

JACKSON MIDDLE SCHOOL



Home of the Generals

2023-2024

1601 34th Street

Vienna, West Virginia 26105

Telephone (304) 420-9551

Web Site: woodcountyschoolswv.com/o/jm

Office Hours: 7:30 a.m. - 3:30 p.m.

**Jeff Kisner
Principal**

Anne Davidson
Assistant Principal

Alexandra Carpenter
Counselor

JACKSON MIDDLE SCHOOL MISSION STATEMENT

Jackson Middle School provides an environment where all students acquire the knowledge, skills, and attitudes to work cooperatively and to succeed in a changing society.

2023 – 2024 Daily Schedule

HR	7:55 – 8:12
Pd.1	8:15 – 8:59
Pd.2	9:02 – 9:46
Pd.3	9:49 – 10:33
Pd.4 8 Lunch	10:36 – 11:20
Pd.5 6 Lunch	11:23 – 12:07
Pd.6 7 Lunch	12:10 – 12:54
Pd.7	12:57 – 1:41
Pd.8	1:44 – 2:28
Pd.9	2:31 – 3:15

2hr Delay Schedule

HR	9:55 – 10:10
Pd.1	10:13 – 10:41
Pd.4 8 Lunch	10:44 – 11:19
Pd.5 6 Lunch	11:22 – 11:57
Pd.6 7 Lunch	12:00 – 12:35
Pd.2	12:38 – 1:07
Pd.3	1:10 – 1:39
Pd.7	1:42 – 2:11
Pd.8	2:14 – 2:43
Pd.9	2:46 – 3:15

INSTRUCTIONAL STAFF

Michelle Talbott: English

Jennifer Miller: English

Chasity McDonald: English

Wendy Fosselman: English

Sandy Butcher: English/Social Studies

Jessica Linville: Social Studies, Spanish, & Yearbook

Bruce Boston; Social Studies/Spanish

Shannon Ferree: Social Studies

Don Fosselman: Social Studies

Leah Harvey: Mathematics

Stephanie Shepard: Mathematics

Valerie Gates: Mathematics

Sarah Robinson: Interventionist

Becky Casto: Interventionist

Shelley Cheuvront: Mathematics

Jeff Board: Science

Diana Boston: Science

Cherish George: Science

Tammy Fisher: Health

Kay Mason: Art

: General Music & Instructional Music

Kristin Allodi: General Music & Vocal Music

Lindsay Hill: Physical Education

Steve Hamrick: Physical Education

SPECIAL EDUCATION

Angie Jesser: Speech

Kate York: Special Education

Ron Talbott: Special Education

Kelly Steward: Special Education

Bree Deuley: Special Education

Shannon Owen: Special Education

Connie Hickman: Special Education Aide

Stone Allman: Special Education Aide

ADMINISTRATION AND OFFICE

Jeff Kisner: Principal

Anne Davidson: Assistant Principal

Lynette Hedgepath: Secretary

COUNSELING OFFICE

Alexandra Carpenter

NURSE

Cassie Andrews

RESOURCE OFFICER

: City of Vienna

CUSTODIANS

Jennifer Pratt: Head Custodian

Mona Jenkins

Jimmy Alton

COOKS

Abigail Pratt: Cafeteria Manager

Brandy Wood

Priscilla Woodard

Andrea McCullough

SECTION 1: **GENERAL INFORMATION**

ADDRESS AND PHONE NUMBER CHANGES

We make every effort to keep student records accurate and we need parents' help in accomplishing this. Changes in the family's address, telephone number or other essential information, such as emergency contacts, must be reported to the school as soon as possible.

Parents are asked to make it a priority to notify their child's school as soon as their phone number(s), address, emergency contacts, or other information changes. Anyone who has any questions or suggestions about using the automated system to keep parents informed should contact the school principal.

CHILD ABUSE AND NEGLECT

West Virginia State law requires teachers and other childcare providers to report suspected cases of child abuse or neglect. The law further protects childcare providers against liability for referring such cases in good faith.

CONCERNS AND INQUIRIES

Parents should feel free to inquire at the school should any questions arise. However, they should be aware that, except during emergencies, teachers are not able to come to the telephone during instructional time. The school secretary will give the message to the teacher who, in turn, will return the call during a time that does not interfere with classroom instruction.

DOMESTIC VIOLENCE

Domestic violence is a significant issue and is treated as such. Our school follows West Virginia State Law regarding all domestic violence situations. Domestic violence means the occurrence of one or more of the following acts between family or household members as defined by WV (West Virginia) State Code, whether these acts occur at school or away from school.

1. Attempting to cause or intentionally, knowingly, or recklessly causing physical harm to another with or without dangerous or deadly weapons.
2. Placing another in reasonable apprehension of physical harm.
3. Creating fear of physical harm by harassment, psychological abuse, or threatening acts.
4. Committing either sexual assault or sexual abuse as those terms are defined by WV State Code.
5. Holding, confining, detaining, or abducting another person against that person's will.

Students or student's family members involved in domestic situations which may affect the student while in Wood County schools are encouraged to provide protective orders to the school administration as soon as possible. Orders will be maintained by the school and followed until expiration, or a permanent order is issued.

INSUFFICIENT FUNDS CHECKS

Parents are charged for all checks returned by the bank for insufficient funds.

LOST AND FOUND

The school maintains a lost and found location. Articles found that do not belong to the finder should be turned in to the office. Each school informs students as to the procedure for turning in and claiming lost items and the policy concerning disposal of unclaimed items. Parents who notice that a child's belongings are missing should be sure to have the child check the lost and found the next morning. Taking the time to write a child's name on his or her items may assist in locating them if they are lost.

MONEY AND CHECKS SENT TO SCHOOL

All checks sent to school should be made out with the school's full name unless otherwise specified. Money sent to school with smaller children should be put in an envelope, sealed, and marked with the child's name and what the money is to be used for.

NONCUSTODIAL PARENTS

School personnel are at times confronted with the demanding situation of a noncustodial parent appearing at the school asking to remove the child. If a problem concerning the noncustodial parent exists, the custodial

parent should contact the school, explain the situation, notify the principal as to child custody, and forward a copy of the court decision to the school.

PICTURES

Individual and group pictures are taken according to information sent home with students. Interested parents who do not receive information early in the year should call the school.

TELEPHONE CALLS

We ask the cooperation of parents and students in helping keep the office telephone as free as possible. The school phone is a business phone. Students may not use the phone to obtain permission to do something or for someone to bring items *they* forgot. Students may only use the phone in cases of emergency. Students are not excused from class for telephone calls except for emergencies. Parents are asked to inform the secretary of the emergency when calling the school to talk to a student.

TEXTBOOKS/IPads - LOST OR DAMAGED

Lost or damaged textbooks, library books, or IPads must be paid for by the student to whom the book/device was assigned unless the student can demonstrate that another individual was responsible for the loss or damage.

SECTION 2: ACADEMICS

ACADEMIC OVERVIEW

Wood County Schools' curriculum is based on West Virginia State Policy 2510, Assuring the Quality of Education: Regulations for Education Programs. Textbooks and teaching materials are state approved and meet the West Virginia Next Generation Content Standards and Objectives mandated by the West Virginia State Board of Education. All subjects required by school law are taught and instructional schedules are developed in coordination with Wood County and WV Dept. of Education guidelines. Our curriculum is enriched through the efforts of properly certified professional educators who adjust instruction as necessary to meet the needs of students. The school instructional day meets the West Virginia mandated guidelines for instructional time. Procedures for record keeping, grade reporting, communication with the home, discipline, and student achievement measurements are followed according to the policies of the Wood County Board of Education.

CONFERENCES

Parents who wish to have a conference with their child's teacher at any time are invited to call for an appointment. Parents who would like a conference with the principal should call the office for an appointment. *If the concern involves a child's classroom work or conduct, a recent parent-teacher conference should have been held concerning this matter prior to meeting with the principal.*

EXTRACURRICULAR ACTIVITIES

In addition to the regular curriculum, opportunities for students are available in science and social studies fairs, math field day, art and writing contests, reading programs and music. Sports programs for our students help ensure physical fitness and develop athletic ability. We encourage all students to become involved in activities that broaden their horizons and enhance their educational experiences. Each school may also provide additional opportunities for extra and co-curricular activities and informs students and parents of these choices. Parents who do not receive this information should call their child's school.

FIELD TRIPS

Class field trips, such as visits to the state capitol, governor's mansion, cultural center, various museums, C.O.S.I., Blennerhassett Island, libraries, planetariums, and local industries, enrich understanding of science, current events, history, and geography. Parents are notified in advance of all field trips. Permission forms are sent home when appropriate.

GRADING SCALE

It is our policy to assess each child in a fair and accurate manner. To do this properly, some uniformity shall exist regarding the grading scale applied to subject tests, daily work, and marking period grading. This

uniformity shall extend from grade to grade as well as from teacher to teacher. The nature of the material and homework assigned, tests given, and material graded shall be the domain of the classroom teacher.

The following elementary grading scale has been adopted by Wood County Schools:

A 90 - 100% B 80 – 89 C 70 - 79% D 60 - 69% F Below 59%

The following secondary grading scale has been adopted by Wood County Schools:

A 90 – 100% B 80 – 89% C 70 – 79% D 60 – 69% F Below 59%

The Wood County Board of Education recognizes that all students do not progress at the same rate. It may be the professional judgment of teacher(s) that promotion is not in the child's best interest. School personnel who recommend retention should meet with the child's parent or guardian to explain the anticipated benefits. Parents who wish to appeal a retention decision may contact the principal.

HOMEWORK

Students are encouraged to establish a regular pattern of study time at home to complete and reinforce classroom instruction. Teachers supervise work being done in the classroom daily, but children occasionally find it necessary to take assignments home for completion. Each teacher establishes his or her policy for sensible management of homework. Homework is any type of study that occurs outside the classroom. Types of homework include preparation for class work, extra practice, enrichment activities, master of basic skills, makeup work, extracurricular reports, and study and review for quizzes or tests. In addition, homework teaches organizational skills as well as responsibility. The amount of time a student spends on homework depends upon several factors; among these are the constructive use of class time, work pace and overall work habits of the student.

PHYSICAL EDUCATION

All students are expected to participate in physical education classes. Students who have a medical condition that prohibits them from taking gym must bring a note from the doctor to keep on file at the school. Children who are unable to participate in physical education for up to three classes must bring a dated and signed note from a parent or guardian. An alternative assignment will be given to those unable to participate. Any excuse for missing physical education class for longer than three days must come from a doctor. The Fitness Gram is administered in every school as required by state law. Children who are unable to participate in this test must have a doctor's excuse.

Sneakers are required for physical education in the gymnasium. Each child's name should be printed in ink on all personal possessions such as shoes, gym wear, etc.

PLACEMENT OF STUDENTS

Every effort is made to create the best possible educational situation for all Wood County students. Children are assigned to rooms on a tentative basis in certain instances. Changes may sometimes be made for a variety of reasons, such as balancing the teacher's load. Parents who wish to discuss their child's placement should call the school counselor for a conference.

PRE-KINDERGARTEN EDUCATION

Wood County Schools have several pre-kindergarten education programs. Students with a variety of needs are served in these programs. Parents who wish to learn more about pre-kindergarten should call the school or Director of Elementary Education at (304) 420-9663.

RECOGNITION PROGRAMS

Research indicates that students who feel good about themselves and their school are better achievers. We believe that every student must be provided with the opportunity to experience success and become a winner. Accordingly, programs are designed to encourage positive attitudes, suitable manners, high achievement, personal improvement, and good attendance. The intent is to recognize and reinforce appropriate school behaviors and habits. To find out more about recognition programs, parents should contact their child's school.

REPORTS TO PARENTS

The schedule for report cards and midterms may be found on the county website. Phone calls, visits, school website postings, conferences, or letters home may be used in conjunction with formal reports as methods of

keeping parents aware of their children's educational progress and needs. It is our intention that each child may benefit from the cooperation between the school and home. Parents are encouraged to request an appointment with the school anytime they recognize the need for a conference.

SCHOOL COUNSELING SERVICES

The counseling program is intended to promote awareness of behavior and positive peer relationships among students. Other areas the school counselor may explore with students include student responsibility, interpersonal relationships, decision-making skills, and career planning. Students may also be assisted in solving a variety of school or personal problems they encounter daily as they grow up. Parents are invited to contact the school counselor regarding any student-related concerns. The counselor is willing to work with families to help students get through a challenging time or work through a behavioral concern. Parents should feel free to call the office and request an appointment. Information is kept confidential unless conditions exist that may indicate a danger to the student or others. Parents or appropriate authorities may be informed as needed after careful deliberation and consultation with other professionals.

SPECIAL EDUCATION REFERRAL PROCESS

Any interested person or agency may refer a child for a special education evaluation. Referral sources may include parents, developmental screening, Student Assistance Teams (SAT), student instruction and intervention teams, and/or private/religious schools. Parents who are interested in learning more about the special education process and programs may call their child's school or the Wood County Schools Special Education Office at 304-420-9655.

STUDENT ASSISTANCE TEAM (SAT)

Each public school must establish a Student Assistance Team (SAT) that consists of at least three persons, including a school administrator or designee, who shall serve as the chairperson, a current teacher(s), and other appropriate professional staff. SAT members will invite parents to review recommendations made by the SAT regarding the student's program and to provide feedback to the team about those recommendations. Parents may contact their child's school if they have questions regarding the Student Assistance Team.

SECTION 3: ATTENDANCE, PUNCTUALITY, AND TRANSPORTATION

ATTENDANCE GUIDELINES

Wood County Schools administrators are required by law to enforce compulsory school attendance and to provide an environment conducive to, and encouraging of, attendance. A pamphlet concerning attendance guidelines is sent home with each child at the beginning of the school year. A copy of the attendance policy may be obtained from the school office or Wood County Schools Administration Building. Absences from school are reported to parents on report cards, noting the number of absences during each grading period and through telephone calls, letters, or home visits concerning questionable absences. If parents have questions about attendance guidelines, please call the Attendance Office at (304) 420-9663.

EARLY DISMISSAL/LEAVING SCHOOL GROUNDS

All pupils who need to leave the school grounds at any time and for any reason, other than to go home at the close of school, *MUST present a written note to their school office, signed by their parents. This note will state where the child is to go, the reason for going, and the date for the excuse.* If possible, doctor's appointments should be scheduled at a time when school is not in session. Any student who leaves school during the day must be signed out by a parent or other responsible adult. No child is permitted to leave school without an adult. If a child becomes ill during the school day and needs to go home, the office contacts the home to arrange transportation.

SCHOOL CLOSING DUE TO WEATHER OR EMERGENCY

During the winter months, it may be necessary to close school for a day. Radio and television stations are among the first to be notified. Announcements pertaining to school closings are made on the radio beginning at 6:00 AM. In addition, Wood County Schools use automated telephone calls to notify parents of emergencies and school closures. If the school is closed for a day due to inclement weather, it will be open the next day unless another announcement is made. We ask that parents listen to the radio or watch television rather than call the school if severe weather sets in while school is in session.

PERMISSION TO GO HOME WITH ANOTHER CHILD OR ALTERNATE TRANSPORTATION

Arrangements for going home with a friend or changes in transportation must be made before the child leaves home in the morning. For a child to ride on a bus different from the regular bus or to walk home with another student if this is not the usual routine, a written note must be signed by the parent or guardian and the principal and presented to the bus driver if the child is using the bus. Permission is denied if a written note from home is not received by the school or if overcrowding on a bus is a problem. Bus drivers have been instructed to deny the child the chance to ride alternate buses under these circumstances.

SCHOOL BUS SAFETY - STATE REGULATIONS

Wood County bus drivers are known for their safe transportation record. This is due to the cooperation of parents and students in maintaining bus safety regulations. At all times, student safety is a priority. Parents should review the following State School Bus Regulations with their children. Bus rules apply to field trips and unique events as well as daily bus transportation.

1. The bus operator is in full charge of students and passengers. This is a big responsibility. Students must obey the driver promptly and respectfully.
2. Students should maintain a conversational tone of voice and use classroom manners on the bus.
3. Students may not put arms or heads out the windows at any time and must remain seated.
4. No objects of any kind may be thrown out a bus window.
5. Students must stop talking and remain quiet at railroad crossings. It is especially important that the driver be able to hear train signals.
6. Students must willingly share the seat they occupy with another passenger.
7. When getting on or off the bus, passengers should proceed safely and alertly. If it is necessary to cross in front of the bus when getting on or off, students should walk well out in front of the bus so the driver can see that someone is passing. Buses continue flashing lights until students have reached a safe destination.
8. Any student who must continually be corrected for violations of these rules may be denied transportation privileges on a school bus for a period. Warnings are given and parents notified of any disciplinary procedures. Parents are responsible for their child's transportation during the exclusionary period.
9. Students who are not regular bus students are not permitted to ride except in case of an emergency. If such an emergency should arise, the student must provide a written note from the parents involved and have it initiated by the principal before boarding the bus.

We ask that parents please get to know their child's bus driver and discuss any concerns with him or her. Wood County bus drivers are an important link with the schools and play a key role in the child's school day. If parents should have specific questions, please call the Transportation Department at (304) 420-9636.

STUDENTS REQUIRING SPECIAL TRANSPORTATION

Individualized Education Plans, individualized health care plans, and 504 Plans shall specify the bus modifications and support required for transporting the student when appropriate. The county school system may terminate bus transportation service if the parent persistently fails to meet the bus at a designated stop.

TARDINESS

All students are to report to their rooms when the first bell rings. Each school has a policy for tardiness and will inform students of the procedure to be followed if they arrive at school after the tardy bell. In case of a student's frequent or habitual tardiness, the parent may be contacted by the school and/or the county Director of Attendance to take corrective action.

TRANSPORTATION

Parents have the responsibility of aiding in the safe transportation of students to and from school, whatever the method of transportation, and should review the following guidelines. The safety of children is a concern to both school and parents. In travelling to and from school, children should:

- Know the safest way to school and follow this route daily. Parents should teach and enforce this.
- Respect the property of others. Picking flowers, throwing stones, and cutting through yards, for example, are not appropriate.
- Cross streets at intersections only, look both ways before crossing, and cross where there are guards on duty whenever possible.

- Always allow enough time to be safe and punctual.

WITHDRAWAL PROCEDURE

When a student withdraws from school, the parent should contact the office and the homeroom teacher a few days in advance, giving the last date of attendance and, if possible, the school to which the child is transferring. All textbooks, library books, and other school materials must be returned, and all debts paid.

SECTION 4: **DISCIPLINE AND STUDENT RESPONSIBILITIES**

COMMUNICATION/ELECTRONIC DEVICES

To maintain an appropriate and effective school environment, communication/electronic devices shall not interfere with the daily educational process. The use or display of communication/electronic devices is prohibited during the school day. These communication/electronic devices may be used with the prior approval of the school principal when their intended use relates to an educational or medical purpose. Procedures for the use of electronic communication devices can be found in Wood County Board of Education Policy 5114.11: Communication/Electronic Devices.

DRESS CODE

The student code of conduct stipulates that students' mode of dress must not be detrimental to the educational process. Restrictions on dress include, but are not necessarily limited to, clothing that displays profanity, illegal substances, tobacco, or alcohol; ill-fitting clothing that does not cover undergarments; and clothing that reveals the body in a distracting manner. Children are expected to dress in accordance with parental approval. Shoes, for the safety of the child, must always be worn in school.

DUE PROCESS

The United States Supreme Court has declared that students have a right to attend public schools. A suspension or an expulsion would result in depriving the student of a basic right. All pupils are protected by the Constitutions of West Virginia and the United States. Under the Constitutions, no person may be deprived of a right without due process of law. Therefore, the Supreme Court rules that students have a right to procedural due process when they are to be suspended or expelled from school.

The Supreme Court decision provides the following rules:

1. Students are entitled to an informal hearing if they are to be suspended from school for a period of ten days or less. At this hearing, the principal must tell the student why he/she is being suspended and the student must be given the opportunity to present his/her reasons why he/she should not be suspended.
2. If, however, the student's presence in school endangers persons or property or threatens to disrupt the academic process, the principal has a right suspend the student without a hearing to protect the integrity of the school. In cases such as this, the principal must hold an informal hearing in which the student has the right to defend himself/herself as soon after the suspension as practical. The principal must notify the student of the time and place of the hearing so that the student may be present.
3. In these usual short suspension cases, the court ruled that the student does not have the right to confront and cross-examine witnesses against him/her, nor to have witnesses to support the student's version of the incident for which the student is being suspended.
4. In cases involving suspension of longer than ten (10) days and in cases of expulsion from school, the Supreme Court found that more formal, trial-like hearings are constitutionally required. Since the student's right to public schooling would be at stake, due process of the law must be carried out in a manner patterned after procedures that are normally associated with judicial process.

EXPECTED BEHAVIORS IN SAFE AND SUPPORTIVE SCHOOLS

The purpose of the Student Code of Conduct is to ensure that schools have an environment conducive to learning. All West Virginia public schools are required by law to undertake proactive, preventive measures that foster learning and personal-social development. The Student Code of Conduct for Wood County Schools is authorized by West Virginia Board Policy 4373, follows the West Virginia Code, and applies to all students enrolled in public school in Wood County. Students shall be held responsible for their conduct and behavior as required by the West Virginia Code and State Board Policy. The Wood County Board of Education recognizes the need for students, teachers, administrators, and other school personnel to have a nurturing, orderly, safe, and stimulating educational environment. Wood County Schools must respond immediately and consistently to

incidents of harassment, intimidation, bullying, substance abuse, and/or violence or other Student Code of Conduct violations in a manner that effectively deters future incidents and affirms respect for individuals. Each school, in conjunction with the Board of Education, will implement proactive, prevention, and response programs, outline investigating and reporting procedures, and delineate penalties for violations of this policy. Establishing such an environment requires a comprehensive program supported by everyone in the school system, parents/guardians, students, and the community. This environment must exist in all places and activities that are a direct or indirect activity of the school system, such as school buses, other schools, field trips, and any school-sponsored or related event. All students, at each grade level, will be instructed and educated regarding the students' responsibilities and expectations to establish such an environment. Important components for students consist of raising awareness of the following:

1. The diverse types of Student Code of Conduct violations.
2. How violations are manifested.
3. The devastating emotional and educational consequences of violations; and
4. The potential legal implications of violations.

Wood County Schools, in compliance with state mandate, establishes four levels of Student Code of Conduct violations and progressively severe consequences for each level. Each school shall identify the individual who will receive complaints of violations. Specifically, established procedures are to be followed when any staff member observes any of the violations. Staff members are required, in accordance with the Employee Code of Conduct, to report observances of violations. Schools, in accordance with developed guidelines, will reclassify specific violations one classification higher (excluding Level IV) based upon the repetition by the student.

To view a copy of Wood County Board of Education Policy 2500: Expected Behavior in Safe and Supportive Schools, go to <http://woodcountyschoolswv.com/> – Board of Education – Policy Manual.

Examples of disciplinary action may include:

1. Student/parent conference
2. Counseling
3. Conflict resolution and peer mediation program
4. Referral to support
5. Reprimand
6. Referral to tobacco cessation program
7. Daily/weekly progress reports
8. Behavioral contracts
9. Change in student's class schedule
10. School service assignment
11. Confiscation of inappropriate item(s)
12. Restitution/restoration
13. Before and/or after school detention
14. Denial of participation in class and/or school activities
15. Immediate exclusion by teacher from one class period
16. Weekend detention
17. In-school suspension
18. Out-of-school suspension
19. Law enforcement notification
20. Expulsion with county board approval

HARASSMENT/INTIMIDATION/BULLYING

It is the policy of Wood County Schools that racial, sexual, or religious/ethnic harassment and violence will not be tolerated under any circumstances. We believe that all persons are to be treated with respect and dignity. Harassment and violent incidents are responded to in a manner that effectively deters future incidents. Racial, sexual, or religious/ethnic harassment and violence refers to unwelcome and unwanted behavior related to sex, race, religion, or ethnic group that makes the recipient feel afraid, embarrassed, helpless, angry, or unsafe, or upsets the recipient to the point that he/she cannot learn, cannot teach, or cannot be effective at school or at his/her job. Harassment and violence are prohibited between staff members, between staff members and students, between students, and from members of the public directed at students or staff on school property or at school sponsored events. Some examples of harassment and violence may include, but are not limited to unwelcome patting, pinching, or physical contact; obscene gesturing or calling someone gay;

ethnic or racial slurs; or threats, insults, or assaults against someone due to his/her sex, race, religion, or ethnic group. If a staff member or student feels that his/her emotional well-being, sense of safety and security, or sense of self-worth is being affected by such conduct, a complaint should be filed by contacting his/her school principal or by calling the Director of Human Resources, Wood County Schools, 304-420-9663.

PERSONAL ITEMS AND RESTRICTIONS

The staff requests parental cooperation in prohibiting all items from being brought to school that may affect the efficient operation of school activities. These may include, but are not necessarily limited to: candy, gum, cards, electronic devices, makeup, toys, skateboards, or other private property items.

SAFE SCHOOLS HOTLINE

For information concerning safe schools or to report violations of Safe School Policy or Student Code of Conduct, individuals may call the West Virginia Safe Schools Hotline at 1-866-723-3982 (1-866-SAFEWVA).

SPECIAL EDUCATION RIGHTS

Wood County Policy does not supersede any right granted to special education students stated by Federal or State law or any other State Board of Education policy.

STUDENT RIGHTS AND RESPONSIBILITIES

Students in West Virginia have basic rights and responsibilities like those enjoyed by other citizens. It is a student's responsibility to follow school rules and regulations and to cooperate with school authorities who enforce these rules and regulations.

1. All students, regardless of race, religion, national origin, language, gender, disability, marital status, parenthood, or pregnancy have the right to an equal education opportunity. Students are required by law to attend school regularly until their seventeenth birthday; if they continue to be enrolled as a student after their seventeenth birthday; or until their graduation. Public schooling is tuition-free for all students.
2. Students are entitled to exercise appropriate speech while at school. Freedom of speech includes forms of expression other than vocal, provided this activity does not materially and disrupt the work and discipline of the school or impinge upon the rights of other students. Schools may limit vulgar or offensive speech inconsistent with the school's responsibility for teaching students the boundaries of socially appropriate behavior. Students off campus conduct that might be expected to cause disruption in the school may be prohibited or disciplined. This includes blogs and social media postings created for the purpose of inviting others to indulge in disruptive and hateful conduct towards a student or staff member. School sponsored student publications that are a part of the curriculum are subject to teacher editorial, control and therefore student speech may be regulated in a manner related to educational purposes.
3. When high schools allow one or more student groups whose purpose is not related to any class taught at the school to meet at the school, this is referred to as a limited open forum. If a school is a limited open forum for any purpose, the school must allow religious, political, and/or philosophical group meetings if the meetings are voluntary, monitored by the school, and do not interfere with the conduct of school activities.
4. Students must meet all state and local attendance requirements and maintain a 2.0 grade point average to participate in non-academic extra-curricular activities (e.g., interscholastic athletics such as football, basketball, track, or wrestling; cheerleading; student government; class officers in grades 6-12). Eligibility is determined for each semester by a student's grade point average for the previous semester.
5. Students have certain privacy rights regarding school records. Parent(s)/guardian(s) of students under eighteen years of age are entitled by law to inspect and review their child's school records. This right applies to both custodial and non-custodial parents. Students have these same rights if they are eighteen years of age or older.
6. Federal and state constitutions and statutes provide protection for all citizens from unreasonable searches and seizures. Private property may be searched by those authorized where there is "reasonable suspicion" to believe that student property contains stolen articles, illegal items or other contraband as defined by law or by local board or school policy.
7. Students have the right to grow up without being physically or sexually abused at school, in the home or in the community. WV Code §49-6A-2 requires teachers, counselors, nurses, or other professionals who suspect that a student is being abused to report the circumstances to the West Virginia Department of Health and Human Resources. Victims of abuse may seek the advice or assistance of a teacher, counselor, nurse, or other school professional.

SUBSTANCE ABUSE/TOBACCO CONTROL

All substance abuse and tobacco control policy regulations apply to any person present in or upon any property owned, leased, or operated by the West Virginia Department of Education, West Virginia Board of Education, or a county board of education; to any person present at any education-sponsored event; to any person present on a school bus or other vehicle used for a school-related event or other school/county function; or to any person present at any school-sponsored activity or event, whether the activity or event is held on school grounds, in a building or other property used or operated by a county board of education, the West Virginia Department of Education, West Virginia Board of Education, or in any other facility or upon any other property being used by any of these agencies. No person shall at any time possess, distribute, or use any alcohol product or illegal substance in any area defined in Section 3.1 of Policy 5145. No person shall at any time possess drug paraphernalia as defined in WV (West Virginia) Code §47-19-3 in any area defined in Section 3.1 of Policy 5145. No person shall at any time distribute or use any tobacco product in any area defined in Section 3.1 of Policy 5145. In addition, students shall not possess at any time any tobacco product in areas or situations defined in Section 3.1 of Policy 5145 or at any school- or county-sponsored event or school-related event. A copy of Policy 5145: Substance Abuse and Tobacco Control may be viewed on the Wood County Schools website. A brochure with an overview of the policy is given to every student at the beginning of the school year.

WEAPONS

WV Code defines a "dangerous weapon" as any device intended to cause injury or bodily harm, any device used in a threatening manner that could cause injury or bodily harm, or any device that is primarily used for self-protection. Dangerous weapons include, but are not limited to, blackjack, gravity knife, switchblade knife, nun Chukka, metallic or false knuckles, pistol, or revolver. A dangerous weapon may also include the use of a legitimate tool, instrument, or equipment as a weapon including, but not limited to, pens, pencils, compasses, or combs, with the intent to harm another. According to WV Code, a student will not possess a firearm or deadly or dangerous weapon on any school bus, or in or on any public or private primary or secondary education building, structure, facility, or grounds including vocational education building, or at any school-sponsored functions unless specifically authorized by the department of education of the county or principal of the school where the property is located with valid educational purposes. According to WV policy, if a student has been suspended for a firearm or deadly weapon, the principal shall, within twenty-four hours, request that the county superintendent recommend to the county board that the student be expelled. Any person knowing someone under 18 years of age in violation of the firearm/deadly weapon law or plans to violate this law must immediately notify school and law enforcement officials.

SECTION 5: HEALTH AND SAFETY

ACCIDENTS

Every accident in the school, on school grounds, at practice sessions, or any school-sponsored event must be reported immediately to the person in charge and the principal.

ACCIDENT INSURANCE

Student accident insurance is available. Parents are asked to read carefully the brochure containing cost and coverage sent home with their child and to send the enrollment forms and payment to the location indicated.

ASBESTOS

Some Wood County Schools contain asbestos, which is identified and properly contained in accordance with EPA guidelines. Parents should direct any questions about the asbestos program to the Wood County Schools Physical Plant Department, at (304) 420-9568. Questions concerning asbestos in a specific school may be directed to the principal.

DRILLS

Drills are held several times each year as required by law to ensure the safety of all persons, particularly the children, by learning to leave the building rapidly or shelter in place with a minimum of confusion in case of a real emergency. Teachers advise students of the procedures for each room, including understanding signals, exits to use, leaving rooms, areas in which to assemble, methods of checking student attendance, and

returning to the room. There is to be NO TALKING AT ANY TIME DURING A DRILL to ensure that students can hear directions in the event of a real emergency.

IMMUNIZATION REQUIREMENTS FOR PRE-K

Vaccinations for Pre-K students are different than K-12. Parents should refer to 'Health Services – WV Immunization Requirements for New Enterers K-12' at <http://woodcountyschoolswv.com/>.

IMMUNIZATION REQUIREMENTS FOR K - 12

All children who enter school in West Virginia for the first time or transfer back to West Virginia in grades K-12 must show proof of immunizations against diphtheria, pertussis, tetanus, polio, measles, mumps, rubella, varicella, and hepatitis B as specified in 'Health Services – WV Immunization Requirements for New Enterers K-12' at <http://woodcountyschoolswv.com/>.

IMMUNIZATION REQUIREMENTS FOR 7 - 12

In addition to K-12 immunization requirements, students entering 7th grade must show proof of one dose of Tdap (tetanus, diphtheria, and pertussis) and one dose of the meningococcal vaccine. Students entering 12th grade must show proof of one dose of Tdap vaccine and a second dose of the meningococcal vaccine. If the first dose of the meningococcal vaccine was received after age 16, then only one dose of this vaccine is required.

INJURY/COMMUNICABLE DISEASES

A Doctor's Release for Student's Return to School form must be completed before a student may return to school following any hospitalization, emergency treatment, homebound instruction, extended illness, and/or school nurse medical referral.

MEDICATION GUIDELINES

Medication is administered at school only when necessary to maintain the student's health and facilitate regular school attendance. For medication to be administered as ordered follow Wood County Board of Education Policy 5140: Medication Administration and contact your school's nurse.

ONLINE HEALTH INFORMATION

For health services forms or details on health services topics go to <http://woodcountyschoolswv.com/> – 'Wellness - Health Services.'

PEDICULOSIS (LICE) POLICY

Refer to Wood County Board of Education Policy 5141.2: Pediculosis (Head Lice).

SCHOOL NURSE

A school nurse is assigned at each school. The schedule is available upon request. If an emergency should occur and the assigned school nurse cannot be reached, the school may contact the Coordinator of Health Services at (304) 420-9663 for guidance.

STUDENT EMERGENCY MEDICAL INFORMATION

A Student Emergency Medical Information form must be completed each year. Any changes in this information during the school year must be reported immediately to the school.

STUDENT ILLNESS

Students who are febrile, vomiting, or too ill to spend the day at school should stay home and/or follow up with their doctor. If a student is too ill to stay at school, a parent/guardian or designated responsible adult will be contacted to pick up the student.

TB SKIN TESTS

Students enrolling from outside of the country shall provide certification that a TB skin test has been given and read within the past four months in the United States.

SECTION 6:

CHILD NUTRITION SERVICES

Good nutrition is essential to a student's health and development. Child Nutrition Services encourage our students to eat nutritious school meals to enable each student to concentrate and learn. For more information, feel free to contact us at Child Nutrition Service- 304-420-9663.

THE BREAKFAST PROGRAM

A healthy school breakfast is a fantastic way to begin a day of learning. Research has shown that breakfast not only gives students energy to start their day, but also:

*A more nutritionally complete diet, higher in nutrients, vitamins, and minerals.

*Improved concentration and performance in the classroom; and

*More strength and endurance to engage in physical activity.

Wood County Schools are proud to serve a variety of delicious and nutritious foods for breakfast.

THE LUNCH PROGRAM

The National School Lunch Program (NSLP) began in 1946 under the National School Lunch Act and is intended to help meet the nutritional needs of children from low-income households. The Lunch Program at Wood County Schools is for all students regardless of income. Lunches served to the students under the National School Lunch Program are to meet guidelines outlined by the USDA (United States Department of Agriculture) and the West Virginia Department of Child Nutrition. Students do not have to participate in the National School Lunch Program, they can bring a meal from home. Milk is sold to any students who brings his/her own lunch or for students who want an extra milk with their lunch. Parents who prepare their child's lunches at home should include healthy foods. Good nutrition is important to a child's success in afternoon classes and activities. Parents are asked not to send food in glass containers. Soda pop and fast-food lunches are discouraged.

STUDENT MEAL ACCOUNT & PAYMENT INFORMATION

*Each student has his/her own lunch account.

*Student identification numbers are assigned to each student. Please help your child learn his/her number. Students should not give their identification numbers to other students.

*Students returning to Wood County Schools will use the same number each school year until graduation.

Wood County Schools allow students to charge (at no cost) one breakfast and one lunch meal per day.

Students can have a second lunch if they bring cash and pay for the meals. Extra milk cannot be charged. If you want to see when your child is eating a school meal www.parentonline.net can show you an up-to-date record of every meal your child has at school.

MENUS AND NUTRITIONAL INFORMATION

Child Nutrition Services monthly menus and carbohydrate counts can be found on the WCS' Website under 'Dining.' In addition, menus are posted in the school, in monthly newsletter/school calendars, Suddenlink Channel 15, and CAS Channel 98. The menus are written by a registered dietitian following the federal and state guidelines for a healthy school meal. Meals include many of our student's favorites and are planned to be colorful and tasty for all students. To share your thoughts or comments regarding the menus, please contact the Director of Child Nutrition, Hollie Best, RD, LD at 304-420-9670 extension 161.

SPECIAL DIETS AND FOOD ALLERGIES

A "Special Dietary Needs Medical Statement" must be completed by your health care professional and submitted to the school nurse at the beginning of each school year. After the Child Nutrition Department receives a copy, an alert will be applied to the child's account. The information is required to be submitted annually for students with special dietary needs and/or food allergies. Special diets or special foods are not provided for students without a valid medical condition.

The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.) If you wish to file a Civil Rights program complaint of discrimination, complete the USDA (U.S. Department of Agriculture) Program

Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter having all the information requested on the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). "USDA is an equal opportunity provider and employer".

SECTION 7: **PARENTS, COMMUNITY AND PUBLIC SERVICES**

CHILD CARE

Several Wood County elementary schools, in cooperation with the local childcare agencies, supply before and/or after school childcare. All childcare staff are provided by the agency. On-going programs range from help with homework to indoor and outdoor recreation along with arts and crafts. This service is available for a nominal fee to be collected by the childcare staff. More information and an application may go with this handbook. Parents who are interested should contact the school for more information.

CITIZEN'S APPEAL PROCEDURE

The West Virginia State Board of Education Policy 7211: Conflict Resolution Process for Citizens provides a way for citizens to work with county boards of education and school administrators in seeking solutions to problems. This policy can be viewed on the state website at <http://wvde.state.wv.us/policies>.

FACULTY SENATE

The Faculty Senate is made up of all permanent full-time professional educators at each school. The purpose of the Faculty Senate is to take part in the operation of the school for the betterment of the educational opportunities offered to our students. Meetings are held as mandated by the West Virginia legislature. A schedule of faculty senate days appears in the beginning of this handbook.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

Each year the Wood County Board of Education must give notice of certain rights which are granted to parents, guardians, and eligible students by the federal Family Education Rights and Privacy Act (FERPA) and the West Virginia Procedures for the Collection, Maintenance and Disclosure of Student Data (the West Virginia Procedures). Parents, guardians, and eligible students have a right to be notified and informed. An "eligible student" is a student or former student who has reached the age of eighteen or is attending a post-secondary school. All rights and protections given to a student's parents or guardian under the FERPA, and the West Virginia procedures are transferred to the student or former student when he or she becomes an eligible student upon reaching the age of 18 or enrolling in a postsecondary school). Per the FERPA and the West Virginia Procedures, parents, guardians, and eligible students are notified of the following:

1. **RIGHT TO INSPECT:** You have the right to review and inspect all your educational records, or the educational records of your child or ward, kept by or at the Wood County School District.
2. **RIGHT TO PREVENT DISCLOSURES:** With certain exceptions, you have the right to prevent disclosure of educational records to third parties. It is the intent of the Wood County School District to limit the disclosure of information contained in education records to (a) those instances when prior written consent has been given to disclosure, (b) items of directory information which you have not refused to allow the school district to disclose, and (c) those instances when the FERPA or the West Virginia Procedures allow disclosure without prior written consent.
3. **RIGHT TO REQUEST AMENDMENT:** You have the right to seek to have corrected any parts of an education record which you believe to be inaccurate, misleading, or otherwise in violation of your rights. If the Wood County School District decides not to alter the education records according to your request, you have the right to a hearing at which you may present evidence to show that the record should be changed.
4. **RIGHT TO COMPLAIN TO FERPA OFFICE AND STATE SUPERINTENDENT:** You have the right to file a complaint with the Family Educational Rights and Privacy Act Office, Department of Educational, 400 Maryland Avenue S.W., Washington, D.C. 20202, and with the West Virginia Superintendent of Schools, West Virginia Department of Education, Capitol Complex Room B-358, Charleston, WV 25305, concerning the failure of the Wood County School District to comply with the FERPA or the West Virginia Procedures.

5. **RIGHT TO REVIEW AND OBTAIN POLICY:** You have the right to review and obtain a copy of the written policy adopted by the Wood County Board of Education in compliance with the FERPA and the West Virginia Procedures.

6. A charge may be made for copies obtained.

To view a copy of Wood County Board of Education Policy 5125.4: Student Records, Policies and Procedures, go to <http://woodcountyschoolswv.com/> – Policies.

Wood County Schools will arrange to supply translations of this notice to non-English speaking parents, guardians, and eligible students in their native languages.

LOCAL SCHOOL IMPROVEMENT COUNCIL

The legislature provided for the School Improvement Council which acts as a board of directors for each school. This group sets up and looks to implement goals for the school. State law requires that the council meets at least once each grading period. The council is formed of the following:

1. Three faculty representatives
2. Two service representatives (one must be a bus driver)
3. Three parents or guardians
4. One appointed member of the business community
5. Three at-large appointees
6. Student Council President (where proper)
7. Building principal

PARENT/ADULT CODE OF CONDUCT

When visiting or volunteering at a Wood County School, each adult shall:

- Report to the office, show photo ID, register, and receive proper identification.
- Use proper language.
- Dress appropriately. (For example: No hats, no offensive language, logos, or ads on shirts, etc.)
- Treat the school and its property with care. (For example: No hands or feet on the walls, no sitting on the tables, no chewing gum allowed.)
- Talk and communicate with others in a suitable, problem-solving manner.
- Ask for help when needed at once from the school staff which includes the principal, teacher, or secretary. (For example: Discipline problems, illness, accidents involving students, etc.)
- Any remarks concerning students are to be confidential. No information about the students is to leave the classroom at any time.
- Remember that the building, playground, and area in front of the school is a tobacco and drug free school zone.

PARENT INVOLVEMENT AND VOLUNTEERS

Parents have many opportunities to be involved in their child's education. Parents who wish to volunteer should find areas of interest and contact their child's teacher or the school office.

PARENT TEACHER ORGANIZATIONS

Parent Teacher associations and organizations offer opportunities for parents, teachers, and the community to become better acquainted, help in supplying special programs for students and in financing important school projects. Parental support is needed and appreciated. These groups supply a way to share experiences and knowledge about children. Their members support public education and work to improve children's health and safety. They work independently as well as with the principal, superintendent, and school board to promote the welfare of children and make sure the concerns and needs of families are heard and met. **OBJECTIVES**

- To promote the welfare of children and youth in home, school, church, and community.
- To raise the standard of home life.
- To bring into closer relations the home and the school and promote cooperation in the training of the child.
- To secure for all children the highest advantages in physical, mental, social, and spiritual education.

PESTICIDE APPLICATION NOTIFICATION

Wood County Schools adheres to an Integrated Pest Management Plan per “Title 61, Legislative Rules, Series J” of the West Virginia Department of Agriculture. Pests are controlled primarily through preventive measures. When pesticides are needed, the least hazardous materials are used. A form to request notification when pesticides are used in the school or information concerning pesticide application is available to all parents upon request from the school or administration offices.

VISITORS IN THE SCHOOL

For the safety and protection of students, state law requires that a visitor first intercom the office before entering the school. Wood County Board of Education Policy 1310: Guidelines for Visitors to County Facilities supplies guidelines for visitors to any facility in the Wood County School system during the instructional day. All visitors acknowledge that their presence in the county schools is a privilege, and not a right. The county schools exist primarily to serve the needs of the students; therefore, personnel other than school staff are expected to follow the guidelines included in this policy and to recognize that their presence in the school building is solely at the discretion of the building administrator. Visitors are welcomed into the county schools with the expectation that their presence will contribute positively to the educational climate at the schools.

- Visitors are defined as anyone who is not a member of the school staff.
- All visitors must sign in at the main office. Visitor sign-in procedures include a credential exchange which requires all visitors to produce a photo ID and be authorized by an authorized school staff member before building access is allowed. The staff member will keep the photo ID and provide the visitor with a badge that must hang on a lanyard in a visible location around the neck. The visitor is to sign out at the conclusion of the visit. The photo ID will be returned at that time.
- Visitors to Wood County facilities are subject to all policies of the Wood County school system.
- Visitors are expected to be appropriately dressed and to display respect for activities in progress at the school.
- Visitors may not compromise the integrity of student confidentiality policies. Visitors must recognize that information about any confidential school matters overheard is not expected to leave the school.
- Legal guardians of students, school volunteers, LSIC, and Business Partners-in-Education team members are welcome to take part in events. Special permission of the principal may invite other visitors. All visitors are expected to abide by the general rules of the school as defined by the building administrator.
- Classroom visits must be approved in advance by the principal and classroom teacher on a limited basis.
- Under no circumstances are visitors allowed to remove students from the classrooms or other school activities, without the direct permission of the legal guardian of the student and/or the building administrator going with the visitor during this time.
- Visitors taking part in school events are expected to conduct themselves as guests of the school and to avoid disruption of any other activities ongoing at the school. Visitors may be denied future access or limited access to the school during school hours if their conduct is such that the building administrator feels it is disruptive to the school's educational program.
- Salespersons or other non-educational personnel are not allowed to disrupt class time activities. Visitors of this nature should expect to make contact either before school or after school, but not during school hours.
- Building principals have the authority to sign a complaint charging criminal trespass when believed necessary.

WEB SITE

For more information about Wood County Schools, interested parents and students can visit the Wood County Home Page at: <http://www.woodcountyschoolswv.org/>. To see a specific school, click once on “schools” and then on the school's name.

WOOD COUNTY SCHOOLS INFORMATION

Parents or students who wish to view upcoming school events, weather-related occurrences such as school closings, board meetings, and other school information can turn to Suddenlink Channel 15 or CAS Channel 98.

SECTION 8:

JACKSON MIDDLE SCHOOL POLICIES AND INFORMATION

ACADEMICS, EXTRACURRICULAR ACTIVITIES, AND THE SCHOOL DAY

ALMA MATER

The Latin words "alma mater" mean "fostering mother" and refer to the school. The words also refer to the anthem of the school.

Students learn the words of Jackson's alma mater in general music class. The melody is the same as Parkersburg High School's alma mater. Here are the lyrics:

*Jackson Middle may you grow;
For as we reap, we needs must sow;
Jackson Middle proud and true;
our students love to strive for you;
So here we pledge our loyalty:
Forever singing young and free;
Jackson will make history;
What e'er you ask, we give to thee.*

ANNOUNCEMENTS

Each morning during homeroom, students broadcast the daily bulletin. Announcements may include cafeteria menus, upcoming sporting events, concerts, assemblies, deadlines, and other important items.

ASSEMBLIES

Assemblies are held in the gym. Some assemblies are musical or dramatic performances. Others are held for educational purposes.

COMMUNICATION/ELECTRONIC DEVICES

Students can bring cell phones and similar small devices to school. They will be kept in lockers and may be used at the end of the school day. The use of such items is not allowed in the hallways, restrooms, or classrooms at any time. Disobeying these guidelines will result in the confiscation of the devices. The school is not responsible for lost or stolen items. (Refer to Wood County Communication/Electronic Devices policy in this handbook.)

CALENDAR

Our school calendar is available online at <http://woodcountyschoolswv.com/JM/Events/>.

EXCUSE NOTES AND ADMIT SLIPS

Following an absence from school, students must bring a note from a parent or guardian and drop it off on the table outside of the office. A student who has been absent must have a note for that absence to be excused, with a maximum of five (5) parent notes per semester. Absences beyond the five are excused *only* with a doctor's note.

SCHOOLGY

Students are expected to take responsibility for work. Assignments and grades are posted in Schoology on the WCS' website. Parents can obtain their own account by calling their child's school.

ARRIVING LATE (TARDINESS)

A student who arrives after homeroom has started must report to the main office with a note from a parent or guardian explaining the tardiness. The student is to sign the attendance book on the counter in the office and will receive a pass to report to class late. Excessive tardiness is not tolerated and will result in disciplinary consequences.

BEFORE AND AFTER SCHOOL

Students who walk to school or are dropped off should arrive as close to 7:50 as possible. ***Please do not drop them off any earlier than 7:30, as there will be no supervision.*** Students who arrive before 7:50 are to report to the gym (grades 7 and 8) or cafeteria (grade 6) and remain there until they are dismissed.

Students who ride the bus are to report to the gym (grades 7 and 8) or cafeteria (grade 6) when the bus arrives each morning and remain there until dismissed.

A student who needs to enter the school to meet with an adult must get a hall pass from that adult the day before the meeting. On the morning of the meeting day, the student is to report to the cafeteria and show the pass to the staff member who will give permission to go to the meeting.

After school, students who walk are expected to go home immediately after dismissal. Students who ride the bus or are picked up must wait in the cafeteria for the bus or ride; these students must be in the cafeteria by 3:15. Students are not allowed to remain on campus after 3:15 unless they are involved in a school-sponsored activity. Students who leave the school grounds may not return to ride the bus.

BICYCLES

Bicycles must be parked in the racks found next to the cafeteria behind the band room steps. Bikes must be locked. Students are not allowed to ride bikes on the school's lawn or in the parking lot and are not to hang out by the bicycle racks before or after school.

LEAVING SCHOOL EARLY

Students who leave school early for an appointment must bring the required note to the secretary in the office before school begins on the day of the appointment. The teacher whose class the student must leave will excuse him or her at the proper time. The student must go to the main office and sign out before leaving.

Students are to follow the same procedure when returning to school as they would for any other absence. Students who return to school the same day must report to the office and sign in before returning to class. A student must bring a doctor's note confirming any doctor's appointment.

When a parent arrives to pick up a student for lunch, the student will sign out on the sheet in the office and must sign back in when he/she returns. At no time shall any part of a class be missed to leave or to return from lunch. Leaving early or returning late is an unexcused absence and can result in restrictive consequences.

CONFERENCES

Parents may make an appointment any time during the year for a conference with teachers, the counselor, or principals by calling the school at 420-9551. Appointments are arranged with teachers during their conference and planning periods and with administrators as their daily schedules permit. Teachers' regular classes are not interrupted for parent conferences.

DANCES

Dances are held in Jackson's gym on selected evenings. Students on social probation may not attend. Only Jackson students may attend our dances. Students must arrive at the dance within the first half hour of the dance and must stay until the dance is over unless picked up early by a parent or guardian.

HOMEWORK POLICY

Homework is an important learning activity that occurs outside of the regular classroom. Homework increases the understanding of a subject and supplies preparation, review, practice, and proficiency in schoolwork. Teachers determine when and how much homework is assigned. Some classes may require little or no homework, while others may require a lot of time each night. No matter how much homework teachers assign or how often they assign it, students are expected to complete all the work.

PARENT INVOLVEMENT

Parents and guardians are key factors in the effectiveness of homework assignments. Although many teachers check and monitor student homework every day and sometimes give grade credit for it, some students do not do their homework. Teachers may be left with nothing but punitive measures. Only parents can make certain that their child completes homework assignments. This partnership between the parent and teachers assures that the child receives the full benefit of his or her education.

Students must record homework assignments in the daily calendar section of their handbook. *Parents can check homework by requiring the student to bring the handbook home every night and checking their handbook with what the teacher posted on Schoology.*

ASSIGNMENTS FOR ABSENT STUDENTS

Students must be absent from school for at least three consecutive days before the office can arrange makeup homework assignments. Teachers instruct students to call a trusted friend for assignments if they will be absent for only one day. However, parents may get books and other materials from their child's locker any time by first calling the office for help. *Schoology can also be checked for missing assignments.*

HARASSMENT/INTIMIDATION/BULLYING

We believe that all people are to be treated with respect and dignity. Harassment and violent incidents are responded to in a manner that effectively deters future incidents. At Jackson, these incidents need to be reported to staff as soon as possible so they can be dealt with. Bully/Harassment/Intimidation (BHI) conferences may occur with students if it is determined an incident occurs. Parents will be sent a conference notification home and it will be documented in the office. Any other occurrences may result in disciplinary actions including ISS, OSS, after-school detention, or even expulsion.

HONOR ROLL

When Jackson students make the honor roll, we want people to know. The names of honor students are published in the local newspapers. There are three honor lists:

- Principal's List includes students with straight A's and no incompletes.
- Honor Roll includes students with a grade point average (GPA) from 3.60 and 3.99 and no Fs or incompletes.
- Commendation List includes students with a GPA from 3.00 to 3.59 and no Fs or incompletes

ILLNESS AT SCHOOL

School nurses often work at several schools. When our nurse is on duty at Jackson, all medical problems are referred to her. When she is not in the building, ill students are sent to the office. Calls to parents of ill students are made by the nurse or secretary. Students are excused only if they leave the grounds with permission from the nurse, principal, or secretary.

LOCKS AND LOCKERS

Students are always expected to keep locker combinations a secret and to keep lockers locked. Since no student will know another student's combination, each student is responsible for any schoolbooks or materials stolen from a locker.

LOST AND FOUND

Lost items should be delivered to the office or placed in a plastic trash can in the hallway near the media center. Students who have lost items should check both areas promptly and often. Care of valuable personal items will help alleviate the problem of lost or stolen property. Lost items that are not claimed are donated to charity.

LUNCH PROCEDURES

NOTE: Students may not leave school for lunch without permission from the principal. (See Leaving School Early).

Students going to the cafeteria are to walk to lunch quietly and never run. Books should be locked in lockers before going to the cafeteria. Restrooms may be used on the way to the cafeteria or at the end of lunch.

Upon arrival, students may sit anywhere they like but are not allowed to change tables during the meal without permission. Students are expected to follow the directions of the adults in charge; they are there to ensure a pleasant and safe lunchtime. Following their directions helps the lunch lines move faster. Students are responsible for the cleanliness of the table where they sit.

When students are dismissed from intramurals or the cafeteria, they are to move quietly so they do not disturb classes still in session.

Lunches and other items being brought to students during the school day must be given to the secretary in the main office. These items will be delivered to the students in a prompt fashion. Parents are not allowed in the cafeteria, classrooms, or hallways without prior approval due to concerns for student safety.

Students who are assigned to lunch detention are not allowed to have fast-food items during lunch; they must either eat a hot lunch or bring a sack lunch from home.

MAIN OFFICE LOCATION AND HOURS

The main office is found to the left upon entering the front doors of the building. The main office opens at 7:30 a.m. and closes at 3:30 p.m. The principal's offices are in the main office.

MEDIA CENTER (LIBRARY)

The school media center has three major goals:

1. To help students set up and develop a habit of reading for personal pleasure and information.
2. To nurture skills in selecting and using reference materials; and
3. To supply materials that increase learning.

Students may check out books for two weeks; students are responsible for items they check out. Lost or damaged books must be paid in full.

PARKING

Traffic around our school is hazardous. Drivers should exercise extreme caution along 34th Street before and after school. Drivers who transport students are not allowed to park directly in front of the school between 7:00 and 8:15 a.m. before school or between 3:00 and 4:15 p.m. after school. During these times buses use our front lot to load and unload students, and other students are walking to and from school. Cars moving in and out of this area present a hazard to our students.

Drivers must use the Vienna Community Building parking lot or the Jackson Pool parking lot to drop off and pick up children. They are not allowed to park in the striped crosswalks or in the school's driveway or parking lot before or after school since this is a designated for Wood County School Buses. After school, students should walk to either of these lots, crossing at the crosswalks. Cars coming from and/or going to Rosemar Road are asked to please use the Jackson Pool parking lot.

There is to be NO parking along the streets; this includes NO stopping on the street to load/unload students. The Vienna Police enforce this. Please continue to one of the two proper lots (mentioned above) for loading/unloading of students.

SALUTE TO THE SCHOLAR'S ASSEMBLY

In May of each year, Jackson presents an awards assembly to honor students who have earned excellent grades. This assembly is sponsored by our student council. To be invited, students must be in the top ten percent of their class, or eighth graders may qualify by winning the Presidential Award.

STUDENT COUNCIL

The Student Council is the official student government body of Jackson Middle School. Meetings are used to discuss student concerns and to discuss viable solutions. The Student Council works hard at promoting positive school spirit; the student council is creating an outdoor learning area for staff and students.

To be elected to student council, a student must conduct an election campaign and create a poster about why they believe that they would be suitable to serve on student council.

TELEPHONE USE AT SCHOOL

Jackson Middle School, its administration, and faculty encourage students and parents to act in a self-reliant and responsible manner. We welcome open communication between the school and the families; at the same time, cell phone activity is not part of the educational process (refer to Wood County Communication/Electronic Device policy). We ask that students AND parents rely upon the main office telephone in case of emergency at 420-9551.

YEARBOOK

Jackson Middle School publishes a student yearbook entitled the General's Diary. Pictures of students taken in the fall will be in the yearbook. Most students enjoy collecting yearbooks as souvenirs of their years at Jackson. Trading signatures with friends and teachers is also a rewarding activity at the end of the year.

CHEWING GUM AND CANDY

Chewing gum and candy may be used as an incentive or to help concentration. This will be left to the discretion of individual teachers. Students may have gum, mints, or candy unless it becomes a littering issue at Jackson.

DISPLAYS OF AFFECTION

Displays of affection are in poor taste and inappropriate for the school environment.

DRESS

JMS does not allow the wearing of tank tops, shorts/skirts which are excessively short, or pants which are excessively tight and/or baggy. *Clothing should always conceal undergarments and should not be inappropriately revealing.* Clothing items with slogans of a suggestive nature shall not be worn.

(Parents and students should refer to the Wood County Dress Code in the earlier section of this handbook.)

All shirts/blouses must completely **conceal** the underarms, abdomen, back, shoulders, midribs, and cleavage while sitting or standing. Cold-shoulder tunics are allowed but need to conceal undergarments.

Shorts and skirts must be of modest length.

Students must store outerwear (coats, hats, gloves, scarves, etc.) in their lockers upon arrival at school unless authorized by the school's administration. Note: If a student expects to get chilled during the day, it is suggested that a sweatshirt or sweater be kept in his/her locker.

Backpacks are only to be used to carry needed supplies to and from school each day.

Bags of any type should not be used during the school day unless given specific written permission by the administration.

Leave blankets at home.

Caps, hats, or other similar head coverings shall not be worn in class or within school buildings unless prescribed by a physician or previously approved by the school's administration.

Accessories such as spikes or chains shall not be worn at school.

FRAGRANCES

Use of fragrances, including perfumes, colognes, body sprays, and aerosol deodorants can cause respiratory issues. These are not allowed.

A student who refuses to follow these standards will be sent to an administrator and issued disciplinary action.

GAMBLING

Gambling is not allowed at school. Any student caught gambling will be disciplined.

HALL PASSES

Except when classes are changing, hall passes are needed for any student who is out of the classroom. Teachers, aides, principals, the counselor, nurse, or secretaries issue hall passes. The pass is to be carried to the student's destination (and back) as proof of adult permission to be out of class and in the hall.

RESTROOM POLICY

Students should use the restrooms during class changes, not during class. Teachers will excuse students from class to use the restroom only in case of an emergency or due to a student's physical condition.

SOCIAL PROBATION

School is to be a place of learning and growth. The social aspect can be a part of that growth and learning. However the school may also impose social probation as a means of discipline. Social probation limits the student's attendance or participation in school-related functions outside the classroom or the regular school day. The terms and length of time for such probation will be determined on an individual basis.

A student may be placed on social probation as a result of disciplinary action and/or if they have accumulated more than 8 days total unexcused per semester. If a student is placed on social probation, he or she shall:

1. not be allowed in the school or on school grounds outside of school hours except as a participant in a school activity or sport under the direct supervision of a staff member; and
2. not be allowed to attend as a participant in school social activities such as parties, dances, or outings.

A student may, in addition to or in lieu of social probation, be denied the opportunity to participate in any or all athletic programs or other school activities including ceremonies as a result of disciplinary action taken against him or her.

SPORTSMANSHIP

Jackson students are expected to show good sportsmanship while observing or participating in games or contests and to be good representatives of our school by being cheerful hosts to visiting schools and polite guests at other schools.

Good sportsmanship includes showing respect to game officials, coaches, and students and being modest in victory and gracious in defeat. Students who are not sure how to behave should follow the lead of our cheerleaders. Students are to listen to and follow instructions given by adults while attending school contests and those who do not show good sportsmanship will not be allowed to attend later events.

PBIS PROGRAM

PBIS stands for Positive Behavior Intervention and Supports. The program teaches acceptable behavior at school. It defines expectations, rewards students who follow the expectations, and helps students who have trouble meeting expectations.

EXPECTATIONS FOR STUDENTS

To Be Safe, students are expected to:

- Use doors marked ENTER to enter school.
- Use doors marked EXIT to leave school.
- Use doors marked EXIT and FIRE EXIT during an emergency
- Talk quietly.
- Walk at a moderate pace but keep moving.
- Keep hands and feet to themselves.
- Use bookbags to carry books and materials to and from school. Leave these, as well as totes, in lockers during the school day.
- Not wear hats and other head coverings inside the school building.
- Wear clothing right for the season. Apparel intended for outdoor wear (coats, heavy jackets, etc.) are not to be worn in the building during the school day.

To Take Responsibility, students are expected to:

- Bring a sharpened pencil or sharpened pencils before the start of class.
- Bring the Jackson Handbook.
- Bring the right textbook.
- Bring the homework for the class.
- Bring other materials required by the teacher.
- Be in assigned places.
- Have class materials ready.
- Be silent or follow the teacher's instructions.
- Continue working until dismissed by the teacher.
- Ignore the bell; it is a signal for teachers, not students.

To Be Respectful, students are expected to:

- Use kind and respectful words with classmates.
- Avoid using vulgar words.
- Think how words and actions make others feel.
- Think how words and actions make others feel about them.
- Treat others the way they want to be treated.
- Keep hands and feet to themselves.

To Be Accepting, students are expected to:

- Understand that others may have opinions, beliefs, or lifestyles different than their own and accept those differences.
- Realize that authority figures are always acting in their best interest and to comply with and accept those in authority.
- Understand that when the student has not met expectations, consequences are only to correct mistakes and should be valued as a learning opportunity.

CONSEQUENCES

Students who do not follow Jackson Middle School and classroom expectations may be placed in detention by a teacher or principal. Students who need further assistance in meeting expectations will receive the following: individual lessons, one-on-one coaching, behavior contracts, and/or peer mentoring programs. It is our hope that the PBIS system promotes well-rounded student citizens of Jackson Middle School and the Vienna Community.

REWARDS

Students who earn reward points through PBIS can use these as currency in our school store or various classroom stores. These stores 'sell' assorted items such as homework passes, being a classroom helper, candy, soda, headphones, etc.

Jackson Middle School sponsors reward activities for students who receive no more than three reminders and 2 or more UNEXCUSED absences during a nine-week period.