



200 Fairbanks Road
Oak Ridge, TN 37830
(865) 425- 9301

Student Handbook



Mascot: Eagle

School Colors: Blue and Gold

School Calendar for 2023-2024

Monday, July 24, 2023	Schools Open - (Early Dismissal)
Tuesday, August 1, 2023	JMS Open House 6pm - 8pm
Monday, September 4, 2023	Labor Day Holiday
Monday, October 2 – Monday, October 16, 2023	Fall Break
Monday, October 2 – Thursday, October 5, 2023	Optional Fall School Intersession
Monday, October 16, 2023	Staff Professional Development - <u>NO STUDENTS</u>
Tuesday, October 17, 2023	Students Report
Wednesday, October 25, 2023	Fall Parent Conferences
Wednesday, November 22 - Friday, November 24, 2023	Thanksgiving Holidays
Friday, December 15, 2023	Early Dismissal District-wide
Monday, December 18, 2023 - Tuesday, January 2, 2024	Winter Break
Monday, January 2, 2024	Staff Professional Development - <u>NO STUDENTS</u>
Tuesday, January 3, 2024	Students Report
Monday, January 15, 2024	Dr. Martin Luther King, Jr., Holiday
Wednesday, February 7, 2024	Winter Parent Conferences (All Levels)
Monday, February 19, 2024	Staff Professional Development - <u>NO STUDENTS</u>
Tuesday, March 5, 2024	Election Day (Primary) – <u>NO STUDENTS</u>
Monday, March 11 - Monday, March 25, 2024	Spring Break
Monday, March 11-15, 2024	Optional Spring School Intersession
Monday, March 25, 2024	Staff Professional Development - <u>NO STUDENTS</u>
Tuesday, March 26, 2024	Students Report
Friday, March 29, 2024	Good Friday Holiday
Monday, April 8, 2024	Solar Eclipse Early Dismissal
Friday, May 17, 2024	ORHS Commencement
Monday, May 27, 2024	Memorial Day Holiday
Wednesday, May 29, 2024	Last Day for Students - (Early Dismissal)
Thursday, May 30, 2024	Teachers Last Day

Total Student Days = 180 Days



SCHOOL DIRECTORY

Main Office	
Principal—Phil Cox	425-9301
Vice Principal—Benjamin Fowler	425-9257
Dean of Students – Jacob Quilliams	425-9271
Secretary—Rene’ Langford	425-9301
Receptionist—Liz Davis	425-9301
Bookkeeper—Felicia Story	425-9303
Counseling Office & Services	
Counselor (6 th & 8 th)—Candie Price	425-9253
Counselor (5 th & 7 th)—Katie Cormack	425-9252
Secretary/Registrar—Amy Myers	425-9302
Other Support Staff	
School Resource Officer – Vic Owen	425-9342
Instructional Technology Coach – Elizabeth Leavitt	425-9290
Librarian—Emily Haverkamp	425-9343
Head Custodian—Mike Randolph	425-9336
Cafeteria Manager—	425-9337

SCHOOL ORGANIZATION

BOOK BAGS/BACKPACKS

Students are expected to utilize their issued lockers to store backpacks and belongings. Students will not be permitted to carry backpacks with them from class to class.



CELL PHONE POLICY

Students are required to turn off phones and place in lockers when they arrive to school. Students are not permitted to have phones throughout the building. In the event of an emergency, parents can contact the JMS main phone line (425-9301) and students may use the main phone line to contact home.

Additionally, NO wired or wireless headphones or earbuds or personal electronic devices are permitted for use during the school day unless at the direction of a teacher for a classroom activity.

Due to concerns about social media and improper use of cell phones during the school day, please see detailed cell phone policy below:

1. Students must turn off cell phone upon arriving to campus and place in their locker.
2. Students are not to use cell phones during the school day unless instructed by a teacher. Teachers will make administration aware when they will be using phones in advance.
3. Any student found to be sharing or distributing inappropriate messages or pictures online will be immediately reported to our SRO and the *Oak Ridge Police Department*.
4. Per the ORS Code of Conduct, "students are prohibited from using personally owned devices to record (video, audio, photograph) others". This could also be considered Cyberbullying - the use of cell phones, social networking sites or other types of digital technology to harass, threaten, discriminate, or intimidate others.

Any violation of the cell phone policy will lead to action from administration including but not limited to consequences below:

1st violation: student cell phone, headphones, earbuds, or personal electronic devices will be confiscated and sent to the office. Student will be issued a warning in Skyward and phone will be kept in the office until parent/guardian comes to the school to pick up the phone.

2nd violation: student cell phone, headphones, earbuds, or personal electronic devices will be confiscated and sent to the office. Student will be assigned an after-school detention in Skyward and phone will be kept in the office until parent/guardian comes to the school to pick up the phone.

3rd violation: student cell phone, headphones, earbuds, or personal electronic devices will be confiscated and sent to the office. Student will be issued ISS in Skyward and phone will be kept in the office until parent/guardian comes to the school to pick up the phone.

4th violation: student cell phone, headphones, earbuds, or personal electronic devices will be confiscated and sent to the office. Student will be issued an OSS in Skyward and phone will be kept in the office until parent/guardian comes to the school to pick up the phone. In addition, student may lose privilege of bringing phone to school for a time to be determined.

OFFICE TELEPHONE USAGE

School phones are for business and emergency use only. Students who are required to remain after school to make up work or for other reasons can call to arrange a ride home.

SCHOOL HOURS

Regular school hours for all students are from 7:40am to 2:45pm on Monday, Tuesday, Thursday, and Friday. On Wednesday, the hours are from 7:40am to 12:45pm. **Please note that students will not be permitted to enter the building until 7:00am each morning. All students not participating in a scheduled extracurricular activity should be off campus no later than 3:15pm (MTTHF) and 1:15pm (W). After school supervision will be provided by JMS administration & staff on M, T, Th, & F until 3:15pm. Supervision on Wednesdays will be provided until 1:15pm. After buses have left, any student waiting to be picked up will be taken to Main Office to wait on the arrival of parent/guardian. Please be sure that your child is picked up prior to the times listed above.**

STUDENT LOCKERS

All students are assigned lockers to store personal items and backpacks. It is recommended that items of exceptional value not be kept in the school locker. **Locker combinations should not be shared, and students are not to tamper with other lockers or exchange the use of lockers.** Occasional, unannounced locker clean-outs will be conducted by homeroom teachers. Lockers are the property of the school and may be searched if there is evidence that indicates the locker may contain dangerous, illegal, or stolen items.

STUDENT SCHEDULES

Students are expected to follow their daily schedule and arrive to class on time. Teachers will be responsible for monitoring tardiness for each of their classes and assigning consequences on an individual basis. Students need to go directly to next class when bell rings. Students should not congregate in bathrooms or in hallways between classes.

VISITORS

All visitors must enter through the front of the school and obtain a visitor's pass. Passes must be worn and visible. Students of other schools in Oak Ridge may not visit Jefferson except on school business or by special permission of the principal. Students are not permitted to open any outside door during the school day.

ATTENDANCE**CHRONIC ABSENTEEISM**

Student absences will be marked unexcused unless we receive a note within three days of the student's return to school from a parent or

physician stating an acceptable excuse for being absent. It is the responsibility of the student to arrange for make-up work with the teachers after an absence. All make-up work must be completed within three days of returning to school regardless if the absence is excused or unexcused. **PLEASE NOTE: Parent excuses are limited to seven (7) notes for absenteeism and seven (7) for tardiness for student illness not requiring a doctor visit, per school year.**

EARLY CHECK OUT

Once a student arrives on school grounds, they may not leave without checking out through the front office. A parent or guardian is required to report to the front office to check out a student. Students may be checked out of school by parents and other adults listed under contact information. **A photo I.D. is required to check-out a student. Anyone attempting to check a student out of school, who are not listed under contact information, will not be allowed to check out the student until contact is made with the student's legal guardian.**

If a student must change their regular mode of transportation, they **must bring a parent note to the office the morning of the change and have it signed by administration.** This includes changing buses, being picked up by a classmate's parent, etc. **Absolutely no permission will be given at the time of dismissal. Please feel free to contact the office by 2:15pm if an emergency occurs and alternative methods of transportation for your child arises.**

OAK RIDGE SCHOOLS ATTENDANCE POLICY

Under the Tennessee Compulsory School Attendance Law, all children between the ages of 7 and 17 are legally required to attend school. No student can withdraw from education until his/her eighteenth birthday. The interaction between teacher and student, and among students, cannot be duplicated by outside of class assignments. Therefore, all students are expected to be present each day that school is in session.

Ordinary absences up to seven days due to an illness not requiring a doctor visit, consecutive or not, and explained by parent note are excused. Only seven parent excuse notes for absences and/or tardies can be accepted, per school year. After seven parent notes, a doctor's note is required for a student to be excused. All notes must be submitted within three days of the student's return to school. If a student has five unexcused absences or tardies, their parents/guardians will receive an email/notice regarding school attendance. Furthermore, any student who has seven or more unexcused absences or tardies may be referred to the juvenile court for truancy. Absences as a result of prolonged illness or an emergency will be considered individually.

Students absent from school are expected to check Canvas to complete make-up work. All missing assignments due to absences will be marked as zeroes. Punctuality is expected, but occasional, unavoidable tardiness with a parent note is excused. Students who are consistently late to school without a valid excuse will be referred to juvenile court.

PREARRANGED ABSENCES

Please contact René Langford in the main office to obtain a *Pre-Arranged Absence Request Form*. Parents will begin the process for approval or denial of requested pre-arranged absences with Ms.

Langford, who will then share the request with JMS Administration. You will be contacted via US Mail when the request has been approved or denied. No requests will be granted during *TN Ready Testing*, which are tentatively scheduled for April 16-May 5, 2024.

TARDINESS

Students arriving to school after 7:40am must check in through the Main Office. Student tardies will be marked unexcused unless a note is received **within three days** from a parent or physician stating an acceptable excuse for being tardy. Students are allotted 7 unexcused tardies per 9 weeks. **On a student's fifth** unexcused tardy to school each 9 weeks, students will receive a written warning documented in Skyward requiring a parent signature. **After the 7th tardy** to school each 9 weeks, students will receive an after-school detention for every tardy to school received (starting with the 8th). The tardies to school will start over for students each nine-week term.

Please remember that student drop off begins at 7am each morning. The school day begins at 7:40am. We encourage students to be on campus 5-10 minutes early to ensure they are in class on time.

JMS TARDY TO INDIVIDUAL CLASS POLICY

Teacher will contact parent and submits Student Support Document on 3rd tardy to class. After 3rd tardy to class, teacher will submit a Skyward referral.

TRUANCY REPORTING STEPS

Step One – Parent/Guardian will receive an automated Skylert Message informing them that their child has accumulated 3 unexcused absences.

Step Two – Once a student accumulates 5 unexcused absences the following interventions will be implemented:

- Parent/Guardian will receive an automated Skylert message.
- Parent/Guardian will be mailed a letter regarding student attendance expectations from General David Clark, Anderson County District Attorney.
- Parent/Guardian and the student will receive an invitation to meet with the school Truancy Intervention Team to complete an attendance contract.
- Student attendance will be monitored for the remainder of the school year.

Step Three – Once a student has accumulated 7 unexcused absences the following intervention will take place:

- School staff will contact parent/guardian to inform them that their child has accumulated 7 unexcused absences.
- The Director of Pupil Services will send a written notice directing parent/guardian and the student to attend a Truancy Review and Support Meeting.
- Parent/Guardian choosing to attend the Truancy Review and Support Meeting will have the opportunity to participate in a Diversion Program. Maintaining compliance with the terms of the Diversion will allow the parent to avoid having a truancy petition filed against their child as well as the possibility of being charged with educational neglect.
- The School Truancy Intervention Team will complete an Attendance Assessment to determine barriers and needed support to promote acceptable school attendance.

- Parent/Guardian electing not to attend the Truancy Review and Support Meeting risk the possibility of being referred for legal interventions.

Step Four – The Director of Pupil Services and the School Truancy Intervention Team will continue monitoring student attendance. Once a student has accumulated 10 unexcused absences the following intervention will be implemented:

- If the student continues to accumulate unexcused absences the School Truancy Intervention Team will complete the Truancy Referral Form (A) and recommend one of the following interventions to the Director of Pupil Services and the Executive Director of School Leadership:
 - Continue to provide student support and monitor school attendance.
 - File a truancy petition against the student
 - Charge the parent or guardian with educational neglect
 - The Director of Pupil Services will complete the Truancy Referral Form (B) and determine which of the above interventions are most appropriate.

Step Five - If it is determined that legal intervention is appropriate the Director of Pupil Services will submit a completed Truancy Referral Packet to the Oak Ridge School's Resource Officer and the School Resource Officer will file the appropriate legal action.

UNEXCUSED ABSENCE DUE TO SUSPENSION

Students may request the work they miss due to an Out-of-School Suspension (OSS) but will not receive full credit. A 59% is the highest grade they will be assigned for missed work due to OSS.



MONITORING STUDENT PERFORMANCE

Where do I check my child's grades?

Skyward is the student management system. Parents and students will need to use *Skyward* gradebook to check student progress. Teachers will post and update *Skyward* gradebook weekly.

Why should I check Skyward?

Skyward is not only the portal you will use to monitor your child's grades; it is also a great tool to check up on a student's overall progress. There are other features in *Skyward* including discipline, food service balances, attendance, fees etc. that parents can view and access.



What is my child doing in class?

Canvas is the learning management system for parents and students to access information for the child's classes. Our goal is for teachers to share a look at the week ahead including announcements, assignments etc. in order to keep both students and parents up to date. There may be some assignments, quizzes, tests etc. that may be subject to change, but the general idea is for parents to have a place to see what is happening this week.

Why should I check Canvas?

The goal of *Canvas* will be for our teachers to communicate what is happening in the class each week. Want to know when a test is going to be given? Check *Canvas*. Want more information about the class project you heard your student talking about? Check *Canvas*. Want to have access to resources that may be provided by teachers online.... check *Canvas*.

MID-TERM REPORT POLICY

As required by the Board of Education, all teachers will notify the parents of students who are failing or whose performance has dropped two or more letter grades since their last report card. This will be done no later than the fifth week of each nine-week grading period.

REPORT CARDS

If you have questions or concerns about report cards, please contact Amy Myers, *JMS Registrar*. The following is the definition of letter grades on the report cards of students and the numerical ranges used to determine the letter grade if the grade is computed using an arithmetic average.

Grades 5-8	
A—Excellent	90-100
B—Above Average	80-89
C—Average	70-79
D—Below Average	60-69
F—Failing	60 and Below
I—Incomplete	Incomplete

EMERGENCY PROCEDURES**ACCIDENTS**

All accidents occurring on school property must be immediately reported to the office. Information regarding school related accidents will be recorded on an accident form and filed accordingly with the Office of Pupil Services.

SCHOOL SAFETY

Jefferson Middle School is committed to creating a safe and welcoming learning environment for students, families, staff and visitors. Our district has an Emergency Operations Plan and JMS has a building level Emergency Response Team and Plan. We also have a School Resource Officer on campus from *Oak Ridge Police Department*.

We want to reassure our students that they are safe and that adults are here to protect them. We encourage students to ask questions about safety and what measures are taken each day. JMS staff has engaged in extensive training efforts with our community leaders in our city fire and police departments to provide safe schools. We exercise routine safety drills (fire, AED, tornado, intruder and various

lockdown procedures) with our students, and we will continue to improve fidelity and implementation of drills/response.

SKYLERT MESSAGING

Skylert allows Oak Ridge Schools to send out important information to school families in a short period of time. The *Skylert* Communication service relies directly on contact information that is recorded in the *Skyward* student data base. Please be sure that we have updated contact information throughout the year in order to receive this important communication.

DISTRICT SERVICES**FAMILY RESOURCE CENTER**

The mission of the Family Resource Center is to assist families in the prevention and eradication of problems that interfere with their ability to become fully functioning and independent members of their community. Services include but are not limited to information about community resources, networking to provide families with needed services, assistance with applications & resumes, school supplies, parenting classes, Food 4 Kids, clothing closet and budgeting classes. Please contact FRC Director Ms. Jo Bruce at 425-3205.

TRANSPORTATION/FIRST STUDENT

Please be sure that you have identified with JMS school counselors how your child will be transported to and from school each day. We understand this may change so please note that all changes must be communicated in writing to the main office prior to the start of the school day. If you must contact the office to change your child's mode of transportation, we recommend calling before 2:15pm. Building logistics after 2:15pm may prevent the information being communicated in a timely fashion to your child. More detailed information regarding this procedure can be found in the *Early Checkout* section in this handbook.

If a student has not been picked up by 3:15pm (M, T, Th, F) or 1:15pm (W), student will be taken to wait on parent/guardian in the Main Office.

Jefferson Middle School provides a bike rack for students who ride their bikes to school. Please be sure that bicycles are secured during the school day. Please note: pursuant to *TCA 55-52-105 - Child Bicycle Safety Rules and Regulations*: It is unlawful (1) for any person under sixteen (16) years of age to operate or be a passenger on a bicycle unless at all times when so engaged the person wears a protective bicycle helmet of good fit fastened securely upon the head with the straps of the helmet.

The 2023-2024 bus routes for Oak Ridge Schools will be posted on the school/district webpage, as well as in the office. Times will be approximate, but students should be prepared to board the bus ten minutes before the scheduled time. All routes are dependent on regular ridership and may be altered or suspended at any time. Oak Ridge High students will ride to school in the mornings with middle school students. *First Student* Director Isaac Walton can be reached at 425-3191.

JMS DEPARTMENTS & SERVICES

COUNSELING OFFICE & SERVICES

Parents may contact the JMS School Counselor office daily between the hours of 7:30am – 4:00pm.

Scheduling

The Counseling Office is responsible for developing schedules for all students. Upon arrival of new enrollees, the counselors will be responsible for creating student schedules, showing them the school, walking their schedule, and sending out an email alerting teachers and staff members about the new student. If you have any questions about schedules, scheduling, or making a schedule change please contact our office.

Enrollment and Withdrawals

All new students at Jefferson are required to complete and submit a registration packet in order to successfully enroll. Amy Myers provides that packet to the family and assists the families in completing all necessary forms and documentation. If a student is withdrawing from Jefferson, Amy Myers will have a withdrawal sheet printed off for the student to take around on their last day at Jefferson.

Student of the Week & Themes

Each week, teachers and staff will submit nominations for students they feel have done an outstanding job that week. We will also focus on a new theme in the Counselor Corner of the JMS Newsletter.



LIBRARY

The library is open from 7:30am to 3:30pm each day except Wednesdays when it closes at 1:00pm. The library is also home to the JMS Makerspace. The library collection contains approximately 12,000 books and the Eagle lab items that include: *Makey Makey*, Dash, Dot and Cue Robots, a LEGO wall, KEVA planks, TEGU blocks, 3-D Pens, 3-D Printer, Bloxels, Green Screen filming and many more items.

Flexible scheduling in the library means students may come by the library any time they are free (with teacher permission) or a teacher provides them with a pass. They can check out books or use the Eagle Lab items. Groups and classes utilize the library as scheduled by their teachers. The goal maintained in the JMS library is that of exciting academic and intellectual inquiry.

Books may be kept for a three-week period and may be renewed once. Magazines may be checked out for three days. Students with overdue items must return them in order to be allowed continued borrowing privileges. Please alert Mrs. Haverkamp, the librarian, if you have a missing book. She will work with you to help find or replace the missing book. In extreme cases students with severely overdue books may be assigned detention at the discretion of the principal. Report cards and yearbooks of students with missing books will be held at the conclusion of the year.



CLINIC SERVICES

Students are admitted to the school clinic only in cases of serious illness or injury. In the event of a more serious injury, parents are notified to transport student to doctor or the emergency room. In cases where the clinic is used, the student's parent or guardian is called if a student needs to be taken home.

Prescription and non-prescription medication may be administered only by completing the *Oak Ridge Schools Authorization of Medications Form* by the parent or guardian. The medication must be delivered to the principal's office in person by the parent/guardian of the student unless the medication must be retained by the student for immediate self-administration. The parent/guardian is responsible for informing the designated official of any change in the student's health or change in medication. Please contact School Nurse at 425-4338 if you have questions regarding 7th grade immunizations, Allergy Action Plans or other health related issues.

STUDENT WELLNESS

JMS conducts annual health screenings to students in grades 5, 6, 7 & 8. These screenings include preliminary eye exams, blood pressure, and voluntary recording of weight and height for BMI data. Parents are notified if health problems are discovered in these checks. If a parent would like a copy of the BMI data, they must request the data in person in the *Office of Pupil Services*. We will send a form home during the first week of school describing the health screening programs and provide parents the opportunity to opt their child out of BMI screening. You can find the Student Wellness Policy on the district website.

DISCIPLINE EXPECTATIONS

The rules of the Oak Ridge Schools governing student behavior are listed in its handbook, *Oak Ridge Schools Discipline Code*. This document can be found in English and Spanish online at <https://www.ortn.edu/central-office/pupil-services/resources/>.

BULLYING

Bullying/Harassment forms are available in the Main Office. They should be completed by the student and given to the school administrator or designee. ***We encourage ALL students to report bullying or harassing behaviors immediately.*** It is the policy of the Oak Ridge Schools to maintain a learning environment that is free from harassment and bullying because of a student's race, color, sex, national origin, or disability. ***The Oak Ridge Schools prohibits all forms of bullying, including cyber bullying and harassment. The school system will act to promptly investigate all complaints, (formal or informal, verbal or written) for alleged incidents of bullying.***

CYBERBULLYING

Cyberbullying is the use of cell phones, instant messaging, e-mail, chat rooms, social networking sites or other type of digital technology to harass, threaten, discriminate or intimidate others. If a student receives a text, email, blog, comment, social network post or message via other Web 2.0 tool that makes them feel uncomfortable or is not respectable, they must follow the steps mentioned above to report the incident to the school administrator or building designee and must not respond to comment.

CONTROVERSIAL ISSUES

The discussion of issues in the classroom which are politically, philosophically or socially controversial shall be relevant to the subject matter being taught, related to educational objectives, appropriate for the age and maturity of students, and shall not materially or substantially disrupt or threaten to disrupt the discipline of the school.

ORS WEAPONS POLICY

Per ORS Board Policy 6.309, students shall not possess, handle, transmit, use or attempt 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. Violators of this section shall be subject to suspension and/or expulsion from school.

No weapons, or anything construed to be a weapon, or that could possibly be used as a weapon, including look-alikes, are to be brought to school. This includes all knives (scout knife, pocketknife, pen knife, etc.)

STUDENT WITH KNOWLEDGE OF A ZERO TOLERANCE WEAPON AT SCHOOL

Any student with direct knowledge of a weapon on school property that fails to immediately report this safety concern to school staff, or an SRO will be suspended out of school for a period of not less than 10 days and possible expulsion.

ZERO TOLERANCE OFFENSES

Students confirmed of committing the following Zero Tolerance actions will not be eligible to attend the Secret City Academy for in person instruction:

1. Possession of a firearm on school property/Activity.
2. Battery on a staff member.
3. Making a threat to use a bomb, dynamite, or any other deadly or destructive device, including chemical weapons, on school property or at a school sponsored event.
4. Possession of drugs with the intent to distribute or sale.

These students will have the option of participating in an on-line program until their suspension or expulsion has ended.

DAMAGE TO SCHOOL PROPERTY/DEVICES/TEXTBOOKS

Fines are charged for damaged/lost devices, textbooks, materials and destroyed school property. Fines are based on the life expectancy and condition of the book at the time they are issued. The current replacement value is charged for library books not returned or for other materials damaged or broken. The 2023-2024 Access Oak Ridge Handbook can be found on the district website and includes the "Damage Matrix" which explains damage cost and fees.

CHEATING POLICY

Cheating will be defined as follows:

- Copying another student's work or answers on classwork, homework, or tests.
- Knowingly and willingly providing another student with answers on classwork, homework, or tests.
- Blatant plagiarism on projects and papers – from books, other print sources, Internet sources and other technological sources.
- Falsifying an electronic document, certificate, etc. to receive credit for an assignment that was not actually completed by the student.

First Offense:

1. Teacher will complete a Microsoft Student Support Form for record.
2. Teacher will hold a conference with a student and contact a parent/guardian.
3. Teacher will assign a student a zero.

Second Offense:

1. Teacher will complete a Skyward discipline referral.
2. Teacher will assign the student a zero.
3. Administration will assign after school detention and contact parent.

Third Offense:

1. Teacher will complete a Skyward discipline referral.
2. Teacher will assign the student a zero.
3. Administration will contact the parent student will be assigned 2 days of ISS.

Fourth Offense:

1. Teacher will complete a Skyward discipline referral.
2. Teacher will assign the student a zero.
3. Administration will contact the parent and student will be given 1 day of OSS and will not be permitted to turn in make-up work for that day of the suspension.

DRESS CODE

The Board of Education believes that appropriate dress and grooming contribute to a productive learning environment. The Board expects students to give proper attention to personal cleanliness and to wear suitable clothing. Students are asked to wear simple, comfortable clothing that is clean and neat. Shoes should always be worn. Students are not to wear clothing which compromises safety or modesty; nor clothing which is disruptive to the educational process.

Students are prohibited from wearing:

1. Clothing or accessories which by reasonable judgment is considered unsafe, dangerous or a health hazard (examples include, but are not limited to: wallet chains; spiked collars, necklaces or rings with spikes or sharp edges; oversized belt buckles; picks and combs.)
2. Students are not permitted to wear pants or shorts with holes above the knee. This includes wearing any type of shorts or leggings underneath ripped attire.
3. Clothing or accessories which contain or suggest offensive or obscene symbols, signs, slogans or words degrading any gender, cultural, religious or ethnic values.
4. Clothing or accessories which contain or suggest language or symbols oriented toward violence, vandalism, sex, drugs, alcohol or tobacco.
5. Clothing that resembles sleepwear such as lounging pants, or other lounging items. This also includes house shoes.
6. The following types of apparel:
 - a. skirts and dresses that are inappropriate for bending, sitting, standing, and reaching.
 - b. attire that is disruptive to the instructional process which may be inclusive of, but not limited to: bare midriffs; halter tops; short shorts; tight, see through, or revealing clothing; or clothing which allows underwear to be exposed, (examples include, but are not limited to: sagging pants, tank tops, spaghetti strap tops, muscle shirts, etc.
 - c. A belt is mandatory if pants or shorts will not stay at the waist without one.
 - d. Mid-thigh is the appropriate length for shorts, skirts, and dresses.
7. Hats, head coverings, hooded shirts and jackets, athletic headbands not worn during athletic event, bandanas and sunglasses are not to be worn inside the school building.
8. Any articles which can be related to gang activity such as: items with gang names; gang initials; or individual gang member monikers; gang related jewelry; gang related tattoos; or self-inflicted scars. This may include such items as shoelaces, belt buckles, hats or tattoos. (TCA 49-6- 4215)
9. All students must wear shoes. It is strongly suggested that students wear shoes which either enclose the foot or are secured with heel straps.
10. Coats, jackets and blankets must be removed upon arrival at school, be placed in lockers until the student leaves the building.

Consequences for violations of the dress code guidelines will follow the ORS District Disciplinary Code.

FOOD & DRINK

Food, snacks and drinks should be kept in the cafeteria. The consumption of food and soft drinks is not allowed in the halls, lobby, gymnasium or classrooms except as part of an organized class activity. Parents/family members will not be permitted to eat in the cafeteria during lunch periods.

FUNDRAISING DURING SCHOOL HOURS

Students are not permitted to sell any item to another student while on campus unless it is part of a school- authorized sale.

**MISCELLANEOUS****LOST AND FOUND**

Lost books and other possessions, when found, are to be taken to the Main Office immediately. A student who has someone else's property without their consent will have to provide convincing evidence that the property was not stolen. At the end of the school year, any unclaimed articles in lost and found are disposed of at the discretion of the school.

STUDENT DELIVERIES

Delivery of balloons, flowers, food, and other gifts for students **will not be accepted.**

VALUABLES

Valuable possessions such as expensive jewelry, watches, family heirlooms, items from collections, wireless ear buds, headphones, and the like should not be brought to school except in cases where such items are to be part of a class activity specifically approved by the teachers. Amounts of money greater than a student needs as part of school activities should be left at home. Personal property not intended for use in school, such as mp3 players, electronic games, and other toys may not be used during school except when they are part of a class activity specifically approved by the teacher.

PARENT/GUARDIAN CLASS VISITATION

JMS is committed to increasing and ensuring the involvement of parents and other family members in the education of our students. Parents may contact administration to schedule a classroom visit in coordination with the classroom teacher.

STUDENT LIFE**ATHLETIC EVENTS**

The following guidelines should be observed:

- Sportsmanship should always be emphasized by student athletes and spectators.
- Booing has no place at school-sponsored activities.
- Students in attendance at athletic events should remain seated in the stands during the contest and stay off the basketball court, football field, and track.
- JMS campus is smoke free. This includes e-cigarettes, and other types of ENDS, including all VAPING.

SCHOOL PARTIES

Arrangements for any social function at school or sponsored by the school must be approved by the principal.

SCHOOL ACTIVITIES

ASSEMBLIES

Students will attend assemblies with their classes, accompanied by their teachers, and sit as groups. All students are expected to give courteous attention to the speakers or performers.

CHEERLEADERS*

Cheerleader candidates will be selected from students who will be in Grades 6, 7, and 8. Students who choose to try out will participate in a clinic and screening/selection process each spring.

FIELD TRIPS

Field trips are planned by members of the staff and require the approval of the principal. Their purpose must be educational and complimentary to the school's program of study. Students who do not participate in a field trip will be given an alternate assignment. Written permission is always required. Teachers may deny participation in a field trip to any student for disciplinary or academic reasons. All *ORS Board Policies* apply when participating in an off-campus field trip.

GEOGRAPHY & SPELLING BEE

This activity is scheduled each year as an opportunity for interested students to compete in a geography contest.

STUDENT COUNCIL*

Students are elected by each homeroom as representatives at the beginning of each year. The Student Council meets once each month.

TUTORING & HOMEWORK HELP

Group assistance on homework by teachers is offered free of charge for students needing extra help. Schedule of sessions are available in the JMS Counseling Office.

YEARBOOK

The yearbook contains photographs of each student and various school activities.

VARSITY SPORTS*

Interscholastic (varsity) school sports include football, cross-country, basketball, volleyball, and track. These sports are open to sixth, seventh, and eighth grade students.



*** OTHER CLUBS**

Art Club	Dodson
Boys Basketball	Nicely
Girls Basketball	Bolling/Taylor
Cheerleading	Estep/Mills
Chess Club	Solliday
Boys/Girls Cross Country	J. Smith
Eco Club (Environmental)	McCullough
Fellowship of Christian Athletes	Ellison/Reed
Football	Ellison
Interact Club	TBD
Lego League	Shanafield/Franco/Scott/ Davis
Library – extended hours	Haverkamp
Math Enrichment Club	Tracey
Science Bowl	Little/Roop
SECME	Kala
Ski/Snowboard Club	B. Smith/Scott
Student Council	Brewster/J. Mitchell
Track & Field	Byas/Bolling
Wilderness Connection	Beard
YAC	Price/Cormack/Brewer
Youth for Christ	Beard



Please be sure to follow JMS on *Twitter* for updated information:
[@JMS_Eagles](https://twitter.com/JMS_Eagles)

Visit our website for links to Skyward, Canvas, contacts, etc.!
<https://www.ortn.edu/jefferson/>