

PROCEDURES AND OTHER IMPORTANT TOPICS....

The following pages outline our procedures/policies/programs. You are expected to read and understand them. Our goal is to provide the best possible learning environment for all Jackson Middle School students. Advisory teacher's/Administrators will review these expectations with you at the start of each trimester.

ABSENCES:

Each morning you are absent due to illness or sudden family emergencies, a parent/guardian should call the school, (763-506-5206) before 8:15 a.m. and leave the information on the answering machine. Students can expect that an attendance secretary will be verifying absences and will require a parent/guardian phone call or note.

ACTIVITY BUS:

District #11 provides an activity bus for students involved in after school activities. These buses are reserved for students who participate in an after school activity and the drivers will check to make sure only those students ride the bus. Note: Students are issued an activity bus stamp by the supervisor of their activity, an associate principal, or the community education office prior to getting on the activity bus. Once a student leaves the Jackson Middle School campus, they cannot return to ride an activity bus.

ADVANCE EXCUSED ABSENCES:

Arrangements must be made prior to absences for family vacations, athletic events, etc. Please bring a signed note from a parent/guardian to the attendance office. Students will receive a white slip to be signed by their teachers. This note informs the teacher of the absence. Students are responsible for collecting homework for any missed classes.

ADVISORY:

Every student is assigned to an advisory at the end of the school day. In addition to getting to know a small group of students well, advisory is also used for delivering and collecting important information to/from students and parents/guardians. Advisory is also used for academic intervention when students need additional help or assistance. Students must have a signed pass from a staff member in order to access a teacher during advisory intervention time.

AFTER SCHOOL ACTIVITIES:

All students need to be in a supervised activity by 3:20. Students are not allowed to be in the hallways or on campus without staff supervision after this time. **Any student who is being picked up by a parent/guardian after an after school activity, should wait for their ride in the east parking lot outside of door 4.**

ANNOUNCEMENTS/INFORMATION:

Each day, during Period 1, important announcements about past, present, and future activities at Jackson Middle School are read over the P.A. system. Valuable information about upcoming events, registration details, timelines, and/or deadlines are given at this time. The JMS website is continually updated in a timely manner. Please check the JMS website (www.anoka.k12.mn.us/jms) for announcements and information or like us on Facebook!

APPOINTMENTS:

If you have an appointment first thing in the morning and will be late to school, please call the attendance line to let them know. (763-506-5206). We must have a parent excuse a medical appointment. If you are leaving during the day for an appointment or for any other reason, you must have a pass to leave class. Bring a note to the attendance office in the morning, or your parents can call the attendance office to request a pass for you. A parent/guardian must come into the office to sign out their student if leaving school early.

ATTENDANCE:

Minnesota State Law requires that all children between the ages of eight and eighteen, who are mentally and physically fit, attend school every day that school is in session. According to state law, unexcused absences are considered trancies. It is possible that a doctor's note may be required for students who miss too many days due to illness. Regular attendance is an important component in student achievement and school success. Responsibility for completing missed work lies with the student.

BACKPACKS:

Backpacks are a great way to carry books and assignments to and from school; however, they make classrooms and hallways extremely crowded. For the safety and security of staff and students, all backpacks (any bag large enough to hold books) must be stored in your locker during the school day, including during advisory. This also includes purses that are large enough to hold textbooks.

BELLS/MUSIC:

The first bell (or tone) of the day sounds at 8:10 a.m. This is a signal that students may enter the building. The next bell sounds at 8:25 a.m. At 8:28, music plays over the intercom. This is a signal that school begins soon and that students should go directly to class to ensure being on time. The next tone sounds at 8:30 a.m. All students are expected to be in Period 1 at that time. Any student late to Period 1 must report to the attendance office. Students who are late to class assume responsibility for being marked tardy and may face disciplinary action.

BUSES:

Students are expected to understand and follow the Anoka-Hennepin School District's Bus Guidelines. These will be reviewed with you during the first two weeks of school. All students assigned to ride a bus will be issued a bus pass and students are expected to keep the bus pass with them and be prepared to show it to their bus driver. It is also important that you only ride your assigned bus to and from school. Permission to ride a different bus is granted for emergency situations only. Permission to ride another student's bus must be communicated by both parents/guardians (sending and receiving) in order for an emergency request to be granted. Parents/guardians will need to communicate with an Assistant Principal about riding a different bus for emergency purposes in a timely manner.

COPYING/CHEATING:

Jackson Middle School students are expected to do their own work. Looking at another student's test paper, giving a friend answers to a quiz, copying homework, and plagiarizing (copying from a book, magazine, or an Internet site) is unacceptable. Students can expect consequences from classroom teachers and/or disciplinary action from an Assistant Principal for copying and/or cheating.

DRESS CODE:

The responsibility for the appearance of the students of Jackson Middle School rests with the parents/guardians and students. Student dress should comply with requirements for health and safety, should not interfere with the educational process, and should not be offensive to staff or students.

For health and safety reasons, outerwear coats (jackets, windbreakers, etc.) hats, and other headwear are not to be worn during the school day. Clothing should be appropriate, neat, clean, and not offensive.

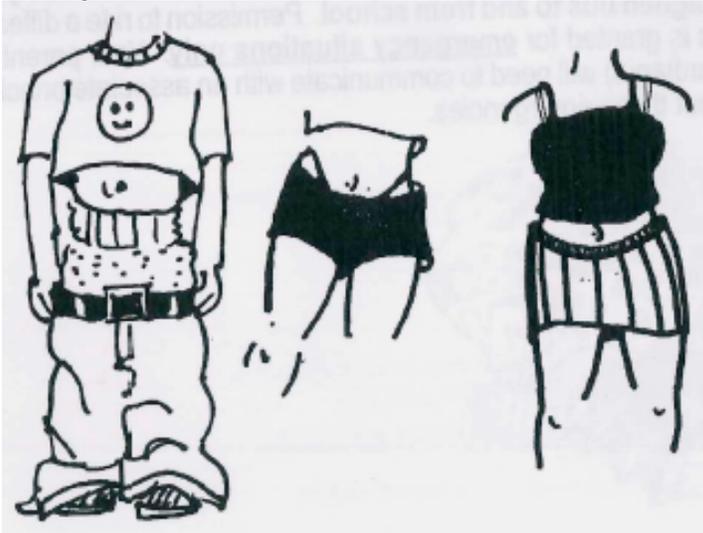
Examples of inappropriate attire include but are not limited to-

- Clothing that is revealing or immodest. More specifically, one shoulder shirts, shirts that expose undergarments, shirts that show midriff or cleavage, skirts and shorts that are too short, and pants that hang too low exposing underwear are examples of attire considered inappropriate for school. *Shorts and skirts are too short if a student's fingertips, while in a standing, relaxed position, extend below the bottom of the shorts or skirt.
- Clothing that advertises tobacco, alcohol, or drugs
- Clothing that is associated with gang affiliation, or
- Clothing that contains offensive or profane language/pictures or clothing that carries a double meaning.

Staff and administration reserve the right to determine what is appropriate under this code. Students are expected to use good judgment when dressing for school each day.

Consequences: If a staff member determines a student's attire inappropriate, the student will be expected to put on appropriate clothing. If the student does not have appropriate clothing at school to wear, an administrator, when possible, will provide a clean alternative for the student or parents/guardians will be called to bring appropriate attire. Students will not be excused from school to go home to change from their inappropriate attire. Refusing to cooperate with staff members regarding inappropriate attire or repeated violations will be considered insubordination and will result in disciplinary consequences.

Examples of Dress Code Violations:



**ELECTRONICS;
Middle School**

Portable electronic devices may be used in the classroom with teacher or administrator approval. A portable electronic device may not be used to make phone calls or text messages during the school day. Students wishing to use portable electronic devices, for educational purposes outside the classroom during the school day, must have teacher and or administrator approval. Taking pictures or videotaping other students or school staff is prohibited without the permission of a teacher or administrator per district guidelines. Cellphones, cameras, and any electronic device that has a camera are not permitted in the locker rooms. Portable electronic devices used without the appropriate approval may result in disciplinary action. Student removal of a memory chip or battery from a phone in the process of being confiscated may be considered grounds for disciplinary action by school administration. Jackson Middle School is not responsible for lost, stolen or damaged electronic devices.

JMS Student Handbook

GRADES:

Anoka-Hennepin Middle School Grading System is as follows-

A Indicates exceptional application of all essential learnings.

B Indicates application of most essential learnings.

C Indicates application of some essential learnings.

D Indicates application of few essential learnings.

F Unable to demonstrate and apply essential learnings.

I Unable to demonstrate the requirements within the grading period:

Students have two weeks to complete the work and finish the requirement(s) in which a letter grade is then assigned after the mark audit grading period.

NG Insufficient data on which to base a grade.

Teachers may also use (+) or (-) notations after students' letter grades. This designation may provide students and/or parents/guardians with a better indication of their performance in class. Parents/guardians and students are assigned login ID's and can access student grades via A-H connect on the JMS website.

www.anoka.k12.mn.us/jms

GUESTS/VISITORS:

For the safety of staff and students, all visitors are required to wear a badge, which identifies them as a guest. Because of crowded building conditions, students are not able to bring friends to visit during school hours. **All guests/visitors must sign in at the main office any time they enter the building.**

HALL LOCKERS:

Each student at Jackson Middle School is assigned a locker, which should not be shared with anyone. Locker combinations must not be shared with anyone (including best friends). Lockers should be used to store only those items related to school and kept in good condition at all times. Lockers are considered school property and may be opened at any time by the school administration. Unauthorized items that could disrupt the education process at Jackson Middle School will be confiscated and disciplinary action may be taken. Students are also warned that jamming the combination lock defeats the purpose of having a locked locker and reminded that scrambling the lock combination after closing the locker ensures safety of their belongings. Students are responsible for the items they bring and store in their locker.

HOMEWORK:

Students should expect homework in middle school. Most students will have at least one hour of homework every day. It is your responsibility to complete homework and turn it in on time. Keeping track of assignments and due dates in your student planner/assignment notebook, organizing class folders, and finding a quiet place to study are suggestions for helping you maximize the use of your homework time. Students should also check

individual teachers' websites for updated assignments and/or refer to the course syllabus teachers distributed the first week of school. We also encourage you to see your classroom teachers when you need additional help with homework. A staff directory is located on the JMS website.

LOST AND FOUND:

Students, who lose or misplace an item, should first check with their classroom teachers. The lost and found is located in the Assistant Principal's Office. Students should see the Assistant Principal's secretary regarding lost and found items.

LUNCH, FOOD, AND BEVERAGE PROCEDURES:

To purchase food in the cafeteria, students will use a PIN number. Deposits to your lunch account should be made by 9:30 a.m. to receive credit for the same day. Students who qualify for the Free and Reduced Lunch Program may pick up a form available in the Guidance Office. All food and beverages must be consumed in the cafeteria. For the health and cleanliness of the building, pop, candy, chips, coffee, food etc. are not allowed in the hallways at Jackson Middle School.

MATERIALS FOR STUDENTS:

If a student forgets an item (i.e. instrument for band, gym clothes, assignment) at home and his/her parent/guardian is bringing it into school, he/she will be directed to drop it off at the Main Office. Students should plan to stop down between classes to pick up the item.

PARENT/GUARDIAN-TEACHER CONFERENCES:

Our Fall conference dates will be October 14th, 22nd, and 24th, 2013. Winter conferences will be on January 16th and 21st, 2014. Our last conference date and the Arts and Academic Expo will be on May 7th, 2014. Conferences give teachers an opportunity to meet parents/guardians and discuss students' academic strengths and weaknesses. They also give parents/guardians an opportunity to meet your guidance counselor and/or associate principal.

PARENT/GUARDIAN DROPOFF & PICKUP (East Parking Lot):

The building opens at 7:45 a.m. for students who have made previous arrangements to work with a teacher. Door 4 opens at 8:00 a.m. for students who would like to eat breakfast in the cafeteria. Students are allowed into the school at 8:10 a.m. Parent/guardian dropoff is in the east parking lot outside of door 4.

PLEDGE OF ALLEGIANCE:

Jackson Middle School students will take turns leading our student body in the pledge during announcements on Monday mornings. Anyone who does not wish to participate for any personal reason may elect not to do so.

REPORT CARDS:

Report cards are printed and issued to students the week following the end of a marking period. Students are expected to bring their report card home in the "JMS Grey Envelope" to share with a parent/guardian who then signs the appropriate line verifying that he/she received it. This envelope should be returned to the student's advisory teacher. In some cases, students will be given an opportunity to complete work from the previous marking period. If this happens, the student assumes responsibility for getting the work done. Any updated grades will not show up on the report card until the next marking period. Parents/Guardians and students can always access current grades and report cards at any time through A-H Connect.

STUDENT PROGRESS REPORTS:

Mid-trimester Reports are completed by teachers on designated days twice during the middle of each marking period. They will be sent home with students using the same "Grey Envelope" used for report cards and other parent/guardian communications.

TARDY POLICY:

Students are considered chronically tardy if they are late to one period five or more times in one trimester. On the fifth tardy and beyond, a referral will be written and submitted to the Assistant Principal for possible consequences.

TELEPHONE USE:

Students are not allowed to use personal communication devices to call or text home during the school day. Office and classroom phones are available and may be used with the permission of a staff member.

TEXTBOOKS:

Textbooks are assigned numbers and distributed by classroom teachers to their students. Each student is responsible for returning the textbook assigned to them at the end of the school year. Students will be asked to pay for lost textbooks or assessed a fine if the book is returned damaged. The cost to replace many of the issued textbooks can be as much as or more than \$65.00. All outstanding debts for books must be taken care of before yearbooks are issued and the 8th grade field trip occurs. Students may be required to make covers for their books in order to protect the outside binding.

WATER BOTTLES:

Water bottles are allowed during the school day. All water must be in a clear, plastic container. Only plain water will be allowed. Tinted water bottles must be transparent enough to ensure it is water only. Students may either carry a water bottle with them to class or keep it in their locker. Staff will have the authority to determine if a "no water

bottles allowed" zone exists at any time such as in the computer labs, around computers/laptops, technology education room, etc. The privilege of using a water bottle can be taken away at any time if deemed necessary.

STUDENT ACTIVITIES:

All students are encouraged to consider participating in the many extracurricular activities offered at school. Some of these include: Chess Club, Ski and Snowboarding Club, Math League, Science Fair, Sports, Student Council, Musicals, and our "Jagwire" Yearbook to name a few. Listen to the daily announcements or check the community education office for information about all activities.

SPORTS:

The sports program at the middle school level is run through the Community Education Department. A number of sports will be available each season for boys and girls intended to enhance the educational opportunities for students outside the school day, especially in the areas of teamwork, leadership, social growth, and respect for others. Listen for morning announcements, stop in to the Community Education Office, or call 763-506-5312 for more information.

STUDENT BEHAVIOR:

Anoka-Hennepin School District #11 Student Behavior Policies were developed to provide a safe, learning environment for everyone.

"How Do I Act?"

Jackson Middle School is a **community** of about 2100 people (students, teachers, and all other support staff). We are together for approximately 7 hours each day so it is important that all of us behave in kind and positive ways, respecting the rights of others.

Throughout the school year a variety of programs and fun activities will be provided for students who are respectful of the people and rules at Jackson Middle School. Assemblies, field trips, and activity days are all rewards for positive student behavior. Students who do not follow the school expectations run the risk of not being allowed to participate in these activities.

We want you to take advantage of all of the wonderful experiences that are planned for you this year. Don't let a careless or thoughtless act keep you from being a part of the many exciting things that happen each day at Jackson.

"What Are Our Expectations?"

There are both academic and behavioral expectations for students. Teachers will strive for uniformity with their expectations and in their follow-through

when these expectations are not met. With the efforts of everyone, Jackson Middle School is a safe and positive environment for everyone.

Expectations for Class Include:

- Display respect and responsibility toward others and their property.
- Be on time and ready to learn.
- Be prepared for class.

“What If I Don’t?”

CLASSROOM RULES:

Each teacher has a discipline plan for the classroom. This plan includes rules for classroom behavior and consequences for breaking the rules. If you misbehave, expect to be talked to by members of the school staff. If your behavior is such that staff members think that your parents/guardians and/or a principal should know about it, a Discipline Referral will be written up and filed in the office. In addition, the offense will be treated with some form of disciplinary action, which is firm, fair, and fits the offense.

School-Wide Rules:

These student behaviors will not be tolerated:

- Bullying/Cyber-bullying/Intimidation
- Defying Authority/Disrespect/Swearing
- Dishonesty
- Disrupting the educational process
- Fighting
- Inappropriate Dress
- Inappropriate Use of Technology
- Initiation/Hazing
- Possession/Use of Alcohol, Tobacco, Drugs
- Possession of Weapons
- Sexual/Racial/Religious Harassment or Violence
- Theft
- Tardiness
- Threatening Comments/Behaviors
- Vandalism

Note: Some of these behaviors, including fighting and disrupting the educational process, are also against state laws. Violating state laws may result in being referred to police.

Consequences for displaying any of the behaviors listed may include any of the following:

Administrator/Student Conference

Detention

Mediation

MLC (In-school Suspension) DismissalSuspension

Parent/Guardian Contact or Conference

Referral to Police or Outside Agency

BULLYING/HARASSMENT/INTIMIDATION:

At Jackson Middle School, we are committed to being an inclusive school where everyone feels comfortable and welcome. Bullying and intimidation can severely disrupt the lives of many individuals. Each and every student needs to work together in sending the message that bullying should not and will not be tolerated. Students need to speak out against bullying and report such behaviors to school officials.

Not all situations are covered in this handbook. Building administrators may, within the spirit of the law and within reasonable limits, establish additional rules and consequences. Also, based on the circumstances in any discipline situation, Jackson Middle School students are subject to all forms of discipline including suspension, detention, dismissal, exclusion, and expulsion.

ADDITIONAL POLICIES:

Several other policies have been implemented in order to provide a safe school environment. **Students and parents/guardians should review ALL District #11 policies** as printed in the **Anoka-Hennepin Secondary Handbook** that students bring home the first week of school for parent/guardian review and signature. Your associate principals will also review "Jackson Rules" with you during the second week of school.

