



Jefferson Middle School
HANDBOOK

JEFFERSON MIDDLE SCHOOL MISSION AND BELIEFS.....	3
THE PERSONAL RESPONSIBILITIES OF JEFFERSON MIDDLE SCHOOL STUDENTS	
The Teaching/Learning Process	
Personal Relationships	
Responsibility for Your Own Actions	
ASSESSMENT CALENDAR 2018-2019	
ATTENDANCE (Board Policy 6.200 & 6.204).....	4
DAILY BELL SCHEDULE	
EXCUSED ABSENCES	
EXCESSIVE ABSENTEEISM	
ARRIVAL AND DEPARTURE	
DISMISSALS (Board Policy 6.208)	
TARDY TO SCHOOL.....	5
TARDY TO CLASS	
BEHAVIOR EXPECTATIONS MATRIX	
CELL PHONES/PERSONAL ELECTRONIC DEVICES (Board Policies 6.312)	6
CHANGE OF CONTACT INFORMATION	
CLUBS, ACTIVITIES, AND SPORTS	
COMMUNICATION BETWEEN SCHOOL AND HOME	
DISCIPLINE PROCEDURES (Board Policy 6.302, 6.306, 6.313 & 6.316)	
ASSERTIVE DISCIPLINE PLAN	
EXPLANATION OF PROCESS	
CLASSROOM-LEVEL DISCIPLINE (Classroom Managed – Minor Level 1).....	7
ADMINISTRATIVE-LEVEL DISCIPLINE (Office Managed – Major Levels 2, 3, 4)	
JEFFERSON MIDDLE SCHOOL: DISCIPLINE FLOW CHART	
SPECIFIC DISCIPLINE POLICIES.....	8
ALCOHOL POLICY	
ASSAULT POLICY (Board Policy 6.309)	
BUS CONDUCT POLICY (Board Policy 6.308)	
BUS DISCIPLINE STEPS.....	9
Fighting	
Use of Tobacco	
Drugs/Alcohol/Sexual Offenses	
DISCRIMINATION/HARASSMENT AND BULLYING/INTIMIDATION/CYBER BULLYING (Board Policy 6.304)	
Discrimination/Harassment (Sexual, Racial, Ethnic, Religious, Disability)	
Bullying/Intimidation/Cyber-Bullying.....	10
CONSEQUENCES	
OLWEUS: ANTI-BULLYING PROGRAM (Board Policies 6.304 & 6.305)	
Bullying Definition as defined by Olweus	
JMS Anti-Bullying Rules as outlined by Olweus	
DRESS CODE (Board Policies 6.3101).....	11
DRUG POLICY	
FIGHTING POLICY	
INAPPROPRIATE DISPLAY OF AFFECTION POLICY.....	12
PROFANITY POLICY	
TOBACCO POLICY	
WEAPONS AND DANGEROUS INSTRUMENTS POLICY	
ZERO TOLERANCE (Board Policy 6.309)	13
EMERGENCY CLOSING OF SCHOOL	
EMERGENCY DRILLS	
FEES (Board Policy 6.709)	
FIELD TRIP REQUIREMENTS (Board Policy 4.302)	
GRADES	
HALL PASSES	
IMMUNIZATIONS (Board Policy 6.203 & 6.402)	14
JEFFERSON COUNTY SCHOOLS NOTICE OF NON-DISCRIMINATION	
LEGAL GUARDIANSHIP (Board Policy 6.208 & 6.209)	
LIBRARY / MEDIA CENTER	
LOCKERS (Board Policy 6.303)	
MAKE- UP HOMEWORK	
MEDICATION (Board Policy 6.405 & 6.410)	
MONEY/VALUABLE ITEMS.....	15
SCHOOL COUNSELORS	
S.I.M.P.L.E. - STUDENT REWARD PROGRAM	
VISITORS	
JCS Truancy Letter to Parents	

JEFFERSON MIDDLE SCHOOL MISSION AND BELIEFS

Mission: Success and Productivity for Every Student. Every Student - Every Day!

Beliefs:

- ✓ Learning: We believe all students are capable of learning with teacher, parent/guardian, and community involvement being essential elements to student learning.
- ✓ Assessment: We believe assessments should be used to make research-based, data-driven decisions.
- ✓ Decision Making: We believe responsible decisions are the result of collaborative effort between the school, the students, the parents/guardians, and the community.
- ✓ Policy: We believe sound policies and procedures are essential for the school to operate in a safe, cohesive, and effective manner.
- ✓ Instruction: We believe that to address all learning styles, a variety of instructional techniques and activities should be utilized to maximize student learning.

THE PERSONAL RESPONSIBILITIES OF JEFFERSON MIDDLE SCHOOL STUDENTS

As a student of Jefferson Middle School, you are expected to be aware of and to accept your individual responsibilities in the following areas:

I. The Teaching/Learning Process

You deserve the best instruction that Jefferson Middle School is capable of providing. For the efforts of the teachers to be as successful as possible and for you to work and achieve to the best of your ability, you must cooperate with the teachers. Teachers help facilitate the activity of learning, which provides many benefits to you both now and in the future.

II. Personal Relationships

Each student is expected to show respect for the rights and feelings of his fellow students and to behave in such a way as to draw the respect of others. Courteous treatment is encouraged. Tolerance of differing beliefs and appearances is essential. Dangerous practices such as pushing, scuffling, and bullying are strictly prohibited. Public displays of affection such as kissing and handholding between students are inappropriate at school and NOT permitted. Students are expected to follow instructions from any school employee and to address all adult staff members with respectful words and tone. Students are responsible to all teachers at all times. Teachers have supervisory authority and responsibility in all areas of the school campus. Visitors are honored guests and should be treated with courtesy and respect.

III. Responsibility for Your Own Actions

You will be held responsible for the things YOU do or fail to do. What others do or do not do is of little importance in determining whether you have accepted your responsibilities as a student citizen of Jefferson Middle School. If you choose to follow bad examples set by a few students, you will be held responsible for your actions and your actions only. **The decision will be yours, and so will the consequences.** Your first responsibility, then, is to decide how you should conduct yourself while you are at school. Your second responsibility is to be prepared to accept the consequences of your actions. If you encounter problems dealing with other students, it is recommended that you tell a teacher, school counselor, or principal.

ASSESSMENT CALENDAR 2018-2019

ASSESSMENT NAME		ADMINISTRATION WINDOW
TCAP Grades 3-8	Spring	April 15 – May 3
TCAP-Alt Grades 3-11	Spring	March 18 – May 3
NAEP (8 th)	Winter	February 5
ACCESS for ELs	Spring	February 19 – April 5

ATTENDANCE (Board Policy 6.200 & 6.204)

Regular attendance is important for the establishment of a good scholastic record. Work missed during absences is difficult to make up. There is no substitute for actual participation in daily classroom discussion and work. All missed class work or tests (whether excused or unexcused absence) may be made up, provided the student makes the request immediately upon returning to school and provided class time is not taken from other students. Students will have one day for each day missed to make up work due to an absence. NO student is allowed a certain number of days to be absent from school.

Students are required by law to attend school **regularly and on time**. The Tennessee Compulsory School Attendance Law requires that each child in Tennessee must attend school between the ages of five and eighteen or until he/she has a diploma. These facts are given so that parents/guardians and students will fully understand their responsibilities in meeting these requirements. The law requires that school officials report to the court any parent, guardian, or other person in parental relationship with children who are unlawfully absent from school for an extended period of time during the school year. The parent, guardian, or other person having charge and control of a child is held strictly responsible for the child's school attendance. Penalty is provided for those parents or guardians who fail to observe the law.

<p>There are 8 legal reasons for excusing a student from school attendance:</p> <ol style="list-style-type: none"> 1. Personal illness (a physician's statement is required) 2. Death in the family 3. Legal or court appearance 4. Religious observances (student must regularly attend the congregation) 5. Doctor's Appointment 6. Circumstances which in the judgment of the principal create emergencies over which the student has no control 7. One day is provided for students, if their parent or custodian is deployed or returns from service. 8. School approved trips <p>To be counted present for a school day, a student must attend at least 3 ½ hours.</p>	<p>DAILY BELL SCHEDULE</p> <table> <tr><td>Breakfast</td><td>7:30 - 7:54</td></tr> <tr><td>Morning Locker Break</td><td>7:54 - 8:00</td></tr> <tr><td>First Period</td><td>8:00 - 9:03</td></tr> <tr><td>Second Period</td><td>9:07 - 10:10</td></tr> <tr><td>Third Period</td><td>10:14 - 11:17</td></tr> <tr><td>Fourth Period</td><td>11:21 - 12:50 (Lunch)</td></tr> <tr><td>Fifth Period</td><td>12:54 - 1:57</td></tr> <tr><td>Sixth Period</td><td>2:01 - 3:05</td></tr> </table> <p>SPECIAL BELL SCHEDULES CAN BE FOUND ON OUR WEBSITE AT:</p> <p style="text-align: center;">http://jms.jc-schools.net/</p>	Breakfast	7:30 - 7:54	Morning Locker Break	7:54 - 8:00	First Period	8:00 - 9:03	Second Period	9:07 - 10:10	Third Period	10:14 - 11:17	Fourth Period	11:21 - 12:50 (Lunch)	Fifth Period	12:54 - 1:57	Sixth Period	2:01 - 3:05
Breakfast	7:30 - 7:54																
Morning Locker Break	7:54 - 8:00																
First Period	8:00 - 9:03																
Second Period	9:07 - 10:10																
Third Period	10:14 - 11:17																
Fourth Period	11:21 - 12:50 (Lunch)																
Fifth Period	12:54 - 1:57																
Sixth Period	2:01 - 3:05																

EXCUSED ABSENCES

If a student is absent from school for any of the reasons listed above, the student must bring in appropriate documentation to the office or his/her homeroom teacher. The home or business telephone number should also be included. At 10 unexcused absences, a student is considered truant.

EXCESSIVE ABSENTEEISM

***Please also see attached parent letter regarding truancy**

Truancy is defined as an absence for an entire school day, a major portion of the school day or the major portion of any class or activity during the school day without an excusable reason.

ARRIVAL AND DEPARTURE

Students may arrive as early as 7:15 A.M. and will be supervised in the gymnasium. Students may not go to the classroom/lockers without a pass until they are dismissed.

At 3:05, after announcements, students will be dismissed for buses, town students, and team location. Town students should be dropped off and picked up at the side of the school near the gymnasium. Afternoon car riders should be picked up promptly. All second load high school bus students and sport team members will promptly report to their team designation area and wait for further instructions. No students should be in any other part of the school at this time unless prior written permission is given.

DISMISSALS (Board Policy 6.208)

Dismissals during the school day are discouraged. Dismissals may be granted for doctor appointments, court appearances, funerals, or school service activities. Dismissal for reasons other than those listed will be handled individually by the administration. A parent or guardian **MUST** sign the student out at the front desk. Students being dismissed will be called to the office. Students should not come to the office and wait for someone to pick them up. **NO DISMISSALS WILL BE MADE BY TELEPHONE.**

TARDY TO SCHOOL

Students are tardy to school if they are not in class when the tardy bell rings. Students arriving after the tardy bell rings at 8:00 A.M. must receive a tardy slip from the main office before going to class.

TARDY TO CLASS

If delayed by a teacher, ask for a pass from the teacher for your next class. The office will give you a tardy slip ONLY if someone in the office is responsible for the tardiness. Otherwise, failure to arrive in class on time is an unexcused tardy and will result in a minor level 1 write-up. Remember 5 level 1 write-ups equals an office referral.

BEHAVIOR EXPECTATIONS MATRIX

		Respectful	Responsible	Safe
Area	All Areas *Other classroom rules per teacher discretion	<ul style="list-style-type: none"> Obey staff Use property as intended Use low voice Always try – ask for help if needed Be helpful to others 	<ul style="list-style-type: none"> Be on time Be prepared with ALL materials Complete and turn in work on time Put all trash into trash container 	<ul style="list-style-type: none"> Keep self to self Keep walking paths clear. Always ask permission to leave, sign out, use pass Food and drinks are not allowed Only teachers answer the phone Only teachers can open door
	Hall/Lockers	<ul style="list-style-type: none"> Use quiet voice Respect other classrooms Public displays of affection are not allowed (including: holding hands, hugging, kissing) Use property as intended 	<ul style="list-style-type: none"> Throw trash away Walk quickly and quietly Keep hallways clear Always have a hall pass Locker breaks in between classes 	<ul style="list-style-type: none"> Always walk on the right side of the hall Refrain from standing in the hallway/at locker talking Afternoons: All remaining students must report to team area Keep all items in YOUR locker
	Cafeteria	<ul style="list-style-type: none"> Use property as intended Patiently wait your turn in line Use inside voice and appropriate language 	<ul style="list-style-type: none"> Know your student ID# Get all items the first time Stay seated until dismissed Keep your area clean 	<ul style="list-style-type: none"> Keep hands, feet, and food to self Handle food appropriately Walk at all times
	Gym	<ul style="list-style-type: none"> Use property as intended Practice proper hygiene 	<ul style="list-style-type: none"> Be in your designated area Dressing out is required Tennis shoes are required Be sure you have all of your valuables before leaving 	<ul style="list-style-type: none"> Keep hands, body parts, objects to yourself at all times. Only be in locker rooms with adult supervision
	Bus	<ul style="list-style-type: none"> Obey bus driver Use quiet voices Be a positive representative of JMS 	<ul style="list-style-type: none"> Respect property of other students and the bus Use appropriate language and actions Keep hands, body parts, objects to yourself 	<ul style="list-style-type: none"> Remain in your seat until you reach your stop Face forward Keep aisles clear
	Arrival/Dismissal/Announcements	<ul style="list-style-type: none"> Enter and exit quietly No talking during announcements Listen carefully 	<ul style="list-style-type: none"> Car riders should report directly to pick up area Bus riders should report directly to bus ALL remaining students should report to team area 	<ul style="list-style-type: none"> Stay in designated area Students in the halls or classrooms after first release must have a hall pass
	Bathroom	<ul style="list-style-type: none"> Use property as intended Respect privacy of others Put all trash into trash container 	<ul style="list-style-type: none"> Use restroom during class change Always flush toilet Cell phone use not allowed 	<ul style="list-style-type: none"> Wash hands – soap and water Report problems to staff If using during class time – you must sign out of class and have a hall pass
	Assemblies/Sporting/Extra-Curricular/Field Trips	<ul style="list-style-type: none"> Show respect to others Applaud briefly when appropriate For assemblies, enter and exit quickly and quietly with class 	<ul style="list-style-type: none"> Keep all areas of JMS tidy Keep up with your belongings (school and personal) Be sure you have <u>on time</u> transportation to and from events 	<ul style="list-style-type: none"> Conduct yourself in a respectful manner with safety in mind Make choices that put safety of yourself and others first For assemblies, sit in designated area

CELL PHONES/PERSONAL ELECTRONIC DEVICES (Board Policies 6.312)

At Jefferson Middle School cell phones and/or similar electronic communications equipment must be powered off and remain off during school hours – from 8:00 A.M. to 3:05 P.M. Students who violate this policy shall receive the following discipline:

- First offense – Warning. Warning is documented. Device confiscated for remainder of day. Staff will place in a completed JMS Electronic Violation Envelope and turn it in to the office (device released to parent/legal guardian only)
- Second offense - Device will be confiscated for thirty (30) calendar days – staff will place in a completed JMS Electronic Violation Envelope and turn it in to the office (device released to parent/legal guardian only)
- Third offense - Device will be confiscated for forty-five (45) calendar days – staff will place in a completed JMS Electronic Violation Envelope and turn it in to the office (device released to parent/legal guardian only)
- Fourth+ offense - Device will be confiscation determination will be per principal discretion – staff will place in a completed JMS Electronic Violation Envelope and turn it in to the office (device released to parent/legal guardian only)

Note: Failure to surrender an electronic device will result in a violation of the disrespect policy.

Electronic devices include, but are not exclusively limited to: cell phone, head phones, iPod/iPad, MP3 player, e-reader, tablet, apple watch, and smart watch.

LOST OR STOLEN CELL PHONES OR ANY PERSONAL ELECTRONIC DEVICE ARE NOT THE RESPONSIBILITY OF JEFFERSON MIDDLE SCHOOL OR ADMINISTRATION

CHANGE OF CONTACT INFORMATION

If you have a change of address, telephone number, or other emergency contact information, please notify the front office or your child's homeroom teacher immediately.

CLUBS, ACTIVITIES, AND SPORTS

Students are encouraged to participate in a variety of extracurricular activities including clubs, competition teams, special event groups, and sports. To qualify for these activities, students must maintain acceptable behavior and passing grades. All students are expected to exhibit responsible behavior if they participate in any school activity. All clubs, activities and sports have minimum requirements for participation.

Students are encouraged to participate in one or more sports. All students are given equal opportunity to participate through tryouts. Team membership one year does not guarantee membership the next year. The following sports programs are offered at Jefferson Middle School: basketball, baseball, softball, soccer cheer, cross country, dance, football, golf, track, volleyball, and wrestling.

COMMUNICATION BETWEEN SCHOOL AND HOME

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, e-mail messages, and phone calls. You will also find lots of school information on our school website at: <http://jc-schools.net/jms/> Jefferson Middle School will use One Call, an automated phone service, to notify parents and students of school closings and/or special events.

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.

DISCIPLINE PROCEDURES (Board Policy 6.302, 6.306, 6.313 & 6.316)

ASSERTIVE DISCIPLINE PLAN

EXPLANATION OF PROCESS

The PURPOSE of this plan is to establish a clear and consistent hierarchy of consequences 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. The principals, teachers, and staff reserve the right to determine whether or not a student's behavior is inappropriate. The hierarchy of consequences ranges from the less severe to the more severe, ultimately reaching the point where expulsion is recommended. See the JMS Discipline Flow Chart.

CLASSROOM-LEVEL DISCIPLINE (Classroom Managed – Minor Level 1)

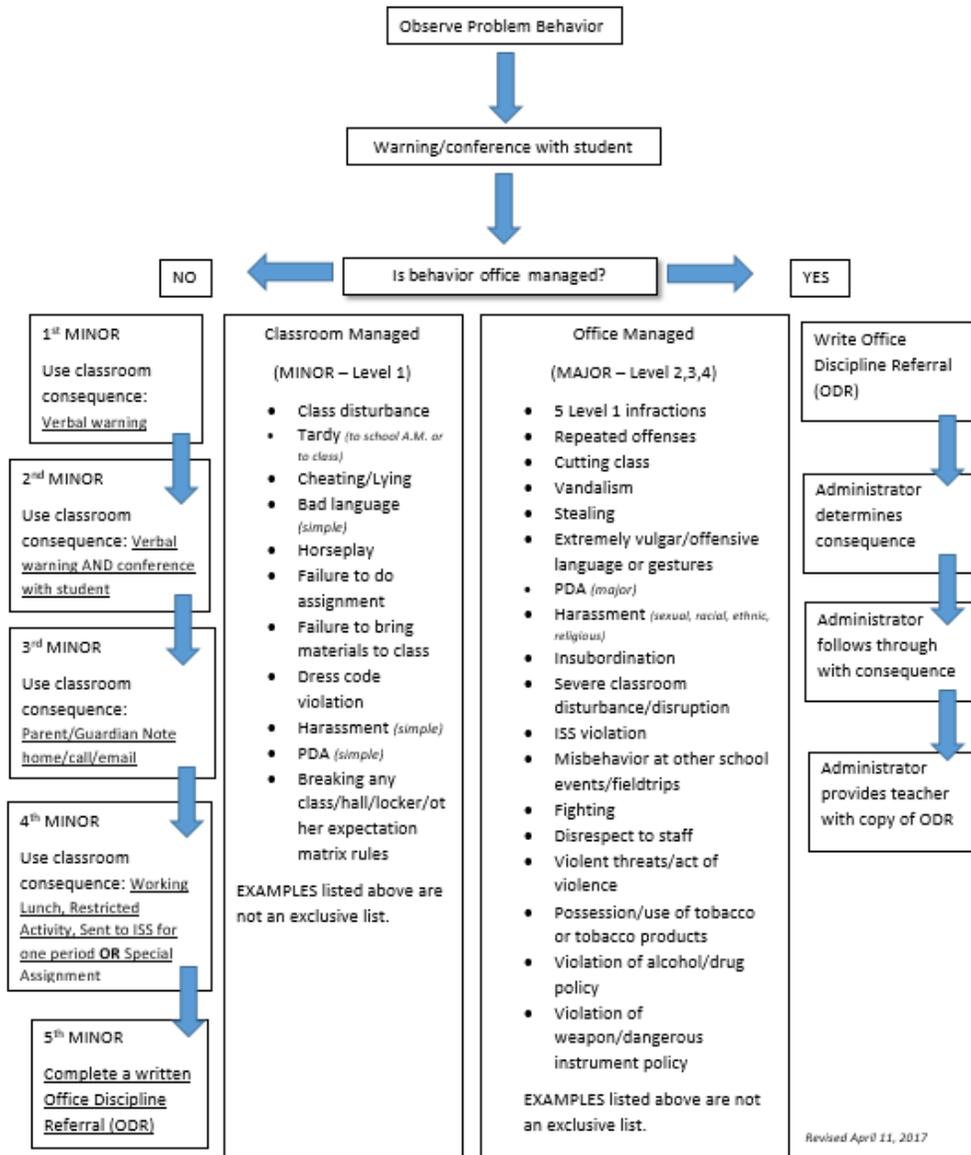
In order to protect the learning of all students, each teacher shall have the right to discipline students according to the JMS discipline plan. The student will receive the consequences outlined in the Discipline Flow Chart. Classroom Managed – Minor Level 1 write-ups start over at the beginning of each nine weeks.

A teacher may refer a student to the office automatically if the student commits a severe classroom disruption (e.g., overt refusal to obey, severe disrespect, fighting, vandalism, or any other action which prevents the class from functioning).

ADMINISTRATIVE-LEVEL DISCIPLINE (Office Managed – Major Levels 2, 3, 4)

Administrative discipline occurs because of an accumulation of classroom write-ups or because of a severe disruption to the school process. Administrative discipline generally follows a hierarchy of consequences, but the administration reserves the right to choose the consequence. Consequences of the assertive discipline plan are listed in the JMS Discipline Flow Chart. Disciplinary plans written in a student’s I.E.P. will take precedence over the normal Assertive Discipline Plan. Administrative discipline accumulates for the entire school year. Consequences of disciplinary actions that cannot be served at the end of a school year due to time constraints will be carried over to the beginning of the next year.

Jefferson Middle School: Discipline Flow Chart



SPECIFIC DISCIPLINE POLICIES

In addition to the penalties listed below, each violation will be added as a step on the Assertive Discipline Plan.

ALCOHOL POLICY

Students will not possess, distribute, consume, or be under the influence of alcoholic beverages, in school buildings, 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. The penalty for first offense violations of the alcohol policy will be to remand the student to Jefferson Academy until such time he/she successfully completes the Academy'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 Jefferson Academy). **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 will be subject to expulsion from the school system for a minimum of one (1) calendar year from the date of infraction (Policy 6.307).

ASSAULT POLICY (Board Policy 6.309)

Any physical assault by a student on an employee of the Jefferson County Board of Education shall result in expulsion for one (1) year, with possible petition to court. According to T.C.A. 49-6-4301, 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.

BUS CONDUCT POLICY (Board Policy 6.308)

Bus service is an extension of the classroom. Therefore, the board expects students to conduct themselves on the bus in a manner consistent with the established standards for classroom behavior. Students are under the supervision and control of the bus driver while on his/her bus and all reasonable directions to be followed. Students shall remain well back from the roadway while awaiting the bus. Pupils shall enter the bus in an orderly fashion and go directly to a seat and remain seated until the destination is reached. Students shall keep their hands, arms, and heads inside the bus. All articles such as athletic equipment, books, musical instruments, etc., must be kept out of the aisle. The emergency door must be used for emergencies only. Students who must cross the street at a bus stop shall wait until they receive a signal from the bus driver.

When students must cross a street upon entering or leaving the bus, it shall always be done in front of the bus far enough in front of the bus so that the driver may adequately observe them. This means that students shall be able to see the face of the bus driver. The driver shall hold his bus with warning lights flashing until the crossing has been completed. In the afternoon, any student who desires to get off the bus at any location between the school and the pick-up point must present the bus driver with a note granting permission from his/her parent/guardian and approval by the principal or designee (signature required) of the school that the student attends. Any student wishing to ride a bus other than his/her designated bus must have written parental/guardian permission with approval by the principal or designee (signature required). Transient students shall be expected to abide by the discipline policies adopted by the Jefferson County Board of Education and rules adopted by the staff of their terminal school. The principal of the student transported shall be informed by the bus driver of any serious discipline problem and may be called upon to assist if necessary. Students are not permitted to sell food products on school buses. The teacher(s) and students on field trips are responsible for cleaning up all waste. A student may be denied the privilege of riding the bus if determined by the principal that his/her behavior is such as to cause disruption on the bus, or when he/she disobeys state or local rules and regulations pertaining to pupil transportation (**Policy 6.308**).

BUS DISCIPLINE STEPS

<p><u>1st Bus Referral to an Administrator</u></p> <ul style="list-style-type: none"> • Warning or Assigned Seat or Bus Suspension (5 Days) or Bus Suspension for the remainder of the year • Parent Contact • Contact the Bus Supervisor before being allowed to return to the bus (Optional) • Meeting with the Bus Driver and Student (Optional) <p><u>2nd Bus Referral to an Administrator</u></p> <ul style="list-style-type: none"> • Bus Suspension (5 or 10 Days) or Bus Suspension for the remainder of the year • Parent Contact • Contact the Bus Supervisor before being allowed to return to the bus • Meeting with the Bus Driver and Student (Optional) <p><u>3rd Bus Referral to an Administrator</u></p> <ul style="list-style-type: none"> • Bus Suspension (10 or 30 Days) or Bus Suspension for the remainder of the year • Parent Contact • Contact the Bus Supervisor before being allowed to return to the bus (Optional) • Meeting with the Bus Driver and Student (Optional) 	<p><u>4th Bus Referral to an Administrator</u></p> <ul style="list-style-type: none"> • Bus Suspension (30 Days) or Bus Suspension for the remainder of the year • Parent Contact • Contact the Bus Supervisor before being allowed to return to the bus (Optional) • Meeting with the Bus Driver and Student (Optional) <p><u>5th Bus Referral to an Administrator</u></p> <ul style="list-style-type: none"> • Bus Suspension for the remainder of the year • Parent Contact • Contact the Bus Supervisor before being allowed to return to the bus (Optional) • Meeting with the Bus Driver and Student (Optional)
---	---

The following **specific offenses on the bus** will result in the consequences listed below:

Fighting: The first offense for fighting on a bus will result in the student’s suspension of bus privileges for 10 days and a 3 days out-of-school suspension and citation to court for disorderly conduct. The second offense for fighting will result in a 30-day bus suspension and 5 days out-of-school suspension and a citation to court for disorderly conduct. The third offense for fighting will result in a bus suspension for one calendar year and pre-intake to Jefferson Academy.

Use of Tobacco: First offense will result in suspension off the bus for 5 days and citation to court. Second offense will result in suspension off the bus for 10 days and a citation to court. Third offense will result in suspension off the bus for 30 days and a citation to court.

Drugs/Alcohol/Sexual Offenses: Offenses that involve drugs, alcohol, or are sexual in nature will result in a bus suspension for one calendar year and will follow the school’s policy with further discipline.

An attempt shall be made to notify parents in person or by phone concerning any suspension and/or expulsion of bus privileges. The parent is required to discuss the matter with the principal/assistant principal, and transportation supervisor before transportation privileges are restored. The suspension of a student from riding the school bus shall follow the same procedures as for any other school suspension. It is the responsibility of the principal, assistant principal, and/ or transportation supervisor to notify the bus driver of disciplinary action taken (the same day of occurrence if possible).

DISCRIMINATION/HARASSMENT AND BULLYING/INTIMIDATION/CYBER BULLYING (Board Policy 6.304)

Discrimination/Harassment (Sexual, Racial, Ethnic, Religious, Disability)

Students shall be provided a learning environment free from sexual, racial, ethnic and religious and/or disability 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 related to a disability or 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 a sexual, racial, ethnic, or religious and/or disability nature which:

1. Substantially interfere with the student's work or educational benefits, opportunities, or performance; 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.

Bullying/Intimidation/Cyber-Bullying

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. Cyber-bullying means bullying undertaken through the use of electronic devices. 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 de-boarding. This policy also addresses conduct when the act of bullying or cyber-bullying takes place off school property or outside of a school sponsored activity, it is directed specifically at a student or student has the effect of creating a hostile educational environment or otherwise creating a substantial disruption to the educational environment or learning process.

Alleged victims of the above-referenced offenses shall report these incidents immediately to a teacher, counselor or building administrator. Any allegations shall be fully investigated by School Administrator or designee (as set forth in Student Concerns, Complaints and Grievances 6.305).

There will be no retaliation against any person who reports harassment or participates in an investigation. However, any employee who refuses to cooperate or gives false information during the course of any investigation may be subject to disciplinary action. The willful filing of a false report will itself be considered harassment and will be treated as such. Any student disciplined for violation of this policy may appeal the decision in accordance with disciplinary policies and procedures.

Hazing means any intentional or reckless act in this state, on or off school property, by one (1) student acting alone or with others, that is directed against another student, that endangers the mental or physical health or safety of that student or that induces or coerces a student to endanger that student's mental or physical health or safety. Coaches and other employees of the school district shall not encourage, permit, condone or tolerate hazing activities (Policy 6.304).

CONSEQUENCES

Any incident of possible harassment or hazing involving students versus students will be investigated and infractions may result in warnings, parent contact, in-school suspension, out-of-school suspension and/or dismissal from school. Any incident of possible harassment involving staff or teachers will be reported to the Director of Schools.

OLWEUS: ANTI-BULLYING PROGRAM (Board Policies 6.304 & 6.305)

Olweus is the Jefferson County Schools anti-bullying and bullying awareness program. JMS students receive this awareness via monthly activities and on-going instruction via their teacher's chosen methods.

Bullying Definition as defined by Olweus

Bullying is aggressive behavior that is intentional and that involves an imbalance of power. Most often, it is repeated over time.

<p>Bullying takes many forms and can include many different behaviors, such as but not limited to:</p> <ol style="list-style-type: none">1. Physical violence and attacks2. Verbal taunts, name-calling and put downs, including ethnically-based verbal abuse and gender-based put downs3. Threats and intimidation4. Extortion or stealing of money and possessions5. Exclusion from a peer group	<p>JMS Anti-Bullying Rules as outlined by Olweus</p> <ol style="list-style-type: none">1. We will not bully others.2. We will try to help students who are bullied.3. We will try to include students who are left out.4. If we know that somebody is being bullied, we will tell an adult at school and an adult at home.
---	--

DRESS CODE (Board Policies 6.3101)

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

DRESS CODE CHECKS WILL OCCUR EVERY MORNING BY TEACHERS DURING MORNING ANNOUNCEMENTS.

<p><u>If a student is in violation, they can:</u></p> <ol style="list-style-type: none"> 1. Have an opportunity to call parent/ guardian to aid in correcting the issue and go to ISS until issue is resolved 2. Correct the issue on their own by changing or go to ISS 	<p>General:</p> <ul style="list-style-type: none"> • Clothing must be size appropriate with no large or revealing rips, tears, cuts or holes (patching is permitted). • Undergarments will NOT be visible at any time. • Shoes must be worn at ALL times. • House shoes/slippers are not permitted. • Blankets are not clothing and are not permitted.
<p>Bottom Wear:</p> <ul style="list-style-type: none"> • Pants, shorts, skirts and dresses must be knee length or longer. • Pajama bottoms are not permitted. • Pants must be secured at proper waist level (no bagging or sagging). 	<p>Shirts and Tops:</p> <ul style="list-style-type: none"> • Contain NO inappropriate language or sexual references • Contain NO references to anything drug, alcohol, tobacco or gang related • Must have a neckline that is not inappropriately revealing or suggestive • Must start at the base of the neck and extend to the tip of the shoulder • Spaghetti straps or tops with undergarments showing are not permitted. • No exposed midriffs – tops must extend below the belt line or be tucked in.
<p>Coats and Jackets:</p> <ul style="list-style-type: none"> • Coats are defined as items normally associated with outdoor wear and worn over indoor wear to protect from the elements. • Trench coats or long coats of any kind are NOT permitted. • Lightweight jackets, sweaters, vests, sweatshirts, hoodies and anoraks are permitted. • Hoods on jackets or sweatshirts are not to be put on head at any time inside the school building. 	<p>Other/Accessories:</p> <ul style="list-style-type: none"> • Piercings, except in the ears, will not be visible at any time • Chains, studded or chained accessories of any kind are prohibited. • Headwear is NOT to be worn indoors: hats of any kind; including but not limited to: toboggans, ball caps, beanies, bandanas and the hoods of any jacket or sweatshirt. • Hair color of an unnatural color is not permitted.

DRUG POLICY

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. The above violations are subject to disciplinary action if they occur on school real property; at a school activity at any time whether on or off campus; or in a school vehicle. 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 principal shall also notify the proper law enforcement authorities.

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.

Over-the-counter or prescribed medications must be brought to the school by the parent. No student shall keep medication in his/her possession unless directed by a medical professional. Medications shall be retained in a designated location 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 subject to discipline according to the Assertive Discipline plan (**Policies 6.307 and 6.309**).

FIGHTING POLICY

When students are involved in a fight, defined as an exchange of physical blows, combatants will receive the following discipline:

First Offense: 3 days out-of-school suspension, and citation to court.

Second Offense: 5 days out-of-school suspension, citation to court, and visit Jefferson Academy for pre-intake.

Third Offense: Recommendation for placement in Jefferson Academy, and citation to court.

Note: In all instances, law enforcement officials may be called. Additionally, students who incite 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 school-sanctioned event.

INAPPROPRIATE DISPLAY OF AFFECTION POLICY

No inappropriate display of affection between students is permissible. Students who violate this policy will be given an office referral and disciplined according to the Assertive Discipline Plan.

PROFANITY POLICY

Use of profanity at Jefferson Middle School is prohibited. Students who use profanity will be given an office referral and disciplined according to the Assertive Discipline Plan.

TOBACCO POLICY

Students shall not possess or use tobacco products in any form during the school day, any time on school campus, during any in-school activities, during any practice or meeting for co-curricular or extra-curricular activities, nor while being transported by school or school system-provided vehicle (Policy 6.307). At each level of offense for possession or use of tobacco, matches, lighters, etc., these items will be confiscated permanently. Students who violate this policy shall receive the following discipline:

First Offense: Three days out-of-school suspension and citation to court.

Second Offense: Three days out-of-school suspension, pre-intake at Jefferson Academy and citation to court.

Third Offense: Placement in Jefferson Academy, and citation to court.

WEAPONS AND DANGEROUS INSTRUMENTS POLICY

Students shall not possess, handle, transmit, attempt to use, or threaten to use any dangerous weapon in school buildings or on school grounds at any time, or in school vehicles and/or buses or off the school grounds at a school-sponsored activity, function or event. 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 are further forbidden to use any substance such as chemicals or any instruments such as pencils, scissors, razors, or compasses when they are used or attempted to be used in a manner which renders the item dangerous or with the intent to do harm. Upon information that a student is suspected of violating this policy, the principal of the school will be notified immediately. The principal will notify the student's parent/guardian, and the appropriate law enforcement officials as required by law. If, after appropriate inquiry and obtaining of the facts of the accusations, the student is found to be guilty, he/she will be subject to suspension and/or expulsion from school (**Policy 6.3091**).

According to the Gun Free Schools Act of 1994, any student who brings a firearm to school must be referred to the criminal justice or juvenile delinquency system in addition to the above-stated procedure. Additionally, the student may be required to show proof of satisfactory psychological examination before being readmitted. NOTE: Pocket knives are not permitted at Jefferson Middle School.

ZERO TOLERANCE (Board Policy 6.309)

In order to ensure a safe and secure learning environment free of drugs, drug paraphernalia, violence, and firearms, any student who engages in the following behaviors will be subject to expulsion for a period 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. For purposes of this section, expelled means removal from the pupil's regular school or removed from school attendance altogether, as determined by the school official.

Nothing in this section shall be construed to prohibit the assignment of such students to an alternative school. Zero tolerance acts are as follows:

1. Students who bring or unlawfully possess a legend drug, drug paraphernalia or other controlled substance or a dangerous weapon onto a school bus, onto school property, or to any school event or activity.
2. If a credible threat, electronic or otherwise, to cause bodily injury or death to another student or school employee and transmission of such threat creates actual disruptive activity at the school.
3. Any student who, while on a school bus, on school property or while attending any school event or activity:
 - a. Unlawfully possesses a legend drug/drug paraphernalia or other controlled substance or firearms.
 - b. Commits battery on any Jefferson County Schools Employee.

ZERO-TOLERANCE POLICY (TCA 49-2-4216) - When it is determined that a student has violated this policy the principal of the school shall notify the student's parent or guardian and the criminal justice or juvenile delinquency system as required by law.

EMERGENCY CLOSING OF SCHOOL

Before school begins - In case of inclement weather, please DO NOT CALL the school. Instead, listen to local TV/radio stations since they will have up-to-date information. The Director of Schools will send a One Call message to ALL JMS Families. **After school begins** - Students who regularly use the school transportation system will do so. Students who are usually picked up by parents/guardians will have access to make phone calls home or to parents'/guardians' place of employment. If no one can be reached, students will remain in the office until a parent, legal guardian, or any other individual that is approved to pick up the student can be reached.

EMERGENCY DRILLS

The school is equipped with an emergency alarm system. Your teacher will tell student what action to take, which exit to use, and where to stand. During drills, do not talk and do not run. For the safety of all individuals on campus, the school will be locked down during official emergency drills, and no students may be checked out during these times.

FEES (Board Policy 6.709)

Jefferson Middle School charges a nominal fee to cover costs not covered by the Jefferson County School Board. This fee is used to provide additional postage, printed materials, student planners, workbooks, computer software, locker maintenance, duplicating equipment/supplies, etc. Throughout the year, additional money may be requested for class projects and materials.

School Fees:	\$15
Technology Fee:	\$5

FIELD TRIP REQUIREMENTS (Board Policy 4.302)

Field trips are not required and are considered incentives. Because they are incentives, there are certain expectations that must be met for a student to attend. A student may not attend if any of the following are true:

- * More than 5 unexcused absences or unexcused tardies
- * Any behaviors that resulted in ISS or OSS during the semester of the field trip
- * Failing one core subject
- * Have any outstanding debt (fees, cafeteria charges, fundraiser items, etc.)

GRADES

Report cards are issued at the end of each nine weeks. **IT IS THE STUDENT'S RESPONSIBILITY TO MAKE UP AN INCOMPLETE.** Progress Reports are distributed midway through each grading period. Progress Reports are distributed for the benefit of students and parents/guardians. If some grades are low on Progress Reports, parent/teacher/student conferences are advised as soon as possible.

Parents/guardians may access grades online at www.jc-schools.net and click on the **Aspen Sign In** link under District. The username for each student will be **first.lastname** with student **I.D. number** as the password. The Jefferson County Schools Grading Scale is: A - 93-100; B - 85-92; C - 75-84; D - 70-74; F - 69 or below. All students are encouraged to improve their grades and demonstrate appropriate study and work skills.

HALL PASSES

All students in the halls during class periods **MUST** have a pass from the teacher. Each teacher has a lanyard to be used for this purpose. Only one student should be out of the class at any given time. Students must also sign in/out of class on the Jefferson Middle School Sign-out sheet. If a student is caught in the hallways without permission, he/she will be escorted back to class. Students should be in the hallway during class in emergencies only or on official classroom business, such as going to the library or office. No student is to be in the hallways before or after school hours without administrative/teacher approval.

IMMUNIZATIONS (Board Policy 6.203 & 6.402)

Students must have an up-to-date record of immunizations on file at school which includes:

- Complete Series of DPT, Polio, and Hepatitis B
- 2 Doses of Hepatitis A
- Vaccine or Disease History of Varicella
- 2 Doses of MMR (Measles, Mumps, Rubella)
- All students entering 7th grade and above must have record of TDAP Booster

For further information, contact physician or go to the following website from the state of Tennessee:
http://www.tn.gov/assets/entities/health/attachments/TN_Immunization_Summary_Table.pdf

JEFFERSON COUNTY SCHOOLS NOTICE OF NON-DISCRIMINATION

The following notice of non-discrimination meets the minimum requirements of the regulations enforced by Jefferson County School System. The Jefferson County School System does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities.

The following person(s) has been designated to handle inquiries regarding the non-discrimination policies: Director of Student Support Services, Jefferson County Schools, 1221 Gay Street, Dandridge, TN 37725 at 865-397-3194. Inquiries may also be made to the Office for Civil Rights. The address of the regional office, which covers Tennessee, is: United States Department of Education, Office for Civil Rights Atlanta Office, Southern Division, 61 Forsyth St., S.W., Suite 19T70, Atlanta, GA 30303 at (404)974-9406.

LEGAL GUARDIANSHIP (Board Policy 6.208 & 6.209)

Due to the growing number of students who do not live with both birth parents/guardians, misunderstandings frequently arise regarding the legal responsibility. For these students, the person with legal custody must place on file in the school office proof of guardianship or custody before the student is officially enrolled. Any legal guardianship changes must be reported to the main office immediately.

LIBRARY / MEDIA CENTER

During the school day students may come to the library with a pass from their teachers or as a class. Students may access the Internet on the library's computers and/or read books and magazines. The regular circulation period for books is 2 weeks (14 school days). Textbooks are furnished by teachers as needed. Keep your books in **YOUR OWN LOCKER** and take care of them. Students who damage books beyond normal wear will be assessed for such damages. If you lose a book, payment is expected BEFORE you can be issued another book. This should be done promptly so your work will not suffer. If the original book is found, you will be given a refund.

Report cards will not be issued if unpaid fees are due.

LOCKERS (Board Policy 6.303)

Hall lockers are assigned by homeroom teachers. A locker is to be occupied only by the person to whom it is assigned and may not be traded. Each student will be provided a lock for the school year. Students are not to share locker combinations or lockers with any other student. A replacement lock will cost \$7. Other kinds of padlocks are not permitted. Report any locker problems to your homeroom teacher. Lockers are subject to periodic checks and searches. A student may be subject to a physical search. A student's pockets, purse, or other containers may be required to be emptied if such action is thought reasonable to the principal.

MAKE-UP HOMEWORK

MAKE-UP WORK IS THE RESPONSIBILITY OF THE STUDENT. If a student has been absent for three days, parents/guardians may call the secretary to get any special instructions about the assignments. Make-up work for fewer than three days will be handled by the individual teacher when the student returns to school. A student has the same number of days equal to the number of days absent to make up his/her work.

MEDICATION (Board Policy 6.405 & 6.410)

All medication, including prescription and non-prescription, **must be brought in to the office by a parent or legal guardian**. All medications are locked in the clinic. A permission form for administering medication must be filled out and signed by a parent/guardian. If medication is prescription, a physician's signature is also required. Parents/guardians may download medication forms on our web site (www.jc-schools.net). All medication must be in the original container. It is the parent/guardian's responsibility to notify the nurse of any medical problems. Any student in possession of any medication, for any reason unless prior approval is made, will receive disciplinary action.

MONEY/VALUABLE ITEMS

PLEASE do not bring large amounts of money or other valuable items to school. All valuable articles should be in the possession of the owner at all times. DO NOT leave money or other valuables in lockers or desks. The school cannot accept responsibility for lost or stolen items.

SCHOOL COUNSELORS

The school counselors' program includes classroom guidance, responsive/crisis counseling, and career planning services. There are in-classroom guidance topics that are addressed by the counselor or by guest speakers. These topics include study habits, goal setting, conflict resolution, self-esteem, decision-making, problem solving, and peer pressure. Also 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.

S.I.M.P.L.E. - STUDENT REWARD PROGRAM

Student Incentives Make Positive Learning Environments

Students will be able to earn ELK BUCKS by being responsible, safe, and respectful. Elk bucks will be able to be used in the ELK Store to purchase items including school supplies, snacks, clothing, etc. ONLY ELK BUCKS WILL BE ACCEPTED IN THE SCHOOL STORE. Teams will also have individual rewards set for purchase using ELK Bucks .

VISITORS

Visitors are always welcome at Jefferson Middle School. ALL visitors MUST check in at the main office and receive a visitor's pass to a designated area. Please note that you must provide a photo ID. Special permission must be obtained before a visitor may go to a classroom while a class is in session. Students may NOT bring relatives or friends to visit at school. NO OUTSIDE FOOD/DRINK may be brought in unless packaged in a lunchbox.

Jefferson County Schools Chronic Absenteeism and Truancy Parent Letter

Dear Parent(s)/Guardian:

Truancy:

Beginning July 2018, Tennessee Public Schools will be following a new TN law (TCA 49-6-3007) regarding truancy which requires schools to implement progressive truancy interventions for students who violate compulsory attendance requirements. These school-based interventions will be designed to address student conduct related to truancy in hopes of minimizing referrals to juvenile court. Per TCA 49-6-3007, if the student is absent from school for a total of 5 days during the school year without adequate excuse per Jefferson County Schools Board Policy 6.200, then the student is subject to Juvenile Court

We are asking for your help from the beginning of this school year, so you are informed early of the TN expectations and are aware of the importance of excused vs unexcused absences.

Although truancy has become a major concern across TN, in Jefferson County our parents have made great improvements in truancy violations over the past years. Jefferson County Juvenile Court worked with 300 families in 2001. By 2017 this number had been reduced to less than 100 families attending court. We are proud of our Jefferson County truancy reduction rates.

Chronic Absenteeism:

Chronic Absenteeism is defined as a student missing 10 percent or 18 total days for the entire school year. Any absence from school is included in the definition of Chronic Absenteeism: excused days, unexcused days and out of school suspensions.

New state requirements asking schools to track Chronic Absenteeism and support students who are absent for any reason are also beginning July 2018. Your child must be present 195 or more minutes in a school day for it to be counted as a full attendance day. Attending less than 195 minutes in a school day will count as an absence. If your child's absences are excessive, the school will contact you and begin student supports and interventions after 9 total absences.

In Jefferson County 1 in 8 school age children are involved in Juvenile Court for numerous reasons including delinquency, dependent/neglect and other offenses. Truancy is one of the leading indicators of low reading abilities, failing grades and later dropping out of school. Please help us keep your children in school every day.

To help your student stay in good standing with attendance, avoiding truancy or chronic absenteeism, we are providing you with the following recommendations;

- * Talk about the importance of showing up to school every day, make that the expectation.
- * Schedule medical and dental appointments after school
- * Follow the school calendar posted on the Jefferson County Schools' website to plan vacation days.
- * Set a regular bed time and morning routine. Lay out clothing and supplies the night before school days.
- * Set your alarm, leaving extra time for unexpected delays.
- * Notify the school if your child misses or is going to miss school.