Law and Board policy, the determination of whether an absence is excused or 'unexcused' shall be made by the principal. *Any absence not excused shall be considered unexcused.* **Please note Semester Exam Exemption Policy.**

MEDIA CENTER/LIBRARY

The school library is open from 7:30 A.M. to 3:00 P.M. each day. A Media Specialist is available to assist students in finding materials needed for research, homework, or leisure reading. We encourage the use of the media center as much as possible. Multi-media computer systems and access to the Internet are available for students with written permission from parents or guardians.

PARENT CONFERENCES

Parents of JMS students are invited to visit the school. A specified time must be scheduled to conference with or observe a teacher. Please call the main office to schedule an appointment for teacher conferences or observations.

PERSONAL PROPERTY

Each student is expected to be responsible for his/her own possessions. Students are advised not to bring large amounts of money to school. They should bring only money they will need for the day. Students should not bring valuables to school. Students are not to bring any type of electronic or hand held video games, CD player, etc. to school. These items will be confiscated and held to the end of the school year.

PHYSICAL EDUCATION EXEMPTIONS

According to the Alabama State Department of Education, all students K – 8 will be required to take PE with no exceptions. Students will not be allowed to take band or chorus in lieu of P.E.

PRESENCE ON ANOTHER SCHOOL CAMPUS

NO student from Jackson Middle School is to be present on a school campus, other than their own, while school is in session, without prior approval of the principal. This applies to all events held at another school.

PROMOTION

In order for a student to be promoted, he/she must complete all requirements for that grade level academically and be in attendance a minimum of 160 days during the school year. Failure to comply or meet these requirements satisfactorily shall result in the student not being able to move to the next grade. Daily attendance is important in maintaining good grades; therefore, we encourage students to strive for perfect attendance. Any student missing more than twenty (20) days will be subject to retention.

REPORT CARDS AND PROGRESS REPORTS

Progress reports will be sent home during the fifth week of the nine-week grading period. Report cards will be distributed by the 2nd Thursday after the conclusion of each of the 1st three (3) grading periods. Cards must be signed and returned to school within five (5) days. If a conference is needed, it must be scheduled through the office. Report cards for the last nine (9) weeks will be sent home on the last day of school with the students. Those not receiving them on that day may pick them up in the office during the summer.

RESTRICTED AREAS

These areas are restricted to students:

1. NO congregating or loitering on the front campus or main entrance at any time during the day.
2. No parking or loitering in the streets or in the parking areas.
3. Students are not allowed to sit on the bus during school hours.
4. Students are not allowed in the faculty lounge, faculty restrooms, or office area unless summoned by the administration.
5. Students are not allowed to run, jump, or play on the bleachers.
6. Students are not allowed in the gym unless they are scheduled for a class that period.
7. Students are not to congregate, stand, or block entrances.
8. Students are not allowed to walk across the grass. Use the main entrance walk or sidewalks when entering or leaving classes.
9. Students are not allowed in any area that is not supervised by school personnel.

SCHOOL VISITATION

Visitors coming on campus or entering the building are required to check-in at the principal's office to obtain permission to be on campus. They must sign in and be issued a visitor's card. At no time should visitors loiter or attempt to visit students or teachers without checking with the principal.

Students are not allowed to bring relatives or friends to school. No student from another school will be allowed to visit a student without permission from proper authorities.

SELLING OF ITEMS ON CAMPUS

The selling of non-school products is prohibited on campus. This includes, but is not limited to food, raffle tickets, etc.

SEMESTER EXAM EXEMPTION POLICY

The goal of this policy is to improve student attendance. In order for a student to be exempt from a semester exam they must meet **both** of the following requirements:

- A 90 average in the class for the current semester
- No more than three unexcused absences for the class

An absence will only be considered excused if the student turns in a doctor's note within three days of their return to school or the absence is approved by the principal.

SICK POLICY

- If a student is sent home from school for an illness, then they must be symptom/fever free for 24 hours prior to returning to school.
- Example: If a student checks out of school on Tuesday with a fever, then they will not be allowed to return to school on Wednesday.
- The absence from school **will be excused** as an illness.
- A parent note will still be required for documentation.
- However, if the student is still sick after the 24 hour period of being sent home, a doctor's note may be required.

STATEMENT OF COMPLIANCE

"It is the official policy of the Clarke County Board of Education, that no person shall on the grounds of race, color, handicap, sex, religion, creed, national origin, or age be excluded from participation in, be denied the benefit of, or be subject to discrimination under any program, activity, or employment." (Clarke County Board of Education Policy Manual)

Coordinators for these programs are as follows:

Title I/Federal Programs: Ms. Gwen Powell

Title VI and Section 504: Ms. Angie Jordan

Title IX: Ms. Julia Ann Deas

These coordinators may be reached at 251/275-3255 or P.O. Box 936, Grove Hill, Alabama 36451.

STATEMENT OF LIABILITY

The administration and faculty at Jackson Middle School are concerned with your health and safety at school and will take steps to provide a safe learning environment. The administration and faculty are not responsible for accidents or injuries incurred on campus or at any school function.

STUDENT USE OF OFFICE TELEPHONE

The office telephone is a business telephone and is **NOT** provided for students' personal use. If an emergency occurs, students may use the phone **ONLY** with permission from the office staff. **NO** long distance calls may be charged to the school phone.

TARDINESS

Students are required to report to their individual schools at the beginning of the school day. Also students are required to be on time for each class. Teachers reserve the right to handle tardiness to their classes. A student who is late without permission may be assigned a short research paper, work assignment, loss of break, etc. Students who receive three (3) tardies in class or to school will be referred for appropriate disciplinary action. Disciplinary actions will include the following:

- Student conference
- Parent contact(s)/conference(s)
- Assignment to in-school suspension/after-school detention

Any students reporting to school after 8:00 must be accompanied by a parent/guardian. The parent/guardian must sign the admission slip for the student before the student will be allowed to enter class.

TEXTBOOK POLICIES

Students or their parent/guardian shall be held responsible for all state-owned textbooks received by the student in accordance with Act 221, Alabama Free Textbook law, Section 25. Before textbooks are issued to a student, the parent/guardian must sign a book contract stating that he/she will pay assessed charges for all books that may be damaged or lost by the student. Textbooks will not be issued to students owing for damaged or lost textbooks until payment has been made.

TORNADO/SEVERE WEATHER DRILL

In the event of severe weather, the office will announce for students to go to their designated area.

WEAPONS/DRUGS

Any article that threatens the security, safety, or well being of the students, teachers, or school personnel on the school campus or at a school sponsored activity or interrupts the school program is prohibited. Students must not bring on campus or have in their possession any form of weapon. This includes knives, razor blades, belt buckles, combs, etc. Any material object that is used to physically harm another person is determined a weapon and will be treated as such. The possession of weapons, the use of such weapon, or illegal drug will result in disciplinary action from the Clarke County Board of Education. In cases of student possession or usage of illegal drugs and other dangerous items on campus or at a school sponsored activity, the local law enforcement will be notified of the situation along with the parent and Clarke County Board of Education.