

**West Jackson Middle School
400 Gum Springs Church Road
Jefferson, Georgia 30549**

Phone: (706) 654-2775

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Dr. Melissa Conway
Principal

J. Stephen Greene
Assistant Principal

Rebecca Bronnum
Assistant Principal

**Student Handbook
2018-2019**

This handbook belongs to:

Name _____

Phone _____

Address _____

Grade _____



“A 21st century education”

**WEST JACKSON MIDDLE SCHOOL
400 GUM SPRINGS CHURCH ROAD**

Student Success through Leadership, Character, and Performance

Dr. Melissa Conway
Principal

J. Stephen Greene
Assistant Principal

Rebecca Bronnum
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Dear Parents and Students,

Welcome to the 2018-2019 school year at West Jackson Middle School! I hope that this school year is your best yet. You will see many changes as you step on campus this year as we continue our renovation to make WJMS better than ever.

To fully experience what it is to be a West Jackson Panther, it is important to understand our mission at WJMS. As a school, we work continually to create a self-reliant community of learners who exceed standards through a diverse and rigorous curriculum. As you grow into adulthood, it is important for you to be responsible for yourself both academically and behaviorally. Cultivating a positive attitude and strong character will help you achieve success as a self-reliant student. To help support you in this growth, we have created Panther PAWS guidelines.

P-Pride	Always give your best effort so that you can be proud of yourself.
A-Attitude	WJMS embraces a growth mindset. This means that we are all continually working to become better versions of ourselves. Having a positive attitude is a key to success!
W-Wise Choices	Make choices that you can be proud of and that reflect your good character. Be your own person.
S-Safety	Conduct yourself in a way that promotes a safe environment for yourself and your peers.

In this handbook you will find general information about West Jackson Middle School. Please read through it carefully so you will be completely familiar with school policies and procedures. If you have any questions, please feel free to contact me at mconway@jcass.us.

I hope that you will become ENGAGED and ACTIVELY INVOLVED in the WJMS experience. Life is better when you are a part of a community, and we welcome you, whether you are a parent or a student, to get involved. Together we are GREAT!

Sincerely,

Melissa Conway

Dr. Melissa Conway
Principal

West Jackson Middle School Fast Facts

School Mascot:
Panther

School Colors:
Red & Black

School Hours:
8:10AM-3:30PM

Safety and Security: Students are not to be on campus before **7:45 AM** unless they have an appointment with a teacher or are attending a scheduled club meeting. Students must also be picked up prior to **3:50 PM** each day unless attending a supervised activity.

PTO Membership: Parental involvement begins with membership in PTO. We achieve our goal if every parent and teacher joins PTO. Join this new, active, and involved group as we support the school and every child who attends West Jackson.

Electronic Devices: Students are not permitted to use any personal electronic communication device including cell phones during the day except as instructed by teachers for instructional purposes. **Please note school officials are NOT responsible for the recovery of lost, stolen or damaged items.**

Medication: In an effort to better insure the safety of students, ALL MEDICATION must be delivered to the school clinic or front office by the parent or guardian in its original container.

Early-Checkout of Students: Please do not checkout students after **2:45 PM** if possible.

School Bus Transportation: Students are expected to ride the bus to which they have been assigned and to get off at their assigned bus stop. Bus drivers will not allow students to ride an unassigned bus or to get off at a different stop, this is county policy. Prior consent from an Administrator is required for a student to ride a different bus.

Car Rider Dismissal: Car riders will be loaded and released in sections.

WJMS Website: <http://wjms.jacksonschools.ga.org>

Meal Prices:

Student Breakfast	\$1.55	\$.30 (Reduced)
Student Lunch	\$2.60	\$.40 (Reduced)

Important Numbers & Information:

School Number	706-654-2775
School Address	400 Gum Springs Church Rd. Jefferson, GA 30549
Bus Information	706-367-3514 (County Bus Shop)

Teacher Contact Information: If you have questions or concerns about your child's progress, teachers can be contacted during their planning period or by email. Email addresses are comprised of the teacher's **first initial + last name@jcss.us**. Teachers may also be located by going to the school's website.

WJMS 2018–2019 Bell Schedule

REGULAR SCHEDULE SIXTH		REGULAR SCHEDULE SEVENTH		REGULAR SCHEDULE EIGHTH	
HOMEROOM	8:00–8:10	HOMEROOM	8:00–8:10	HOMEROOM	8:00–8:20
CONNECTIONS	8:10–9:00 (50)	CORE A	8:10–9:20 (70)	CORE A	8:10–9:20 (70)
CONNECTIONS	9:05–9:55 (50)	CORE B	9:25–10:35 (70)	CORE B	9:25–10:35 (70)
CORE A	10:00–11:10 (70)	LUNCH	10:40–11:10 (30)	CORE C	10:40–11:50 (70)
LUNCH	11:15–11:45 (30)	CONNECTIONS	11:15–12:05 (50)	LUNCH	11:55–12:25 (30)
CORE B	11:50–1:00 (70)	CONNECTIONS	12:10–1:00 (50)	CORE D	12:30–1:40 (70)
CORE C	1:05–2:15 (70)	CORE C	1:05–2:15 (70)	CONNECTIONS	1:45–2:35 (50)
CORE D	2:20–3:30 (70)	CORE D	2:20–3:30 (70)	CONNECTIONS	2:40–3:30 (50)

WEST JACKSON MIDDLE SCHOOL
COUNSELING DEPARTMENT
400 GUM SPRINGS CHURCH ROAD
JEFFERSON, GEORGIA 30549
(706) 654-2775

THE COUNSELING PROGRAM
AND THE
SCHOOL COUNSELORS

The counselor is a certified professional with training in human development, learning theory, counseling and consulting, tests and measurement, career development, research, and other areas appropriate to the practice of counseling in a school.

Kim Alford and Katy Kesler, our school counselors at West Jackson Middle School, are available to help you and your child have a successful year. As counselors, they work with faculty, parents, and students to provide a variety of services. Each part of the program is aimed at helping children learn and develop to their highest potential. Some of the services in the School Counseling Program are:

- Georgia Career Information System (GCIS)
- Small groups to target social/emotional needs
- Classroom lessons to address academics, social skills, and character development
- Individual sessions to provide an extra layer of support for struggling students
- Referrals to other helping agencies in the community
- Conferences for parents to stay informed about their children's progress in school

Students often ask for help with information and in decision making for the challenges they face during their adolescent years. Based on these requests, we feel that it is important that every child has the opportunity to access the provided services.

Parents/guardians, if you have any questions or wish to see us about your child, please feel free to contact us at school. We look forward to working with you and your child this year.

Counselors see the following:

- Mrs. Kesler ~ All 6th Grade Students and 7th Grade Students on teams 702 & 7th Grade STEAM
- Mrs. Alford ~ All 8th Grade Students and 7th Grade Students on teams 701 & 703

ARRIVALS (LATE) AND EARLY DISMISSALS

The school day begins at 8:10 am and ends at 3:30 pm. Students are required to arrive on time and remain at school for the entire day unless legally excused. Students who arrive to school late (after 8:10am) or leave school before the end of the regular school day must report to the front office to check-in or check-out. Documentation stating the reason for the tardiness or early dismissal will be required.

If a student must be picked up before school is out, the parent/guardian should come into the office and sign the student out. **Identification is required for all check-outs.**

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Please avoid student checkouts after 2:45 PM if possible. If your child is a car rider, you should wait for your child in the pickup line rather than in the front office. In addition, the school must have verifiable proof of permission if someone other than a parent/guardian is signing a student out of school. Telephone messages giving students permission to leave school property will not be accepted since the caller cannot be identified.

Arriving late and/or checking out early without valid reasons are violations of compulsory school attendance law and will be subject to the same consequences as non-attendance. **We request parents who need to make a transportation change notify the school office prior to 2:45 pm if possible.**

ATHLETIC PROGRAM

State Board of Education policy on extracurricular activities regulates many events that occur during the school year. The year is defined as August 1 through the end of the school year for students. The policy does not cover activities occurring from the end of school until August 1. At WJMS, only interscholastic athletes and cheerleading fall under these guidelines.

Football, basketball, cheerleading, fastpitch softball, wrestling, golf, baseball and soccer make up the athletic program at WJMS, and we encourage students to participate. To represent our school and community on an athletic team is a privilege and an honor, and every participant must meet certain expectations:

Students participating in competitive interscholastic activities shall pass a minimum of three of four academic subjects per semester and three of four connections classes per semester, carrying credit toward grade promotion in the grading period immediately preceding participation.

Poor conduct in classrooms or on buses or showing disrespect for teachers will not be tolerated and could result in suspension or dismissal from teams. Students must carry school insurance or provide proof of other coverage. Students must have a current physical examination form on file at the school. 6th grade students are eligible to participate in non-contact middle school sports according to League guidelines.

- If an athlete is counted absent, s/he may not participate in practice or compete on the day(s) of the absence.
- If an athlete is assigned ISS or OSS, s/he may not practice or compete on the day(s) of the suspension.
- If an athlete is assigned to the Alternative Experience, they will not be allowed to participate in any athletic programs while in the Alternative Experience.

AWARDS

Students will be recognized at the end of the school year in the following areas:

- Academic Excellence
- Perfect Attendance
 - Student must be present 3 1/2 hours to be counted present for the day according to the State of Georgia
 - ISS/OSS does not count against perfect attendance
- Citizenship
- Highest GPA
- Connections Awards
- Principal's Award List for the Year (95-100, in all content areas including connections)
- A - Honor Roll List for the Year (all A's in content areas including connections)
- AB - Honor Roll List for the Year (at least 2 A's in content areas with nothing lower than a B in remaining content areas including connections)

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6 th	7 th	8 th
Perfect Attendance- year <ul style="list-style-type: none"> Using the state's definition 	Perfect Attendance- year <ul style="list-style-type: none"> Using the state's definition 	Perfect Attendance- Using the state's definition <ul style="list-style-type: none"> Year 6th-8th K-8th
Citizenship- <ul style="list-style-type: none"> 1 boy and 1 girl from each team 	Citizenship- <ul style="list-style-type: none"> 1 boy and 1 girl from each team 	Citizenship- <ul style="list-style-type: none"> 1 boy and 1 girl from each team
Principal's Award <ul style="list-style-type: none"> All exceeds- 95 to 100 in all areas including connections. 	Principal's Award All exceeds- 95 to 100 in all areas including connections	Principal's Award All exceeds- 95 to 100 in all areas including connections
Honor Roll <ul style="list-style-type: none"> All A's in content areas with nothing lower than a B in all connections classes 	Honor Roll <ul style="list-style-type: none"> All A's in content areas with nothing lower than a B in all connections classes 	Honor Roll <ul style="list-style-type: none"> All A's in content areas with nothing lower than a B in all connections classes
A/B Honor Roll <ul style="list-style-type: none"> At least 2 A's in content areas with nothing lower than a B in remaining content areas and all connections classes. 	A/B Honor Roll <ul style="list-style-type: none"> At least 2 A's in content areas with nothing lower than a B in remaining content areas and all connections classes. 	A/B Honor Roll <ul style="list-style-type: none"> At least 2 A's in content areas with nothing lower than a B in remaining content areas and all connections classes.

C.A.T Day: CYBER ACADEMY TOOLS DAY

With the increase in technology available to students through a variety of platforms, WJMS found that expanding our online curriculum could be the catalyst that changed how our students received information.

In the 21st century students will be required to complete coursework online at some time in their educational careers. With close to 6 million students in the US now pursuing some type of course work online, we feel very strongly about introducing our students to this format of learning as to ensure their future success. We've identified 5 days in this school year (with an optional 2 more) on which students could qualify for our Cyber Academy Tools (C.A.T.) Program at WJMS. These days will be announced later.

Our Cyber Academy Tools (C.A.T.) program aims to enrich learning for every student in the following way. Students with an 85 average or with teacher approval in all courses can:

- Complete online accelerated assignments from home during the school day with Teacher recommendation and Parent approval

OR

- Come to school and participate in the normal school day.

These online acceleration modules come from every content area, including our connection classes. They are created by our teachers and provide an accelerated format to explore concepts that we cannot always cover in the classroom. Students qualifying for C.A.T. day will be notified a week in advance. **Teachers will “release” access to the coursework no later than 8 PM the Friday BEFORE the scheduled C.A.T. day.**

CELL PHONES & OTHER ELECTRONIC DEVICES

With prior teacher approval for classroom instruction only, students are permitted to use personal electronic communication devices. All cell phones and other electronic devices should be placed away in a secure location and should only be used for instructional purposes with teacher discretion. During school hours, students are not to use cell phones to contact parents and/or other individuals – **THIS INCLUDES TEXT MESSAGING.** Students will use phones in the front office to contact parents in case of an emergency. Cell phones, if brought on campus, should be turned off and kept out of sight. Cell phones are **NEVER** allowed in the classroom during state-mandated testing.

If a student is in violation of the cell phone policy, the phone will be confiscated and locked in the front office. Any time a cell phone is confiscated, parents will be required to pick up the phone in the front office during normal school hours. Violation of the cell phone policy will result in disciplinary action. Should a student borrow another student's cell phone and use it at school, the borrowing student **AND** the owner of the phone will be subject to consequences. We encourage parents to monitor their child's cell phone usage.

NOTE: The school and/or school officials are NOT responsible for the recovery of lost, stolen, or damaged electronics.

CLASSROOM LIBRARY

There is a wide range of reading levels and maturity levels within any given classroom. In an attempt to provide reading materials to meet those needs, many teachers provide classroom libraries. It is our desire for parents to have an active role in both choice and responsibilities as associated with the classroom library.

Choices

Please be aware of what your child has chosen to read. Your child may select an independent reading book with content or themes that you question. While a teacher knows it is essential that children choose what they read, your values also matter. If a book bothers you and you feel strongly about it, ask your child not to read it, explain why, and talk with his or her teacher. The teacher has selected books for their library with many criteria in mind, books that will supplement the Georgia Performance Standards, stretch their understandings, and see from many points of view. The teachers of WJMS are happy to explain the merits they have found in a particular title, but they also want to support you if you have concerns about a book choice your child has made.

Responsibility

Because the teachers use their collections of young adult literature to teach, they count on the books being available to the class on a regular basis. Because the classroom library represents a substantial investment on the teacher's part, they are discouraged when books disappear for months at a time or never reappear at all. Please help your child to remember to be responsible with the books he or she borrows and to return books that he or she has finished or abandoned.

Purpose

Reading is a priority at our school in every classroom. West Jackson Middle knows that *nothing is more important to the development of children's abilities in every subject area than reading and being read to.* We know that the richness of their early experiences as readers

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will serve them well their whole lifetime, and we look forward to partnering with you as adults who nurture readers.

COMMUNICATION

Our most effective form of communication is email. Parent-Student conferences may be held at any time during the school year. If you would like to schedule a conference with any faculty member, please contact the school and arrangements will be made. The counselors are also available for conferences regarding test scores, placement, and general concerns. We ask that you do not come to talk to a teacher without prior notification, and that you first check with the front office before going to any classroom. A parent wishing to visit a classroom should submit a written request to the principal. The principal will contact the parent to provide guidelines and arrange a suitable time.

All written communication should include a parent or guardian signature and a phone number. All notes need to be verified by the school secretary. Parents may also communicate with any faculty member via email. The WJMS web page is an excellent communication resource. Information will be updated weekly. Check it out at <http://wjms.jacksonschools.ga.org>. We also communicate frequently via our Facebook page: www.facebook.com/WestJacksonMiddle.

DISCIPLINE AND CODE OF CONDUCT

Each grade level follows the school-wide discipline plan and consequences; although each team may have different specific guidelines for discipline issues that do not result in an office referral. Each teacher is responsible for record keeping and reporting classroom infractions. Students are given opportunities to correct classroom behaviors before an office referral is issued. In addition, parents will be notified in an effort to enlist parental assistance in correcting classroom misconduct, as well as a means of home/school communication.

We expect all West Jackson Middle School students to:

- Show respect and consideration for others.
- Arrive to class on time and be prepared for class with all materials necessary.
- Be attentive to the task at hand until dismissed by the teacher.
- Demonstrate care and consideration for school property and the property of others.

The students of West Jackson Middle School are expected to maintain good order and discipline in the school environment. Good order and discipline may be described as the absence of distractions, frictions, and disturbances, which interfere with the optimum functioning of the student, the class, and the school. It is also the presence of a friendly yet businesslike rapport in which students and school personnel work cooperatively toward mutually recognized and accepted goals. The Jackson County School System Code of Conduct governs all activities on school property and school-sponsored or school-sanctioned events. This Code of Conduct is issued to all students at the beginning of each school year. Students will be asked to sign a form indicating that they have received the brochure and understand its content.

A major consideration in the application of the Code of Conduct is that the most appropriate disciplinary action taken by school officials is the least extreme measure that will resolve the discipline problem. In administering consequences, consideration will be given to, but are not limited to, the following factors: health, academic placement, discipline history, attitude of the student, cooperation of the parent, willingness to make restitution, and seriousness of the offense. Violations of any school or school system rules may result in disciplinary action. In some cases, infractions may result in one or more consequences. The school administration reserves the right to assign alternative

consequences when appropriate. Any time a student is referred to an administrator for disciplinary action, parents will be contacted.

DISCIPLINARY ACTIONS FOR VIOLATING THE CODE OF CONDUCT

The WJMS progressive discipline model, required by state and federal law is divided into three levels. This progressive discipline process is designed to create the expectation that the degree of discipline will be in proportion to the severity of the behavior. Previous discipline history of the student and other relevant factors will be taken into account and all due process procedures required by federal and state law will be followed. Students, who engage in continual minor acts of misconduct as well as those who engage in even a single act of more serious misconduct, are considered candidates for the school's behavior support process. A behavior support process is a mechanism for identifying and addressing those behaviors and environmental influences that promote the positive emotional, mental, social, and physical health needs of each student. This process is designed to provide services to the chronic disciplinary student; however, it may be used at any time at the discretion of the school professionals.

More serious behaviors may result in any of the following disciplinary actions:

- Verbal or physical redirection and/or warning
- In-class disciplinary consequences (discipline log, agenda check)
- Parent/student/teacher/administrator conference
- Community Service and/or Detention (before, during, or after school)
- Time-out and/or Restriction of activities
- In-School suspension and/or Out-of-School suspension
- Filing of a legal complaint with the appropriate law enforcement agency
- Disciplinary Hearing for long term suspension or expulsion
- Placement in an alternative experience (long term or short term)
- BIP-(Behavior Intervention Plan)
- Any other disciplinary action deemed appropriate by the administrator

DRESS CODE

To uphold West Jackson Middle School's learning environment, it is important that all students dress appropriately for the school setting. Listed herein are the regulations put in place to help students make the right choices for school appropriate attire. Students who violate the dress code will be asked to correct the violation in the least disruptive manner which may include calling parents and/or guardians to bring the student a change of clothes. If no one is available to bring a change of clothes, the student may be required to spend the remainder of the day in isolation. The student dress code at WJMS is based on the Jackson County School System Code of Conduct document issued to all students.

Students CANNOT Wear:

- Undergarments should not be visible at any time.
- Dresses/shirts/pants/shorts which expose the buttock, midriff or cleavage area
- Shirts/dresses which are strapless, halter or tank top
- Hats, visors, or other head garments including bandanas unless approved by administration
- Hooded sweatshirts or coats with hoods up
- Chains that could be used as weapons
- Garments and/or jewelry which display emblems relating to alcohol, tobacco, abusive substances, violence, racial, sex, or inappropriate slogans or suggestive statements
- Pajamas or bedroom slippers
- No headphones or earbuds should be worn in the hallway or other communal areas.

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KEY FOR CODE OF CONDUCT MATRIX

<p>B. Bus Suspension C. Chronic Discipline Notification I. In-school Suspension K. Cafeteria Clean-up L. Lunch Detention O. Out-of-school Suspension R. Resource Officer/Law Enforcement Notification</p>	<p>S. Saturday Community Service T. Tribunal Hearing Request U. Restitution WA. Administrative Warning Conference WT. Teacher Warning Conference</p>
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Notes. School Administrators have the discretion to deviate from these guidelines based on the specific situation, student discipline history and other relevant information. Parent Notification is expected by either teacher or administrator for all consequences assigned not including lunch detentions assigned for tardiness up to the 9th tardy. Number in parenthesis indicates number of specific consequences that must be served by student (e.g., L(2) means student must serve 2 lunch detentions).

General Discipline									
Incident Type/# of Incidences	1st	2nd	3rd	4th	5th	6th	7th	8th/9th	10th
Skipping*	L (4)	I (1)	I (2)	O (1), C	O (2)	O (10), T			
Dress Code**	L(2)	L(2)	S(1)	S(1)	I(1)	I (1)	I (2)	O(1), C	O(10), T
Incident Type/# of Incidences	4th-7th	8th	9th – 11th	12th	13th-15th	16th	17th+		
Tardiness***	L(1) for/each	L(1), WA	L(2)	S (1) or L(3)	I(1) for each	I(1), D(year)	O/each		
Incident Type/# of Incidences	1st/2nd	3rd/4th	5th/6th	7th	8th/9th	10th			
Disruptive Behavior/ Disorderly Conduct/ Student Incivility (classroom or school disruptive type behavior/ non-compliance including lying; sleeping in class; possession of nuisance items; inappropriate use of a computer of a non-sexual nature; food delivered to school without permission; unauthorized fundraising; being out of area.)	L(2) or	S(1) or L(3)	I(1)	I(2)	O(1), C	O(10), T			

	1st	2nd	3rd	4th	5th	6th
Not Following Instructions (direct defiance such as not handing over a cell phone, not identifying oneself to a staff member, refusing to move to an assigned seat, refusing to go to lunch detention/after school detention, verbal altercations)	I(1)	I(2)	O(1),C	O(2)	O(3)	O(10), T
Physical Contact						
Incident Type/# of Incidences	1st/2nd	3rd/4th	5th/6th	7th	8th/9th	10th
Horseplay/PDA	L(2)	S(1) or L(3)	I(1)	I(2)	O(1), C	O(10), T
Aggression (such as pushing, spitting on another person) OR Inappropriate Contact of an Intimate Nature	I(1-3), R	O(1-3), R	O(3-5), R	O(10), R, T	NA	
Incident Type/# of Incidences	1st	2nd				
Fighting	O(5-9), R	O(10), B(rest of year),T, R				
Incident Type/# of Incidences	1st	2nd	3rd	4th	5th	6th
Verbal Abuse						
If directed at person	O(1-3)	O(3-5)	O(10), T	O(2)	O(3)	O(10),T
If in response	I(1-3)	I(2-3)	O(1)			
Threats Toward Faculty or Staff	O(10), T	NA				

Cafeteria						
Incident Type/# of Incidences	1st	2nd	3rd	4th		
Cafeteria (cutting line, leaving trays, throwing food)	L(1)/K(1 wk)	L(2)/K(2 wk)	L(wk)/K(mo)	L(mo)/K(2 mo)		
Academic						
Incident Type/# of Incidences	1st	2nd	3rd			
Cheating	A "0" assigned for grade and parent notification	I(1), Grade of "0" assigned	I(2), Grade of "0" assigned			
Computer/ Technology Violation						
Incident Type/# of Incidences	1st	2nd	3rd	4th	5th	6th
Inappropriate use of an intimate nature	No internet access allowed unless under the direct supervision of a teacher, O(1-3)	No internet access allowed unless under the direct supervision of a teacher, O(1-3)	NA			
Inappropriate use of a non-intimate nature (playing games, etc....)	Refer to Disruptive Behavior	NA				
Electronic Device/ Accessories (includes unauthorized use in classroom and elsewhere on campus during school activities)	Cell phone turned over to teacher. Phone returned to student at end of student's school day.	Same as 1st incident; L(2)/\$5 fine	Same as 1st; L(4)/\$10 fine	Same as 1st; I(1)/\$15 fine	Same as 1st; O(1)	Same as 1st; O(2)

Theft					
Incident Type/# of Incidences	1st	2nd	3rd	4th	5th
Food/Drink from cafeteria or similar incident	S(1-2), U and/or R	S(2-3), U, R	I(1), U, R	I(2), U, R	NA
Other Theft	S(5) or I(3), U, R	S(10) or I(5), U, R	O(5), R	O(10), T, R	NA
Tobacco					
Incident Type/# of Incidences	1st	2nd	3rd	4th	5th
Possession of Tobacco	S(1)	S(2)	I(1)	I(2)	O(1)
Weapons					
Incident Type/# of Incidences	1st	2nd	3rd	4th	5th
Possession of dangerous weapon	O(10), T, R	NA			
Possession of hazardous object	O (up to 10 days) with possibility of tribunal hearing	NA			

Unsafe Act				
Incident Type/# of Incidences	1st	2nd	3rd	4th
Minor (can include knife less than 2", possession of fireworks, pulling a fire alarm without good reason, etc.)	O(1-3)	O(2-4)	O(3-5)	O(10), T
Major (can include, arson, bomb threat related, etc.)	O(10), T, R	NA		

Vandalism	S (# of days to be determined by administration) and/or restitution/U	NA			
Other Incidents Involving Federal/State Law					
Incident Type/# of Incidences	1st	2nd	3rd		
Alcohol/Drugs/Drug Paraphernalia	O(10), T, R	O(2-4)	O(3-5)		
Affray/Fighting	O(5-9), R	O(10), T, R	NA		
Assault/Battery on a Student	O(5-9), R	O(10), T, R	NA		
Assault/Battery on a School Employee	O(10), T, R	NA			
Assault/Battery on a Private Citizen	O(10), T, R	NA			
Bullying	I(2) with appropriate documentation and notification	O(1) with appropriate documentation and notification	O(10), T		
Incident Type/# of Incidences	1st	2nd	3rd	4th	5th
Chronic Discipline	C (10 cumulative incidents not including tardies)	O(10), T(12 cumulative incidents)	NA		
Damage/Destruction of Private/School Property	S (# of days to be determined by administration) and/or restitution, and/or R	NA			
Gang Related	WA, R	I(1), R	I(2), R	O(1), R	O(10), T
Indecent Exposure	O(3-5), R	O(10), T, R	NA		
Criminal Conduct	Possible OSS, T	NA			
Possession of Obscene Material	O(1-3)	O(3-5), R	O(10), T, R	NA	

Sexual Harassment	I(1)	I(2)	O(10), T	NA
Sexual Misconduct	O(10), T, R	NA		

EXAMS

All students are required to take exams at the end of the semester and at the end of the school year. Optional exams OR early exams are based on grade and attendance. Early exams may be granted by administrator discretion. Please refer to the school calendar to make any vacation plans.

EMERGENCY DRILLS

Fire and tornado drills are held on a regular basis throughout the school year. Students should follow their teacher's instructions and go to designated areas in a prompt and orderly fashion. Evacuation areas and procedures are posted in classrooms and fully explained to students.

EXTRACURRICULAR ACTIVITIES: ATTENDANCE, ELIGIBILITY AND PARTICIPATION (NON-ACADEMIC/INSTRUCTIONAL)

State Board of Education policy on extracurricular activities regulates many events that occur during the school year. The year is defined as August 1 through the end of the school year for students. The policy does not cover activities occurring from the end of school until August 1. However, no pressure can be applied for a student to participate in a program during the school year. At the middle school level, this policy addresses only those activities that include competitive events between schools. At WJMS, only interscholastic athletes and cheerleading fall under these guidelines. The policy does not include band, chorus, clubs, field trips, or other instructional activities.

- If a student is counted absent, s/he may not participate in practice or perform on the day(s) of the absence.
- If a student is in ISS, OSS or Alternative Experience, s/he may not practice or perform on the day(s) of the suspension.

FEES

It is the expectation of WJMS that parents and students take care of all fees owed including but not limited to: meal charges, library fines, lost and/or damaged textbooks, and pictures. Failure to clear all outstanding fees in a timely manner MAY result in the loss of privileges, loss of permission to attend certain school functions and/or activities, and a hold on end-of-year reports.

FOOD SERVICES

The school cafeteria offers nutritious, well-balanced meals (breakfast and lunch) each day. Middle school students will have two choices for lunch. The prices for student's meals are \$1.55 for breakfast and \$2.60 for lunch, and extra milk costs 50 cents. Only entire meals can be sold, and milk is the only item that may be purchased as an "extra". Adult meal prices are \$2.50 for breakfast and \$3.50 for lunch.

Because of our large enrollment, we encourage students to pay for their lunches in advance. This is the simplest and most efficient method for our food service staff to handle payment. Students can pay for their lunches in advance by the week or by the month. Money should be deposited in the box in the atrium in a sealed envelope with the following information on the outside: student name, homeroom teacher, amount of money enclosed, student ID number, and the number of days paid for.

Please keep in mind that our lunchroom accounting procedures are not set up to handle charges. If a student has a negative balance they will not receive the same options as those paid in full, and will NOT be allowed to buy any extra items (ice-cream, punch, water, fries, etc.). The money brought in for these extra items will be placed on their outstanding balance. Money cannot be withdrawn from students lunch account once deposited. Free and reduced price meals will be available to families who meet financial eligibility guidelines, and an application will be sent home with each student. The reduced price for breakfast is .30 cents and lunch is .40 cents. Students who are not riding the bus and want to eat breakfast should arrive at school before 7:50am. Accounts can be monitored online via Infinite Campus.

Food Services encourage students to make charges only if absolutely necessary, and to clear those charges in a timely manner. **No more than \$5.00** may be charged before an alternative lunch is served to the student.

GRADE REPORTING

Report cards at the middle school will be done through computerized forms for the sake of speed and accuracy, and they will be sent out at the end of each 9 week grading period. Parent/teacher conferences will be scheduled as needed or as requested by parents throughout the year. Progress reports will be sent home mid-way through each nine week grading period and opportunities for parent-teacher conferences and/or student led conferences will occur at the mid-way point as well. We ask that parents sign progress reports and report cards and return them to school promptly.

GRADING

All academic and connections classes will grade students on standards. Students will receive numerical grades per each standard taught during the grading period. The grading scale for all classes is as follows:

- 90-100 A
- 80-89 B
- 70-79 C
- > 70 F

Students will receive numerical grades for formative and summative assessments. Summary grades will be recorded by term, by semester, and yearly. Grades will be cumulative by the semester with a year-end report card average.

IN-SCHOOL SUSPENSION (ISS) RULES AND GUIDELINES

If in the unfortunate event a student should be assigned In-School Suspension, the following rules and guidelines should be followed:

- Students should report to atrium and check-in with an administrator.
- Students are assigned to in-school suspension (ISS) as a result of inappropriate behavior.
- While in ISS, students are to complete work/assignments provided by teachers.
- Students are not counted absent from school when assigned to ISS.
- Students may receive additional days of ISS if work is not completed satisfactorily.
- Students eat lunch in the ISS room.
- All assigned days must be served. Absences and partial days must be made up before the student is dismissed from ISS.
- Absolutely **NO PHONES** allowed in ISS.
- Failure to comply with these rules may result in out-of-school suspension (OSS).

LATE WORK

It is the student's responsibility to turn in all assigned work. WJMS is dedicated to helping students become responsible adults. Students are to follow the late work policy

according to grade level. After the assigned date, a grade of zero labeled as MISSING will be added to the gradebook for the missed assignment. Parents have constant access to students' grades through the Infinite Campus Portal. It is suggested to download the app.

- 6th Grade- 5 days
- 7th Grade- 4 days
- 8th Grade- 3 days

MEDIA CENTER

The media center operates on an open policy, providing students access to materials as needed. The center contains a varied and up-to-date collection of both fiction and nonfiction books. Students also have access to eBooks, computers, printers, and reference books. Students may access the internet if they have parental permission. At the beginning of the year, students receive an orientation concerning the media center and its use. For more information on the policies and procedures of the media center, please see the media center website.

The media center has special YA (young adult) books that contain mature topics and students may check them out with parent permission. For information regarding specific young adult novels, contact David Peek at dpeek@jcss.us.

MEDICATION

In an effort to ensure the safety of students, all medications (prescription and non-prescription) must be delivered to the school clinic or office **by the parent or guardian**. Middle school personnel will administer medication to students only under the following conditions:

- The medication must be sent from home with proper written parental authorization and instructions
- All medication must be properly labeled and stored by school personnel
- Prescription medications should be in the original container, complete with doctor's dosage instructions and any applicable warning labels

By law, the school can dispense medication to students only if the proper authorization form is signed by a parent and on file at the school. We are no longer allowed to gain parental permission over the phone, nor can we give any medication that is not sent from home according to the established guidelines and procedures. All medication must be turned in to the main office upon arrival to school. No student may keep any medication in their possession including non-prescription drugs such as Tylenol, etc. Consequences of the Code of Conduct will apply if they fail to follow this policy.

PARENT VOLUNTEERS

West Jackson Middle School strives to partner with parents and community leaders in order to enhance the education of our young people. If you would like to be part of this dynamic group, please contact Rebecca Bronnum at (706) 654-2775 or rbronnum@jcss.us.

Four components drive our parent program with communication being the cornerstone:

- Communication (email, website, auto phone system, Facebook, Twitter, classroom parent representative)
- Volunteer Program (tutoring, mentoring, clerical, greeter, media aide)
- Decision-Making (Parent steering committee, PTO, School Council)
- Collaboration with the community (business partnership, service learning through our clubs and organizations, community shadow day)

PERSONAL PROPERTY AND CONTRABAND

Students should keep inappropriate personal property and/or contraband at home. This includes any food, drink, electronic equipment, ipods, or any objects that deter or interfere with classroom instruction, operation of a school bus, and/or general operation of the school facility. **School officials are NOT responsible for the recovery of lost, stolen, or damaged items.**

PHYSICAL EDUCATION

Students are expected to dress out for PE. Please be reminded that **PE attire should meet dress code expectations.**

PLAGIARISM POLICY

Students at West Jackson Middle School are expected to maintain academic integrity at all times. All work turned in by a student must be completed by that student. The student will not receive credit for work that is not their own and will be expected to resubmit the work.

This includes:

- Turning in work that is not the student's own (including parent work, sibling work, peer work)
- Using information from another source on a test (student, electronic device, previous test)
- Giving information to another student for a test or assignment
- Copying information from the internet, a book, or an article, and presenting it as one's own work without citing reference

If you are unsure about how to cite a source, please ask!

PROMOTION/RETENTION POLICY

Our goal is for every student to be promoted to the next grade every year, but there will be cases when this is not feasible or in the best interest of the student.

For students at all grade levels, the yearly averages will determine if students have passed the course for each subject area. A student must earn a 70 or greater to pass each course.

Note: 8th graders are required to pass the reading/language arts and math sections of the Georgia Milestones Assessments for promotion to the ninth grade as mandated by the Georgia State Board of Education.

PTO and GEORGIA SCHOOL COUNCIL

We encourage all parents to become actively involved at West Jackson Middle School by participating in the PTO and/or the local School Council. Meeting dates and times will be advertised through flyers and the school sign. Follow WJMS PTO on Facebook (WJMS PTO) or on Twitter (WJMS_PTO) to stay abreast of current events and activities and a chance to volunteer. Please contact our PTO president Mrs. Libby Christiansen at libbychristiansen@gmail.com for PTO information.

SCHEDULE

Students will spend the majority of the day with their academic team teachers. Students will attend two connections classes a day. All academic subjects are taught in accordance with the objectives in the state-approved Georgia Performance Standards. Academic Classes are 70 minutes long and Connections classes are 50 minutes long.

SCHOOL CLOSINGS

In case of extreme weather conditions or other emergency situations, information regarding school closings will be broadcast over local Athens and Gainesville radio stations as well as Atlanta television stations. Every attempt will be made to limit circumstances under which plans are altered after the school day has begun. In addition, you may receive a call from our communication calling center provided we have a correct, valid number on file.

SCHOOL DAY

The official school day for students at the middle school is 8:10 am–3:30 pm (subject to change). Students arriving at school before 7:50 am should report to the gym. Unless an administrator has granted prior approval, students **should not arrive at school before 7:45 am**. WJMS doors will open at 7:30 am on a case by case basis. Any student who arrives after 8:20am will be considered tardy. School is officially dismissed at 3:30 pm. Car riders and walkers will be dismissed when afternoon announcements are complete. Bus riders will be dismissed following car riders and walkers.

SCHOOL PROPERTY

West Jackson Middle School is a clean and well-equipped facility of which each student can be proud. Students are urged to take pride in the appearance of the school, the buildings, furniture, buses and surroundings. The physical condition of the school is reflective of the type of students and teachers in the school. Students will be required to pay for damage they cause to school property.

SOCIAL SECURITY NUMBERS

State Board of Education policy requires that all public schools in the state of Georgia have social security numbers on file for all students. Parents who prefer not to make the numbers available to the school can submit a waiver form that will be filed in the student's permanent record.

STUDENT RESPONSIBILITIES

While the aim of the middle school is to promote individual freedom and growth, all students are expected to adhere to certain rules and regulations. These guidelines are necessary to ensure the safety and well being of the student population and to promote optimum conditions for a positive and productive learning environment.

STUDENT SEARCHES

Student book bags, school lockers, desks, and other school property shall be subject to inspection and search by school authorities at all times without further notice to students and parents. West Jackson Middle School reserves the right to use “walk-through” and “hand-held” metal detectors, as well as “drug-sniffing” dogs at any school function, including activities which occur outside the normal school hours or off school campus. This agenda serves as notification that metal detectors and drug-sniffing dogs may be used at the discretion of the administrators.

TELEPHONE CALLS

Telephones at the school are for school business only. We request that students not be called from class to talk on the telephone except in emergency situations. Calls cannot be made unless a student has a signed note from the teacher. Calls of a critical nature may be directed to the Principal or Assistant Principal. **Students may not use cell phones to call or text parents and/or other individuals during the school day.** A phone is available in the office for such purposes. Students using cell phones to contact parents and/or other individuals will be in violation of the cell phone policy.

TRANSPORTATION

It is extremely important to remember that riding the bus is a privilege, not a right. Students are **NOT** allowed to ride a bus home with another student. The school will no longer be accepting notes allowing students to ride a bus other than their assigned bus. This is a county policy, not a school policy. In the event a student must ride another bus for the day, prior approval from an administrator is required.

The behavior of students while riding school buses is one of the most important factors concerning transportation safety. A school bus driver's attention should always be on the conditions of the road. Unfortunately, students too often distract the drivers, sometimes to the point that drivers must focus all of their attention on discipline problems instead of driving. Students can follow a few rules to make riding buses safe and enjoyable. Violations of these rules may subject the offender to disciplinary action, for example, revocation of riding privileges for a period of time.

- Students shall obey the instructions of the driver any time the bus is being used to transport students to/from school or any school-related function. Students shall remain in their seats while the bus is in motion, refrain any other noises which could distract the driver.
- Student shall refrain from other disruptive conduct such as fighting, pushing, or other physical contact, verbal profanity, vulgarity, or abusive language while on the bus.
- No student shall talk or any make any other noise from the time the bus stops for a railroad crossing until the bus is safely across the tracks.
- No student shall throw any object from the windows of the bus at any time, cause any part of his/her or another person's body to protrude, extend, or project from any window
- The bus driver may assign students to sit in particular seats for any reason at any time.
- Students are to be at the bus stop on time each day.
- The school system reserves the right to videotape students riding on its buses.
- Students should learn the proper school bus evacuation procedures as instructed by the bus driver.
- There will be no eating, drinking, chewing gum, and use of alcohol, tobacco or other drugs while on the bus.
- Flowers and balloons may not be transported on the bus for safety reasons and objects that cannot be safely stored in a student's lap are not permitted on the bus. (Special arrangements can be made with the bus driver for large band instruments.)
- Cell phone use is prohibited on school buses. Bus drivers may confiscate cell phones and turn them into the school office.
- Bus drivers will provide detailed written referrals to administrators for disciplinary purposes.

SEE CODE OF CONDUCT FOR DISCIPLINE CONSEQUENCES.

VISITORS

Parents, guardians, and other visitors are always welcome and encouraged at WJMS. All visitors must check in at the front office and will be accompanied by a faculty or staff member to their destination. This allows us to provide for the safety and welfare of all students. Parents wishing to meet with teachers, teaching teams, or school administrators are encouraged to call the school ahead of time so that a mutually convenient appointment can be arranged. We encourage appointments for all visitors.

WALKERS

Students who walk home will be released at the same time as car riders. If a student does walk home, they must turn in a completed information and permission slip. Students who live in the Traditions subdivision may walk home by themselves. Nonresidents of

Student Success through Leadership, Character, and Performance

Traditions of Braselton subdivision are not supervised if the parent encourages them to walk and be picked up in that subdivision. We do not encourage this practice as it is a safety issue. Any student who walks to another subdivision or to GSES must be escorted by school personnel. Students are not allowed to walk by themselves to these locations.

WITHDRAWALS

Students who plan to withdraw during the school year should notify the school as soon as possible. If possible, the student should give WJMS the name and address of his/her new school. This will greatly increase the speed with which records can be sent. The student should also report to the main office during the final day of attendance to formally withdraw and complete a withdrawal form. All books and materials issued to the student by the school should be returned, and all outstanding fees should be paid. If books and/or materials are not returned or owed fees have not been paid, a student's records may be held.