

Student Handbook

Jefferson Middle School

Oak Ridge, Tennessee



School Mascot: Eagle

School Colors: Blue and Gold

School Calendar for 2020-2021

Wednesday, July 29, 2020	Schools Open - (Early Dismissal)
Thursday, July 30, 2020	Early Dismissal Grades K-8 ONLY
Tuesday, August 4, 2020	JMS Open House 6pm - 8pm
Monday, September 7, 2020	Labor Day Holiday
Monday, September 28 - Friday, October 9, 2020	Fall Break
Monday, September 28 - Thursday, October 1, 2020	Optional Fall School Intersessions
Tuesday, October 20 & Wednesday, October 21, 2020	Fall Parent Conferences (All Levels)
Wednesday, November 25 - Friday, November 27, 2020	Thanksgiving Holidays
Monday, December 21, 2020 - Friday, January 1, 2021	Winter Break for Students/Staff
Monday, January 4, 2021	Staff ONLY Report, Professional Development Day
Tuesday, January 5, 2021	Students Report
Monday, January 18, 2021	Martin Luther King, Jr., Holiday
Wednesday, February 10 & Thursday, February 11, 2021	Winter Parent Conferences (All Levels)
Monday, March 15 - Friday, March 26, 2021	Spring Break
Monday, March 15 - Thursday, March 18, 2021	Optional Spring School Intersessions
Friday, April 2, 2021	Good Friday
Thursday, May 27, 2021	ORHS Commencement
Friday, May 28, 2021	Last Day for Students - (Early Dismissal)
Monday, May 31, 2021	Memorial Day Holiday
Tuesday, June 1, 2021	Teachers Last Day

Total Student Days = 180 Days



SCHOOL DIRECTORY

Automated Number	425-9300
Main Office	
Principal—Phil Cox	425-9301
Vice Principal—Chris Layton	425-9301
Dean of Students – Jenifer Laurendine	425-9257
Secretary—Rene’ Langford	425-9301
Receptionist—Liz Davis	425-9301
Bookkeeper—Felicia Story	425-9303
Counseling Office & Services	
Counselor—Maria Castle	425-9253
Counselor—Falon Sullivan	425-9252
Secretary/Registrar—Amy Myers	425-9302
Other Support Staff	
School Resource Officer – Vic Owen	425-9342
Instructional Technology Coach – Ben Fowler	425-9290
Librarian—Emily Haverkamp	425-9343
Homework Requests/ISS	425-9333
Head Custodian— Mike Randolph	425-9336
Cafeteria Manager—Brenda Mullins	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 phone off and place phones in lockers when they arrive to the school. Students are not permitted to have phone 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.

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 placed either in their backpack/locker.
2. Students are not to use cell phones during the school day unless instructed by a teacher. Teachers will make administration aware 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 *Oak Ridge Police Department*.

Any violation of the cell phone policy will lead to action from administration detailed below:

1st violation: Student phone 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 phone 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 phone 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 phone 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 are allowed to 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. 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. Please be sure that your child is picked up prior to the times listed above.**

STUDENT ID BADGES

Student badges are used for safety and to streamline daily operations. All students will receive a Student ID at JMS and will be encouraged to wear them. Keeping track of the ID badge and protecting the information it contains are among the first lessons a student learns. Parents are asked to support this initiative by helping to ensure that their child has the ID badge every day.

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.

NEW EAGLE INNOVATION CENTER

You may notice our building has a different look this year! This includes new 7th & 8th grade lockers and our lobby area, which has been turned into an innovative space where students can collaborate and learn. This space will be accessible by 7th & 8th grade students each morning, for classes to utilize throughout the day and for afterschool homework help.

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 to the school must enter through the front of the school and obtain a visitor's pass from the front door attendant or main office (when applicable). 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 upon returning to school regardless if the absence is excused or unexcused. *PLEASE NOTE:* Parent excuse notes are limited to seven (7) notes for absenteeism and seven (7) for tardiness due to student illness not requiring a doctor visit.

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 of all adults attempting to check-out a student. Adults attempting to check a student out of school, who are not listed under contact information, will not be allowed to check out a 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 method of transportation for your child is necessary.**

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, consecutive or not, and explained by parent note are excused. Only seven parent excuse notes for absences and/or tardies can be accepted. 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 six 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*. Completed form must be returned to school at least 5 school days prior to absence. 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.

TARDINESS

Students arriving to school after 7:40am must check in through the front door attendant or main office (when applicable). 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 will be assigned after school detention for each unexcused tardy to school beginning with the 11th unexcused tardy.**

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 in an effort 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 69% 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?

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 is doing in class?

Canvas is the resource 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

The Counseling Office is responsible for printing and distributing grade cards each 4½ weeks. If you have questions or concerns about report cards, please contact Amy Myers, *JMS Registrar*. 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 by the use of an arithmetic average.

Grades 5-8	
A—Excellent	93-100
B—Above Average	85-92
C—Average	75-84
D—Below Average	70-74
F—Failing	69 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

ARAMARK

Aramark Education is proud to serve Oak Ridge Schools. In conjunction with your district, we strive to help nurture students' well-being, improve their overall dining experience, and adopt healthy lifestyles by providing nutritious menus, innovative dining environments, and wellness-based education and promotions. Monthly menus can be found on the district webpage and also in the main office. Parents can sign up for the online payment system for convenience. Aramark Director Jennifer Taylor can be reached at 425-9052.

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 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*: (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 2020-21 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 Clifford Bunch can be reached at 425-3191.

JMS DEPARTMENTS & SERVICES

COUNSELING OFFICE & SERVICES

Parents can 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 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.

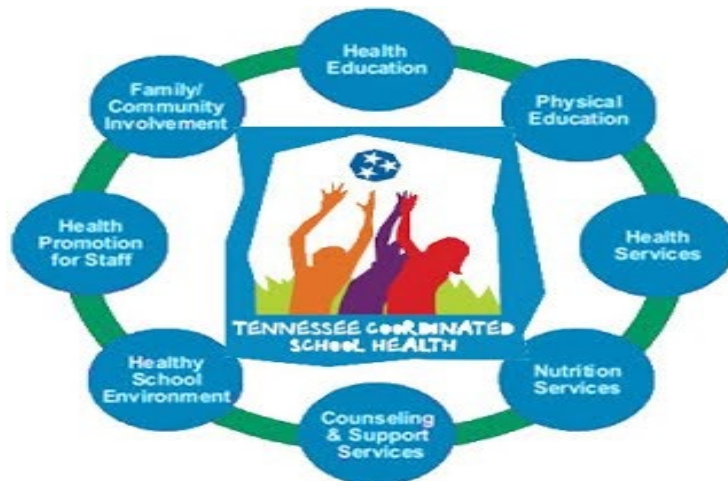
CLINIC SERVICES

Students are admitted to the school clinic only in cases of fairly 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 Nurse Cousins by the parent/guardian of the student. 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 Sharon Cousins at 425-4338 if you have questions regarding 7th grade immunizations, Allergy Action Plans or other health related issues.

STUDENT WELLNESS

We are aware that healthy students learn better and we are committed to ensuring our students health and wellness is a priority. 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 and harassment. The school system will act to promptly investigate all complaints, (formal or informal, verbal or written) for alleged incidents of bullying.*

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 any and all knives (scout knife, pocket knife, pen knife, etc.)

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 2019-2020 Access Oak Ridge Handbook can be found on the district website and includes the "Damage Matrix" which explains damage cost and fees.

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 be worn at all times. Generally speaking, 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.
 - e. Mid-thigh length top is appropriate for covering leggings.
7. Hats, head coverings, 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 shoe laces, 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.

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. We do not have the staff necessary to adequately deal with such disruptions to the learning environment.

VALUABLES

Valuable possessions such as expensive jewelry, watches, family heirlooms, items from collections, 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 be emphasized at all times 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 course of 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/spelling 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.

VARSITY SPORTS*

Interscholastic (varsity) school sports include football, cross-country, basketball, volleyball, and track. These sports are open to 6th, 7th, and 8th grade students.

YEARBOOK

The yearbook contains photographs of each student and various school activities. It may be ordered in the spring.

*** OTHER CLUBS**

Art Club	Dodson
Boys Basketball	Murphy
Girls Basketball	Bolling
Cheerleading	Sullivan
Chess Club	Haverkamp & Kala
Boys Cross Country	J. Smith
Girls Cross Country	K. Wilson
Eco Club (Environmental)	McCullough
FCA	B. Wilson & M. Reed
Football	B. Wilson

Interact Club	Painter
Lego League	Shanafield, Franco, & Davis
Library – extended hours	Haverkamp
Math Enrichment Club	Tracey
Science Bowl	Little & Roop
SECME	Jaeger & Fairs
Ski/Snowboard Club	B. Smith & Scott
Student Council	Brewster, Jen Mitchell, & K. Wilson
Track & Field	Byas, Bolling, & B. Wilson
Wilderness Connection	Beard
YAC	Castle & Brewer
Youth for Christ	Jaeger



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