

Thomas Jefferson Middle School

1275 South Courtenay Parkway, Merritt Island, FL 32952

Dear Student,

Welcome to the 2023-2024 school year! Whether you are a new Statesman or a returning one, we believe that your experience at Jefferson Middle School will be enjoyable and enriching.

This planner is designed especially for you. It includes your student handbook and a calendar to help you stay organized. The student handbook section will familiarize you with our school policies, expectations, procedures, and services. Each student is responsible for knowing and abiding by the policies and procedures included in this planner.

Our faculty and staff are committed to providing academic excellence in a safe and engaging environment. We encourage you to broaden your horizons by getting involved with clubs, activities, and/or sports in addition to your classes.

On behalf of the administration, faculty, and staff, we wish you a rewarding and successful school year,

Mrs. Meara Trine
Jefferson Principal

VISION STATEMENT

Academic and Interpersonal Success for ALL Students

MISSION STATEMENT

Ensure that EVERY student achieves at their maximum potential in an engaging and challenging learning environment in order to become productive citizens in today's society.

THEME

Statesmen C.A.R.E.

JEFFERSON MIDDLE SCHOOL BELL SCHEDULES

REGULAR BELL SCHEDULE (MONDAY - THURSDAY)

PERIOD 1	09:30 - 10:24	(54 mins)
PERIOD 2	10:27 - 11:17	(50 mins)
PERIOD 3	11:20 - 12:10	(50 mins)
PERIOD 4	12:13 - 01:36	(83 mins)
1 LUNCH	12:13 – 12:43	(30 mins)
CLASS	12:46 – 01:36	(50 mins)
CLASS	12:13 – 01:03	(50 mins)
2 LUNCH	01:06 – 01:36	(30 mins)
PERIOD 5	01:39 - 02:29	(50 mins)
PERIOD 6	02:32 - 03:22	(50 mins)
PERIOD 7	03:25 - 04:15	(50 mins)

EARLY RELEASE BELL SCHEDULE (FRIDAY)

PERIOD 1	09:30 - 10:15	(45 mins)
PERIOD 2	10:18 - 10:57	(39 mins)
PERIOD 3	11:00 - 11:39	(39 mins)
PERIOD 4	11:42 - 12:54	(72 mins)
1 LUNCH	11:42 – 12:12	(30 mins)
CLASS	12:15 – 12:54	(39 mins)
CLASS	11:42 – 12:21	(39 mins)
2 LUNCH	12:24 – 12:54	(30 mins)
PERIOD 5	12:57 - 01:36	(39 mins)
PERIOD 6	01:39 - 02:18	(39 mins)
PERIOD 7	02:21 - 03:00	(39 mins)

Thomas Jefferson Middle School Wide Expectations

Statesmen C.A.R.E.

Thomas Jefferson Middle School has expectations to ensure everyone's right to learn and grow. To make the most of your instructional time, please follow the school expectations listed below when in class, on campus, on the bus, and at all school-related activities. All adults on campus have the authority to enforce school expectations. Students are expected to show proper respect to adults and peers. Teachers are in charge of the classroom; when students are asked to do something, we expect them to comply. Disrespectful acts will not be tolerated. Students are expected to put forth their best effort every day to achieve academic and interpersonal success.

Come Prepared to Learn

- Bring all required materials (pencil, paper, etc.).
- Bring completed homework and/or other required assignments.
- Bring your computer to school and make sure that it is fully charged every day.
- Ensure that you get a good night's rest and eat a healthy breakfast daily so that you will be alert and ready to learn.

Assume Responsibility

- Attend school on a regular basis with no unexcused absences.
- Take ownership of your actions and accept consequences if or when they are given.
- Take care of all school materials such as furniture, computers, textbooks, library books, equipment, and all other school property.
- Utilize your planner to keep track of due dates for assignments, homework, quizzes, projects, and/or tests.
- Keep your cell phone and wireless earbuds off and in a backpack at all times while on campus.

Respect Our School Community

- Display respect for adults, other students, and yourself.
- Dress according to the dress code.
- Speak appropriately at all times.
- Maintain and take care of all school areas (restrooms, cafeteria, hallways, classrooms, media center, computer labs, gym, car loop, bus loop, etc.)
- Contribute to a safe and respectful school environment.

Excel

- Be engaged in learning at all times.
- Read daily.
- Study for tests and quizzes.
- Complete homework and other assignments by the due date.
- Do your personal best in all of your classes.

Student
PBIS



Jefferson Middle School



PBIS is a Positive Behavior Intervention and Supports system that recognizes student behaviors identified as those leading to student success. Creating a school-wide PBIS system fosters a positive learning environment for all students and staff.

Statesmen

C.A.R.E. xcel
one prepared to learn
assume responsibility
respect our school community

Thomas Jefferson Middle School students can earn Sand Dollars (school currency) by meeting posted expectations in the classroom, in the cafeteria, in the commons area, in the media center, and on the bus. Sand Dollars can be awarded by any staff member!



JMS teachers also recognize students by sending home Positive Behavior post cards or giving students Positive Behavior Referrals for following classroom expectations throughout the week. Students with Positive Behavior Referrals receive an extra treat on Fridays.

The JMS school PBIS store is open once a week during each lunch period. Students can use Sand Dollars for snacks, candy, school supplies, JMS merchandise, gift cards, and special privileges, etc. Privileges can include passes to cut the lunch line, funds to make cafeteria purchases, or even Chick-fil-a lunch.

Sand Dollars can also be used to purchase other PBIS incentives such as popcorn in the cafeteria and time outside during lunch.

In addition to all this, JMS hosts a Sand Dollar Spectacular once a semester. Students use Sand Dollars to participate in Sand Dollar Spectacular activities such as movies, Bingo, baking, and so much more!

Jefferson Middle School Disciplinary Actions

The consequences listed below will be given the first time an infraction is reported to the Dean on a discipline referral. Prior to submitting a discipline referral to the dean, teachers will address minor infractions following their own classroom management discipline ladder. **Multiple discipline referrals for the same infraction within the same grading period may result in increased disciplinary action.** The list of infractions below is not all inclusive. Other or more severe infractions will result in consequences as defined in Brevard Public School's Discipline Plan.

Infraction	Examples	Discipline
Inappropriate Language (Minor)	Verbal or written profanity/swearing that is not directed toward an adult.	Dean's Detention
Inappropriate Language (Major)	Verbal or written profanity/swearing that is directed toward an adult.	Suspension (1-3)
Horseplay	Hands or feet not kept to self, pulling backpack, running in the halls, etc.	Dean's Detention
Dress Code	Violation of district dress code policy.	Lunch Detention
Cell Phone Use	Texting, checking time, watching videos, playing games, taking pictures, etc.	Phone Confiscated
Cell Phone Minor	Refusal to turn in phone to a teacher.	Dean's Detention
Out of Area	Out of assigned area.	Dean's Detention
Skipping Class	Leaves school without permission or spends entire class in an alternate location.	In School Suspension (ISS)
Minor Willful Disobedience	Refusal to walk the correct way in the halls, disregarding minor instructions, etc.	Dean's Detention
Major Willful Disobedience	Refusal to turn in cell phone to administrator, refusal to report to ISS, etc.	Suspension (1-3)
Classroom Disruption	Arguing with teacher, eating in class, excessive talking, off task behavior, property misuse, moving around the room without permission, etc.	Dean's Detention
Failure to Serve Teacher Detention	Fails to attend a detention assigned by a teacher.	Dean's Detention
Failure to Serve Dean's Detention	Fails to attend a detention assigned by an administrator.	In School Suspension (ISS)
Tardy to Class	Arrives to class after the tardy bell rings.	Dean's Detention
Tardy to School	Arrives on campus after 9:30 am.	Dean's Detention
Theft	Stealing food, planners, Sand Dollars, etc.	Suspension (1-3)

BREVARD PUBLIC SCHOOL'S DISCIPLINE PLAN

<i>Student Behavior (Incident)</i>	<i>Range of Corrective Strategies (Action)</i>
<p>Level 1 Behaviors: relatively minor misbehavior or general disruption that affects the orderly operation on a school campus, a school bus/bus stop, at a school/school board sponsored function, or while at other school board facilities.</p> <p style="text-align: center;"><u>LEVEL 1</u></p> <ul style="list-style-type: none"> • Cheating (069) • Disengaged Behavior (072) • Dress Code Violation (004) • Electronic/Telecommunication Device Misuse (Minor) (075) • Failure to Serve an Admin Detention (031) • Failure to Serve Lunch Detention (122) • Failure to Serve an Extended Detention (066) • Failure to Serve a Teacher Detention (078) • Horseplay (067) • Network/Internet Misuse (Minor) (084) • Plagiarism (085) • Profanity, Obscene, or Vulgar Language (Minor) (101) • Public Display of Affection (088) • Student Conflict (108) • Tardy to Class* (062) • Tardy to School* (090) • Unauthorized Possession of Item(s) (093) • Unauthorized Publication(s) (094) • Vehicle/Parking Violation (097) <p>*Per Florida State Statute 1006.09, No student shall be suspended for unexcused tardiness, lateness, absence, or truancy.</p>	<p>The principal or designee <u>must</u> select at least one of the following strategies from Plan 1. Repeated Level 1 incidents may be advanced to Level 2 with approval from the Office of Leading and Learning.</p> <p style="text-align: center;"><u>PLAN 1</u></p> <ul style="list-style-type: none"> • Alternative Classroom Placement (1 period) • Administrative Detention • Bicycle or Skateboard Privilege Staggered/Suspended/Revoked • Check-in/Check-Out with Identified Staff Member • Conference with Student • Confiscation of Item(s) or Device(s) • Daily or Weekly Report to Parent(s)/Guardian(s) • Extended Detention • Financial Restitution • Home Visit • In-School Suspension • Lunch Detention • Loss of Privilege(s) • Mentoring • Parent/Guardian Conference • Peer Mediation • Phone Conference • Plan Meeting (504, ELL, IEP, or IPST) • Reassigned Bus Seat • Referral to Community Based Organizations • Referral for Functional Behavioral Assessment/Behavior Intervention Plan • Referral to Certified School Counselor/Social Worker • Reflective Assignment • Restorative Practice • School Service Work • Seating Change • Social/Academic Instructional Groups • Stay Away Contract • Student Behavior Contract • Teach/Reteach Student Expectations • Wardrobe Change

<i>Student Behavior (Incident)</i>	<i>Range of Corrective Strategies (Action)</i>
<p>Level 2 Behaviors: more serious than Level 1 behaviors and significantly interfere with the learning and/or the well-being of self and/or others on a school campus, a school bus/bus stop, at a school/school board sponsored function, or while at other school board facilities.</p> <p style="text-align: center;"><u>LEVEL 2</u></p> <ul style="list-style-type: none"> • Ammunition Possession (063) • Bus/Transportation Procedure Violation (Minor) (064) • Chemical Spray Misuse (068) • Classroom Disruption (Minor) (070) • False Reporting (113) • Forgery (061) • Gambling (081) • Larceny/Theft Less Than \$750 (006) • Leaving School Campus Without Permission (033) • Medication Policy Violation (107) • Out of Assigned Area (040) • Pantsing (110) • Pornographic Materials (student) (086) • Possession of Stolen Item(s) (087) • Threat to Property (091) • Tobacco (TBC)* • Trespassing (TRS)* • Unauthorized Entry (115) • Violation of Safety Drill Procedures (116) <p>*All SESIR incidents must be reported to law enforcement according to SESIR Rule 6A-1.0017.</p>	<p>The principal or designee <u>must</u> select at least one of the following strategies from Plan 2. The use of corrective strategies from Plan 1 may also be used to address Level 2 behaviors.</p> <p style="text-align: center;"><u>PLAN 2</u></p> <ul style="list-style-type: none"> • Alternative Classroom Placement (1 period) • Bus Suspension (Short Term) • Classroom Reassignment • Extended Detention • Financial Restitution • In-School Suspension • Lunch Detention • Mentoring • Out-of-School Suspension (1-3 Days) • Report to Law Enforcement • Reverse Suspension • Safety Plan • Suspension Pending Parent Conference (up to 3 days) • Suspension/Revocation of Network/ Internet Access

Student Behavior (Incident)	Range of Corrective Strategies (Action)
<p>Level 3 Behaviors: more serious than Level 2 behaviors that include serious disruption of school order and/or threats to the health, safety and well-being of self and/or others and/or property of others on a school campus, a school bus/bus stop, at a school/school board sponsored function, or while at other school board facilities.</p> <p style="text-align: center;"><u>LEVEL 3</u></p> <ul style="list-style-type: none"> • Bullying (BUL)* • Counterfeit (071) • Cyberbullying (BU1)* • Electronic/Telecommunication Device (Major) (073) • Fighting (Non-SESIR) (005) • Inciting (059) • Physical Aggression, One-sided (109) • Possession of a Potentially Dangerous Object (Minor) (009) • Profanity, Obscene or Vulgar Language (Major) (100) • Sexting (089) • Vandalism Less Than \$1,000 (007) • Verbal Confrontation (098) • Willful Disobedience/Insubordination (103) <p>*All SESIR incidents must be reported to law enforcement according to SESIR Rule 6A-1.0017.</p>	<p>The principal or designee <u>must</u> select at least one of the following strategies from Plan 3. The use of corrective strategies from Plans 1 and 2 may also be used to address Level 3 behaviors.</p> <p style="text-align: center;"><u>PLAN 3</u></p> <ul style="list-style-type: none"> • Bus Suspension (Long Term) with Office of Leading and Learning approval • Extended Detention • In-School Suspension • Out-of-School Suspension (1-3 days) • Out-of-School Suspension (4-5 days) with approval from the Office of Leading and Learning • Suspension Pending Parent Conference (up to 3 days)

Student Behavior (Incident)	Range of Corrective Strategies (Action)
<p>Level 4 Behaviors: the more serious acts of unacceptable behaviors that seriously endanger the health and well-being of self and/or others and/or cause significant damage to property on a school campus, a school bus/bus stop, at a school sponsored function, or while at other school board facilities.</p> <p style="text-align: center;"><u>LEVEL 4</u></p> <ul style="list-style-type: none"> • Alcohol Possession/Use/ Distribution (ALC)* • Arson (ARS)* • Assault (TR2)* • Breaking and Entering/Burglary (BRK)* • Bus/Transportation Procedure Violation (Major) (OM2)* • Chronic Misconduct (011) • Classroom Disruption (Major) (111) • Criminal Mischief \$1000 or Greater (VAN)* • Cyberstalking (TR1)* • Disruption of Campus – Major (DOC)* • Drug Sale/Distribution (DRD)* • Drug Use/Possession (DRU)* • Explosives (WP1)* • Failure to Report Criminal Offense (076) • False Accusation Against a Staff Member (079) • Felony (Off Property) (024) • Fighting (FIT) • Grand Theft \$750 or Greater (STL)* • Harassment (HAR)* • Hazing (HAZ)* • Network/Internet Misuse (Major) (082) • Other Major Offense (OMC)* • Possession of a Potentially Dangerous Object (Major) (112) • Robbery (ROB)* • Sexual Assault (SXA)* • Sexual Harassment (SXH)* • Sexual Offense (SXO)* • Threat/Intimidation (TRE)* <p>*All SESIR incidents must be reported to law enforcement according to SESIR Rule 6A-1.0017.</p>	<p>The principal or designee <u>must</u> select at least one of the following strategies from Plan 4. The use of corrective strategies from Plans 1, 2, and 3 may also be used to address Level 4 behaviors.</p> <p style="text-align: center;"><u>PLAN 4</u></p> <ul style="list-style-type: none"> • Bus Suspension (Long Term) • Out-of-School Suspension (1-5 Days) • Out-of-School Suspension (up to 10 days pending investigation) • Recommendation for Alternative Placement • Recommendation for Expulsion • Report to Law Enforcement • Transfer student to ALC

Student Behavior (Incident)	Range of Corrective Strategies (Action)
<p>Level 5 Behaviors: the most serious acts of unacceptable behaviors that seriously endanger the health and well-being of self and/or others and/or cause significant damage to property on a school campus, a school bus/bus stop, at a school/school board sponsored function, or while at other school board facilities.</p> <p style="text-align: center;"><u>LEVEL 5</u></p> <ul style="list-style-type: none"> • Aggravated Battery with More Serious Injury (BAT)* • Bomb Threat (DO1)* • Homicide (HOM)* • Kidnapping (KID)* • Sexual Battery (SXB)* • Weapons Possession (WPO)* <p>*All SESIR incidents must be reported to law enforcement according to SESIR Rule 6A-1.0017.</p>	<p>The principal or designee <u>must</u> select at least one of the following strategies from Plan 5. All Level 5 behaviors <u>must</u> be reported to law enforcement.</p> <p style="text-align: center;"><u>PLAN 5</u></p> <ul style="list-style-type: none"> • Out-of-School Suspension (up to 10 days pending investigation) • Recommendation for Alternative Placement • Recommendation for Expulsion • Report to Law Enforcement • Referral to Mental Health Services Pursuant Section 1012.584(4), Florida Statutes

Special Considerations for All Levels (1-5):

- Good faith attempt must be made immediately to contact parent(s)/guardian(s). If the behavior is related to gangs, weapons, retaliation, hate speech or hate crimes, then next level corrective strategies may be necessary. Report to law enforcement any criminal conduct.
- The school principal reserves the ability to the Student Behavior up a level(s) for repeated acts of misconduct. "Repeated" can be defined as a behavior occurring more than twice.
- Florida HB 1521 requires that all students using the bathroom or changing room on all school owned or controlled property use the bathroom or changing room according to their biological sex at birth.
- When a behavior(s) exhibited by a student amplifies a potential medical risk for students or staff, the behavior(s) in question may be disciplined at a higher level.
- All corrective strategies listed above may not be available at all schools.

Students with Disabilities (IEP/Section 504): Disciplinary action(s), as outlined in this document must comply with the Individuals with Disabilities Act (IDEA) and Section 504 of the Rehabilitation Act of 1973, as well as state and local regulations. For detailed information regarding students with disabilities refer to the IDEA or Section 504 Procedural Safeguards.

ACADEMICS

CONFERENCES

Parents wishing to meet with teachers are encouraged to email those teachers directly to schedule an in-person or virtual conference. Parents can also contact the school at (321) 453-5154 to leave their telephone number for teachers. Teachers will make every effort to return calls within 24-48 hours. Two official parent conference nights will be held during the school year. Parents can check the calendar on our website for exact dates and times.

FOCUS

Jefferson parents are encouraged to monitor their student's academic progress through Focus. Parents have access to their student's current grades, attendance, discipline records, and previous state test scores at any point in time. Regularly checking Focus will assist both the parent and the school with ensuring all students achieve academic success.

GRADING POLICY

1. Grades shall be a measure of a student's progress in mastering content state standards.
2. Letter grades shall be issued each 9-week grading period based on the following numerical values:
A - 90-100 D - 60-69
B - 80-89 F - 59 and below
C - 70-79 FA - Failure due to Attendance
3. No grade lower than a 39% will be recorded for any nine-week average. Should a student grade be less than 39%, the grade for record will be 39%. This grade floor is intended to prevent the student from reaching a situation where academic motivation is totally destroyed.
4. If a student receives a failing grade for attendance (absences exceed the 9 days per semester) all grades above 60% will be lowered to 59% and the student will receive an "FA" for the courses exceeding 9 absences. Grades below 59% will be recorded as earned.

GRADING PROCEDURES

- Teachers will present course requirements for earning grades at the beginning of each course.
- Extra Credit Work – Extra credit work can be beneficial for students who wish to gain information over and above the basic course requirements. Extra credit work is not to be used to raise a letter grade when basic course requirements are not being met.

- Semester and/or final exams are not permitted to be taken early under any circumstances.

GUIDANCE SERVICES

The guidance and counseling program at Jefferson Middle School has one main purpose: to serve the student. The guidance program at Jefferson revolves around the student as an individual with specific needs for educational and social development. The guidance department can help with personal problems, scheduling, curriculum issues, student services, and student activities.

HOMEWORK/MAKEUP WORK FOR ABSENT STUDENTS

If a student is absent from school, it is their responsibility to report to their teacher to get the work that they missed. They are required to make up the missed work. A reasonable amount of time, as determined by the classroom teacher, will be provided to make up work.

Students who are suspended are allowed to make up all assignments missed during the suspension. It is the student's responsibility to request all missed work from their classroom teachers upon their return.

HOMEWORK POLICY

Thomas Jefferson Middle School believes that properly assigned homework is a valuable tool in helping students achieve academic excellence. Homework is assigned for a specific purpose such as preparing for the next day's work, strengthening identified weaknesses in basic fundamentals, strengthening the development of classroom instruction, and achieving goals and purposes as set up by the classroom teacher for the individual course of study.

When homework is assigned, students are expected to complete the work and teachers are expected to check the homework to identify areas of need. Teachers will be responsible for:

1. Making sure students understand the assignment and how to complete it.
2. Making sure assignments are meaningful and of reasonable length.
3. Making sure students are held accountable for completing the assignments.
4. Providing students with corrective feedback after checking the assignment.

Students are responsible for:

1. Making sure they understand the assignment.
2. Completing the homework assignment on time.
3. Reviewing any problems with the teacher.
4. Keeping parents informed about their homework assignments.

The faculty and administration urge parents to stress the value of homework with their students and to contact the teacher or school about their students' progress.

LAPTOPS

All students will be assigned a laptop to use during the school day. Students will use the same laptop all school year. Just like with textbooks, students are to assume responsibility for the care of their laptop. If laptops are lost or damaged, the student will be charged for the damage. The following procedures pertaining to laptops must be followed:

- ✓ When the first bell rings at 9:24 AM, students will report to their 7th period class to retrieve their assigned laptop from the charging cart. They will then report to their 1st period class. It is expected that students will retrieve their assigned laptop from their 7th period class and report to their 1st period class prior to the tardy bell at 9:30 AM.
- ✓ Students will carry their assigned laptop from class to class each period.
- ✓ Students will make sure their assigned laptop is placed in a backpack or carrying case between classes and during lunch.
- ✓ No food or drinks (including water) are permitted to be anywhere near laptops, this includes on classroom tables while laptops are in use.
- ✓ No laptop is permitted to be taken home for any reason without permission from administration. Students who take home a laptop will receive consequences.
- ✓ Students will be issued a financial obligation form for payment for any damages made to their assigned laptop.
- ✓ Students are not permitted to share their laptop or password with anyone.
- ✓ Students MUST return their assigned laptop to the cart properly in their 7th period class before leaving campus for the day.
- ✓ Carts will be checked each night and any missing laptops will generate a discipline referral for the assigned student.
- ✓ Students will move up the discipline ladder if their laptop is consistently taken home, abused, misplaced in the cart, etc.

MEDIA CENTER

The Library/Media Center is open every school day starting at 8:00 AM. Students are welcome in the Media Center throughout the day. A student may enter the library without a pass or any special permission before and after school. During school hours a student must obtain a pass from his or her teacher before entering the library. The library is also open after school until 4:30 PM.

MORNING SCHOOL

Beginning on the first day of the third week of school, Morning School will be offered daily in the media center from 8:00 AM - 9:05 AM. Morning school is

an opportunity for students to receive assistance with homework and/or assignments, study, read a book, or use the media center computers for academic purposes. ALL students on campus or in front of the school prior to 9:05 a.m. will be sent to the Media Center for morning school. Morning School is not a time for non-academic tasks or games. Students are expected to work diligently and follow all school rules. Consequences will be given for any misconduct.

Our current tutoring schedule will remain in place and if needed, students in morning school will be dismissed accordingly for tutoring with specific teachers. Those not attending tutoring are expected to remain in Morning School.

MINIMUM STANDARDS FOR WRITTEN WORK

1. Students' written work will show effort. Work submitted should be "best effort" papers on which students are proud to put their names.
2. Students will write within the margins.
3. Written work will be neat and legible. Spiral notebook edges will be trimmed.
4. Students' first and last name, the date, the period number, and the assignment title will be the minimum heading of every paper.
5. Complete sentences are required. No sentence fragments will be accepted unless deemed appropriate by the teacher for that assignment.
6. All sentences begin with a capital letter and end with a punctuation mark.
7. Standard English language will be used. e.g. BTW, txt abbreviations not ok.
8. Proper nouns and proper adjectives will always be capitalized.
9. The personal pronoun I will always be capitalized.
10. Careless errors with homophones will not be accepted. e.g. there vs. their; its vs. it's; your vs. you're.
11. Use precise terms: Avoid using "thing," "got," "a lot," "nice," "hard," "stuff," and "really." Each of these word choices can be replaced by a better, more precise word.
12. Support your topic sentence in each paragraph with specific evidence: facts, examples, and details.
13. Use quotation marks correctly. Periods and commas are always placed inside quotation marks. An exclamation point or a question mark is placed inside quotation marks when it is part of the quotation; it is placed outside when it punctuates your sentence. Semicolons and colons are always placed outside quotation marks.
14. Students will not plagiarize. Plagiarism is using someone else's work or ideas and passing them off as one's own. Unless the teacher requests another method, students will follow MLA citation guidelines when citing sources.

NATIONAL JUNIOR HONOR SOCIETY

NJHS is formulated to create enthusiasm for superior scholarship, develop citizenship, stimulate a desire to serve, promote leadership, and to instill character. Membership in the NJHS is open to any 8th grade student who has maintained a GPA of 3.5 or higher for quarters 1, 2, 3, and the first semester of their 7th grade year. Transfer grades will be considered for students who have come to Jefferson from another school. Other evaluation criteria for membership includes teacher recommendations and school conduct.

PROMOTION REQUIREMENTS

In grades 7 and 8, to be promoted students must have completed the following:

1. Received a yearlong passing grade in the four core academic subjects (mathematics, language arts, science, and social studies) by demonstrating satisfactory mastery of state standards in language arts, mathematics, science, and social studies. Students who fail even one of these courses will be retained.
2. Met the district attendance requirements.

REQUEST TO DOWN-PHASE

Please read the following before you request a down-phase in any course.

Down-phases are by teacher recommendation or parent request ONLY if the following apply:

1. Student is **not** performing at “C” or better.
2. Only granted after the student has made an effort to **complete all assignments, taken all tests and come in for assistance on a regular basis**. The teacher will then appraise the student’s effort.
3. The teacher will contact parents and counselor during this period. **ONLY after all efforts have been made by the student, can the teacher or parent request the counselor down-phase a student.**
4. Students should be down phased within the first 4 weeks of the semester. The absolute last day is the end of the 1st 9-week grading period for the semester.
5. Changes are based on seat availability and **may affect** team/program eligibility.

STUDENT ACADEMIC HELP

Students should make appointments to meet with their teachers before school hours to receive additional help. Teachers will be available before school for academic help. A schedule of teacher help session days and times is located on our school’s website. It is a good idea to make an official appointment with

teachers when requesting extra academic help; this will ensure that teachers will have the necessary materials available for the student. In addition to teacher help sessions, morning school is offered daily from 8:00 – 9:05 a.m. in the media center.

STUDENT AWARDS

Honor Roll/Principal’s List Awards: Students with As & Bs (Honor Roll) or straight As (Principal’s List) for the first quarter, second quarter, first semester, AND third quarter will be recognized for their achievement at the annual awards assembly at the end of the school year.

Hall of Fame Awards: Each year, the faculty and staff select four students for the Statesmen Hall of Fame. These are announced at the end of the year awards ceremony. Students are selected in one of four categories: Scholar, Citizenship, Leadership, and Overall Statesmen. Students must be in all-around good standing (grades, attendance, and discipline) and are selected based upon faculty nominations for going above and beyond in Scholarship, Citizenship, and Leadership. Only 8th Graders are eligible for the Hall of Fame, as this is considered a culmination of two years of outstanding performance. This is a prestigious honor that students should aspire to achieve.

TEXTBOOKS

Most textbooks are available online. If physical textbooks are assigned, students are to assume responsibility for their care. If textbooks are lost or damaged, the student will be charged for the damage. These charges must be paid prior to another book being issued.

ATTENDANCE

ATTENDANCE

Attendance is required of all students enrolled at Jefferson Middle School during the hours and days that school is in session. School attendance shall be the responsibility of parents/guardians and students. Additionally, when a student is absent from school, for any reason, the parent/guardian **MUST** provide a written statement of the cause of such absence. This written statement **MUST** be provided within three school days after a student returns to school from an absence.

ATTENDANCE APPEAL PROCESS

Students attending Jefferson Middle School are entitled to an attendance appeal once the student has accrued more than 9 unexcused absences (or 9 unexcused

absences from one or more class periods) in a semester. An unexcused absence is an absence where the student has been absent from school but has not provided the required excused documentation upon return, which is required by the school board.

Attendance Appeals will be available prior to the end of each semester. It is the student's responsibility to:

- Obtain the paperwork from the dean
- Complete the essay portion of the paperwork
- Get parent signature
- Turn paperwork in on or before the due date

Failure to comply with the above stipulations will invalidate the appeals request.

Requests for exception to the Jefferson Middle School Attendance Appeal process must be submitted in writing to the principal. All requests must include appropriate supporting documentation to justify a request for an exception to the policy. The Attendance Committee consists of three to five (3-5) members. Committee membership may include a school administrator, guidance counselor, attendance clerk, SRO, and/or teacher(s).

EXCUSED ABSENCES PER SCHOOL BOARD POLICY

The following list of absences are the **ONLY** absences that are officially excused per school board policy. Parent notes are **NOT** considered excused absences. Jefferson Middle School requires notification of all absences whether they are excused or not to ensure that the parents/guardians are aware of any absence(s).

- Court appearance of the student (documentation required).
- Religious holidays (eligible days are determined by the district and require prior approval in writing).
- Illness **with** medical documentation (**doctors notes must be turned in within 10 days**).
- Chronic and extended illness (documentation required).
- Approved school activity.
- Insurmountable conditions. Insurmountable conditions are extreme weather conditions, communicable disease outbreaks, and local conditions determined by the School District which, after taking into account the material circumstances, would render impracticable a student's attendance at school.
- Other absences with prior approval of the principal or designee.
- Attendance at a center under Children and Families Services supervision.
- Significant community events with prior permission of the principal or designee.
- Death in the immediate family.

- Appointments for a therapy service provided by a licensed health care practitioner or behavior analyst for the treatment of autism spectrum disorder including, but not limited to, applied behavioral analysis, speech therapy, and occupational therapy (documentation required).

FAILURE DUE TO ABSENCE

A student who has **more than nine unexcused absences per semester** (or misses more than nine unexcused class periods in one class) **will not receive a passing grade for the semester**. Please remember that parent notes are **NOT** considered excused absences.

HABITUAL TRUANT

A “habitual truant” is a student who has ten (10) or more unexcused absences within a semester with or without the knowledge or consent of the student’s parent or guardian. At Jefferson Middle School, any student who accumulates a total of ten (10) days of unexcused absences in a period in a semester **WILL BE** considered habitually truant and will be referred to the District Truant Officer.

PARENT ATTENDANCE RESPONSIBILITY

- Ensure that your student arrives on time and is in school **ALL DAY - EVERY DAY**.
- Try to schedule doctor and/or dental appointments in the summer or before/after school.
- Student(s) should not be checked out of school **BEFORE** the end of the day unless there is an **EMERGENCY**. **Remember, all checkouts cause a disruption to the learning environment.**
- Vacations, including family trips, should only be scheduled during the summer or school holidays.
- When your student is absent from school, you must send in a parent note or a doctor’s note for each absence. Parent notes explaining a student’s absence **DO NOT** count as an excused absence.
- Students are marked absent by class periods. This means that each time you check your student out early, or the student arrives late, the class period(s) missed count towards the nine days’ absence rule.
- Parents and students are responsible for developing their own rainy-day dismissal plan. Please ensure that you have communicated this plan with your child in advance. Dismissal changes cannot be made over the phone.

STUDENT CHECK OUT

Jefferson Middle School will **NOT** permit any student to leave school grounds unless accompanied by a legal parent or guardian. Please be aware that students will not be released to someone on the pick-up list **unless** the school has received

prior notification from a legal parent or guardian first. Just listing someone on your child's pick-up list does not mean that they can check out your child from school at any point in time. To ensure the safety of all students, we **MUST** have prior notification from a legal parent/guardian to release a student to someone on the pick-up list. Once a student arrives on campus, he/she is not allowed to leave except as explained above. Students who leave campus without permission shall receive disciplinary action.

We ask that parents make every effort NOT to check students out after 4:00 PM.

TARDY BEHAVIOR

As a student at Jefferson Middle School, students are expected to use the three minutes in between classes to gather all required materials, get a drink, and/or use the restroom, if needed.

- The outside doors of the school are closed at the tardy bell. You are considered tardy to school if you arrive after the door is closed. Students must report to the front office once the doors close for a tardy slip.
- Only students with a doctor's note or court documentation will receive an excused tardy.

GENERAL SCHOOL INFORMATION

BATHROOM/HALL PASSES

Students are encouraged to use the restroom before school, during lunch, and/or after school. In addition to these times, students are allotted three bathroom/hall passes daily. Students will not be permitted to use the restroom during the first or last five minutes of any class or during their fourth period class because they are able to go during lunch which takes place during fourth period. Passes are located in this student planner. All students are required to bring their planner to school daily.

CHANGE OF ADDRESS AND/OR TELEPHONE NUMBER

It is the responsibility of parents/guardians to inform the school immediately when a telephone number or address is changed. JMS must have a working local phone number and current Merritt Island address in order to contact parents/guardians in the event of an emergency.

PLEASE REMEMBER TO NOTIFY THE SCHOOL OF ANY CHANGE IN HOME OR WORK TELEPHONE NUMBERS AND TAKE THE NECESSARY STEPS TO HAVE THE NAME OF AN EMERGENCY CONTACT PERSON ON FILE IN THE SCHOOL OFFICE IN CASE PARENTS CANNOT BE REACHED.

DELIVERY OF ITEMS TO STUDENTS

Only persons on the approved contact list will be permitted to deliver items to students during the school day. Items will only be delivered during lunch time(s). The school office WILL NOT CALL a student out of class to pick up a delivered item except in an emergency. To do so is disruptive to the learning environment. Any item (lunch money, food, etc.) or message dropped off will be delivered to the student during their lunch period. Delivery of food items from restaurants and fast-food services will not be permitted. Balloons and/or other large or distracting items will not be delivered.

FIRE AND EMERGENCY DRILLS

Due to the possibilities of fire and/or emergency situation, the school has organized several types of drills. Further information will be provided to each student by the classroom teacher to include review of the evacuation procedures. An emergency evacuation map is posted in each room. Students cannot be checked out during emergency evacuation drills or during actual emergencies until determined safe to do so by the principal or her designee.

FRONT OFFICE TELEPHONE USE

The phone policy at Jefferson will be strictly enforced. If a student has an emergency and must call home during a class period, the call **MUST** be made from the Front Office. Students will not be called from class for telephone messages except in cases of severe emergency requested by the parent.

Students will NOT be allowed to call home if they have forgotten something. This includes items for classes, lunch money, class projects, etc. If a student knows that something is being delivered it will be his/her responsibility to check with the front office during lunch to see if anything has arrived for them. Classes will not be disrupted to tell a student something has arrived.

Please be sure to make transportation arrangements BEFORE your child comes to school. For the safety of students, transportation arrangements will not be done over the phone. Be sure students know what they should do in case of rain. A contingency plan should be made at the beginning of the school year. This prevents an overflow of students in the office during a potentially busy time. Students need to be aware of their needs before they leave for school in the morning, and they need to understand that they will have to take responsibility for forgotten items.

LOST AND FOUND

A lost and found depository is maintained in the cafeteria. The school cannot assume responsibility for lost or stolen items. **Students are urged not to carry**

large sums of money or wear expensive items to school. Lost and found is cleaned out at the end of each semester. Any items not claimed during this process are donated to local charities.

PHYSICAL EDUCATION UNIFORMS AND LOCKERS

Students are required to dress out in appropriate gym clothes (**Kelly green basketball length shorts with no pockets, a gray unmarked t-shirt, and sneakers**) while participating in PE. Families may purchase the required clothing on their own or opt to purchase a school PE uniform during registration. Gym lockers are provided for students. Students are required to furnish COMBINATION locks.

SCHOOL HOURS

Office Hours: 8:30 AM – 4:45 PM

Student School Hours (Monday-Thursday): 9:30 AM – 4:15 PM

Student School Hours (Early Release Friday): 9:30 AM – 3:00 PM

Student Supervision Provided: 9:05 AM – 4:30 PM

STUDENT MEDICATION

Florida Statute provides for school personnel to assist students in the administration of prescribed medications under certain circumstances. We encourage parents to discuss with their physicians a timetable for prescription medication that could eliminate school time dosages. The following procedures for school medication distribution must be followed:

1. For each prescribed medication, the student's parent or guardian shall provide to the school principal, on the authorized School Board form, permission for the principal or his designee to assist in the administration of each prescribed medication and which shall explain the necessity for the prescribed medication to be provided during the school day, including when the student is away from school property on official school business.
2. All prescribed medication to be administered by school personnel shall **BE RECEIVED AND STORED IN THE ORIGINAL CONTAINERS!**
3. All medication must be counted before we can accept it.
4. There shall be no liability for civil damages as a result of the administration of such medication where the person administering such medication acts as an ordinarily reasonably prudent person would have acted under the same or similar circumstances.
5. Medication may be left at the school overnight in cases where the physician and parent make a request for high frequency and lengthy dosage requirements.
6. **Parents will be responsible for bringing in and picking up medicine. Students are not allowed to carry prescribed medication on their**

person. STUDENTS IN VIOLATION OF THIS POLICY ARE SUBJECT TO SUSPENSION/EXPULSION FROM SCHOOL.

7. Medication not picked up within a 30 days' period will be destroyed.

WITHDRAWAL FROM SCHOOL

The enrolling parent is the only person who may withdraw a student. A withdrawal card must be obtained and completed. No student may enroll in another school in Brevard County without a withdrawal card from the school from which he/she is withdrawing. If you must withdraw your student from Jefferson, please call the front office a few days before your student's last day and speak with the data clerk about withdrawal.

RULES & PROCEDURES

30 DAY "NO GO" LIST

Students given in-school suspension (ISS), suspended off the bus, suspended pending parent conference, or suspended from school will NOT be permitted to participate in field trips or other before, during, or after school activities during the suspension time frame, as well as for a period of 30 school days from the date that the student returns to a normal school day after the suspension. It is a student's responsibility to arrange transportation if they are staying after school or attending an after- hours school sponsored event. If a student is not picked up within 30 minutes of the event ending, the student will be placed on the "No Go" list for a period of 30 school days. If this happens more than once, the student may be prohibited from attending future functions completely.

ATHLETIC EXPECTATIONS

All students who participate in athletics at Jefferson Middle School are expected to be role models and are therefore held to a higher standard regarding their behavior. Misconduct will not be tolerated.

- Students who are suspended from school on the day of an event will not participate in that event.
- Students who are suspended during the week of an event will not participate in one event that occurs during the week of the suspension.
- Students who receive more than 1 suspension will be removed from the team.
- Students who are suspended for a zero-tolerance incident: fighting, bullying, extortion, theft, vandalism, drugs, weapons, or other major offenses will be removed from the team.

BICYCLES

Upon arrival on campus students must walk their bikes. Students are responsible for securing their bike with a lock in the bike rack. The school is not responsible for lost or stolen bicycles. Remember, law enforcement procedures require all students riding a bike to wear a helmet. A bike parking area has been established in a fenced-in area located at the front of the school. The following guidelines will control this parking area.

1. The gate to the area will be locked half an hour after school starts and unlocked again at dismissal.
2. Students are not permitted to be in the bike parking areas at any time during the school day.
3. Students are not permitted to ride their skateboards on school property during school hours.
4. All motorized or electric vehicles are prohibited.

BULLYING

Bullying is defined as a person **repeatedly and purposefully** exercising power or control over another with hostile or malicious intent. Bullying can be physical, verbal, electronically transmitted, and/or psychological. Examples of these behaviors include repeated and purposeful: hitting, kicking, pushing, blocking student movement, unwelcome physical contact, taunting, teasing, name calling, threats, spreading rumors, social exclusion, extortion, intimidation, or cyberbullying.

Cyberbullying is the use of information and communication technologies such as e-mail, text messages, and social media to support repeated hostile behavior by an individual or group with the intent to threaten or harm others.

Any student who feels he/she is a victim of bullying should immediately report the aggressive behavior to an administrator. Students may also report concerns to a teacher or counselor. If an investigation finds that bullying behavior has occurred, it will result in prompt disciplinary action which may include up to a recommendation for expulsion.

CAFETERIA EXPECTATIONS

- A. Students going to the cafeteria for lunch will observe the following rules.
 1. Proceed to the cafeteria in an orderly manner (no running or speed walking)
 2. No cutting in line
 3. No unnecessary noise
 4. Remain seated (no table hopping)

5. No loitering, aimless walking, or standing around tables

- B. All students should conduct themselves in a manner reflecting good citizenship at all times and leave their eating area neat. Be sure to deposit your tray or other garbage into the trash.
- C. Remember that the lunchroom is a non-profit organization for the sole purpose of benefiting the student. **Parents/students are not permitted to bring food in from outside vendors.**
- D. The School Board sets the cost of lunches. Payment is made online. We provide a FREE breakfast for all students.
- E. All food and drinks are to be consumed in the cafeteria! Eating and drinking is NOT permitted in other parts of the building (classrooms, hallways etc.). Plain water may be consumed anywhere in the building (except in the hallways), but must be contained in a clear, see-through water bottle only. GUM is NOT allowed anywhere on campus, including in the cafeteria.

CELL PHONES/HEADPHONES/EARBUDS

JMS is NOT responsible for lost, stolen, or broken electronic devices. Furthermore, JMS does not have the resources to investigate lost, stolen, or broken electronic devices including cell phones, headphones, earbuds, and/or any other electronic device.

- All Jefferson Middle School students must complete a cell phone contract BEFORE bringing a cell phone on campus. This contract will be completed during registration. Once a cell phone contract is on file, it is valid for the entire time a student attends Jefferson Middle School.
- If a cell phone is obtained after registration or cell phone information changes, it is the student's responsibility to contact the front office to either complete or update a cell phone contract.
- **Cell phones, headphones, and earbuds must be turned off and out of sight at all times while on school property. If cell phones, earbuds, and/or headphones are seen by an adult, they WILL be confiscated and placed in an envelope with the student's information on it. Confiscated cell phones will be locked in the school vault until a legal guardian can come to the school to retrieve it. If a student refuses to give their cell phone, headphones, and/or earbuds to a teacher or other school employee, an administrator will be called to confiscate the cell phone and the student will receive a lunch detention. If a student refuses to give their cell phone, headphones, and/or earbuds to an administrator, they will receive an out of school suspension.**
- If a student's cell phone, headphones, and/or earbuds are confiscated, a legal guardian must pick them up. **Confiscated cell phones, headphones, and/or earbuds will not be returned to students.**

- Use of a cell phone in the school building during the school day for any reason, such as to talk, text, photograph, videotape, check the time, or access the internet is not permitted. **This includes communication with parents/guardians.**
- **Students are not permitted to electronically record anything while on campus, on the bus, or at the bus stop without prior permission from administration.** Furthermore, students are not allowed to distribute unauthorized recordings through text, social media, or any other platform. Failure to adhere to this rule will result in disciplinary action.
- **Any student who video records a fight, downloads a video recording of a fight off of social media, distributes a video recording of a fight, and/or shows to other students a video recording of a fight will receive one or more out of school suspension days.**
- If a student continues to violate the cell phone contract their cell phone privilege may be revoked.

DEAN'S DETENTION

Dean's Detention will be held on Friday mornings before school from 8:00 a.m. – 9:05 a.m. Students must arrive on time and have homework or a book to read. Dean's detention will be quiet study time. Students who do not serve their detention will be given one day of In School Suspension (ISS).

DRESS CODE

A very important part of Jefferson Middle School is the pride we have in our school and in our student body. Our dress code reflects that special pride. Approved by our School Advisory Council, the intent of the code is to create proper standards of safety, health, and welfare for all students. Appropriate clothing helps to establish an atmosphere where learning is the center point of attention. The following guidelines have been established to ensure the best learning environment.

The following should be used as a guideline:

A. Head

- (1) Head gear, including but not limited to caps, hats, bandanas, and/or sunglasses shall not be worn indoors on campus unless permitted by the principal for religious or medical reasons. Students may wear sunglasses, hats, or other sun-protective wear while outdoors during school hours, however these articles must not violate this dress code.
- (2) **Hoods are not permitted to be worn on campus.**

B. Clothing

- (1) All clothing must be appropriately sized, securely fastened and cover midriff, back, sides, and all undergarments at all times. For example, suspenders should be over the shoulders, pants secured at the waist, belts buckled, no underwear as outerwear, no underwear exposed. Clothing should be opaque.
- (2) Garments must be of a length and fit that are acceptable to the build and stature of the student. The cut of sleeveless garments must not expose undergarments. Clothing must cover the body from one armpit across to other armpit. Upper garments should meet lower garments.
- (3) Strapless garments are prohibited. (Tube tops and halter tops are prohibited.) Formalwear for special events may include strapless garments.
- (4) Pants and shorts shall conform to the build and stature of the student, shall be worn at the waist, and shall not extend below the heel of the shoe in length. Rips, holes, or tears in clothing must be below mid-thigh.
- (5) Shorts must have clearly discernable inseams that covers the buttocks.
- (6) **Spandex shorts (e.g. volleyball shorts, exercise shorts, etc. are not permitted.**

C. Accessories

- (1) Gang paraphernalia, garments and/or jewelry, tattoos, or other insignias, which display or suggest sexual, vulgar, drug, alcohol, or tobacco-related wording/graphics or may tend to provoke violence or disruption in school shall not be worn.
- (2) Clothing must not state, imply, or depict hate speech or imagery targeting groups based on race, ethnicity, gender, sexual orientation, religious affiliation, or any other characteristics protected by Federal or State law.
- (3) Any articles of clothing or jewelry that may cause injury including, but not limited to, items with spikes, or sharp objects, wallet chains, and heavy link chains are not allowed.
- (4) Dress shall not emulate non-human characteristics.

Students who violate the dress code will not be permitted to return to class without meeting the requirements of the dress code.

***Under no circumstances are students permitted to possess or spray any type of spray deodorants, hair sprays, perfumes, body sprays, or colognes during the school day. Students in possession of these items will have them confiscated and a parent/guardian will have to pick them up from the front office.**

EXTRA-CURRICULAR ACTIVITIES POLICIES

The School Board of Brevard County believes that extra-curricular activities and programs provide students with opportunities to pursue special interests in a variety of areas ranging from drama club to athletics. Furthermore, it is believed that these activities teach students the importance of cooperation, teamwork, dependability, and contribute to building moral character. The Board recognizes that within a student population there exists a wide range of intellectual ability and talents. Students are encouraged to develop their unique talents while striving to improve their overall academic performance. Because participants in school-sponsored extracurricular programs are expected to represent this school district's commitment to good citizenship and academic achievement, the following eligibility requirements for participation in student activities have been adopted and shall be applicable to all students.

Conduct of Students

A. In School

- a. Students need to serve as examples with proper behavior, attitude, and academic achievement.
- b. Students who demonstrate inappropriate behavior in school will not be allowed to remain on the team or organization.

B. Participating in athletic contests or activities

- a. Courtesy towards the officials, opposing players, coaches, and spectators is expected.
- b. Self-control shall be stressed.
- c. Dress while traveling to another location must comply with the school dress code.
- d. Students **MUST** be present at least four full class periods to participate.

C. Academic Grades

- a. A first-year 7th grade student attending a middle school beginning with the 7th grade is academically eligible during his/her first semester of middle school. The student, however, must have a 2.0 GPA, or the equivalent of a 2.0 GPA based on a 4.0 scale, at the conclusion of his/her first semester of attendance to be academically eligible to participate during his/her next semester of attendance. A middle school student must have 2.0 GPA, or the equivalent of a 2.0 GPA based on a 4.0 scale, at the conclusion of each semester to be academically eligible during the next semester.

FIELD TRIPS

In order for a student to go on a field trip they must meet the following minimum requirements:

1. A student who receives two “N”’s or one “U” for conduct will not be allowed to participate in the field trip. This determination will be made using the most current grade report available.
2. A student who is suspended from school or off the school bus within 30 school days of the scheduled field trip WILL NOT be allowed to participate.
3. A student who has a GPA below 2.0 will not be allowed to participate in “extracurricular” field trips scheduled by band, chorus, drama, or any other club at Jefferson Middle School.
4. Classroom teacher(s) must submit the list of students identified to participate in the scheduled field trip to the administration at least two (2) weeks prior to departure. The list will be compared to the excessive absence and discipline reports. Students not meeting the criteria above will not be allowed to participate.
5. Student(s) not participating in the field trip are expected to attend school.
6. Students not participating in the field trip, and not attending school, will be marked unexcused.
7. Students who are not permitted to participate in the field trip cannot “show-up” at the field trip site expecting to join Jefferson students. Doing this would be considered skipping and would result in the consequence of an In School Suspension (ISS) day.
8. Students cannot be checked out or taken home from a field trip.

FIELD TRIP TRANSPORTATION

In order to participate on a scheduled field trip, students MUST ride school-approved transportation. For example, if the mode of transportation is a school bus, the student must ride the school bus. Students will not be allowed to ride with parents or chaperones in privately owned vehicles when buses are provided. Students must return to the school and cannot be checked out from the field trip location.

FIGHTING

At Jefferson Middle School, the safety and security of our students is a top priority. As such, fighting of any kind will not be tolerated. Confronting a student by yelling, arguing, threatening, and/or drawing a crowd will not be tolerated. Students cannot incite others via verbal or physical intimidation. Students are encouraged to seek help from an administrator, the SRO, a guidance counselor, or other staff member in an attempt to resolve any conflict in an appropriate manner.

Students fighting may be suspended for up to 10 days pending investigation and recommended for placement at the Alternative Learning Center (ALC).

Any student who incites or encourages a fight will receive one or more out of school suspension days.

Any student who video records a fight, downloads a video recording of a fight off of social media, distributes a video recording of a fight, and/or shows to other students a video recording of a fight will receive one or more out of school suspension days.

FILMING/VIDEO RECORDING

Students are not permitted to electronically record anything while on campus, on the bus, or at the bus stop without prior permission from administration. Furthermore, students are not allowed to distribute unauthorized recordings through text, social media, or any other platform. Failure to adhere to this rule will result in disciplinary action.

Any student who video records a fight, downloads a video recording of a fight off of social media, distributes a video recording of a fight, and/or shows to other students a video recording of a fight will receive one or more out of school suspension days.

GRIEVANCE PROCEDURES

The Secondary Student's Code of Conduct Handbook states that students have the right "to receive an adequate hearing on any grievance by school personnel authorized to make decisions." In all cases involving discipline at Jefferson, the procedures listed below will be followed:

1. The teacher or reporting school personnel will report the misbehavior and/or violation of School Board or school policy on a discipline referral.
2. The charges will be read to the student.
3. The student will have the opportunity to respond to the charges.
4. If the student denies guilt of the offense, the charges will be investigated by administration.
5. A copy of the completed referral form including all reported behavior(s) and assigned corrective action(s) will be available to parents on Focus.
6. Prior to suspension, every effort will be made to contact the parent of the student.
7. In all cases, students and/or parents shall have the right to appeal corrective action(s) to the principal.
8. In discipline cases involving criminal acts that might lead to a suspension and/or recommendation for expulsion, steps 1-7 will be followed. In addition, the following procedures will be instituted:

- Student rights will be respected.
- Students will be made aware of the seriousness of the act and the most severe penalty.
- Students will have the opportunity to respond to the charges both in writing and/or verbally.
- Every attempt will be made to contact the parents immediately and get them involved.
- School security personnel and, if necessary, law enforcement will be notified.

RACIAL/ETHNIC SLURS

At Jefferson Middle School we believe all students should be respected. As a result, we have a zero-tolerance policy for any student who states or displays any racial and/or ethnic slurs towards another student or staff member regarding their race or religious beliefs. Each incident will be investigated, and if proven true, the student will receive a strong consequence.

RESTROOMS

School restrooms are community restrooms. As such, we expect students to respect them. Vandalism that is witnessed by a student should be immediately reported. Restrooms should be utilized for their intended purpose. Vandalism of any kind is not allowed. Loitering or “hanging out” in the restroom is not allowed. Video recording or the use of cell phones in any capacity is not allowed. Only one student is allowed in a stall at a time. If there are TWO or more student in a stall, students will be subject to search. Failure to adhere to restroom expectations will result in disciplinary action.

SCHOOL BUS PROCEDURES

- A. All buses load passengers at the bus lane on the east side of the building.
- B. Any student who lives two or more miles from the school is eligible to ride without cost.
- C. All students, both walkers and bus riders, will be dismissed at 4:15 p.m.
- D. Students shall not carry any item onto the bus that cannot be held in the lap; items specifically excluded from the school bus include but are not limited to, large band instruments, oversized backpacks, foldable scooters, and skateboards. Animals are not allowed on the bus for any reason.
- E. **Students shall ride only their assigned school bus** and shall be at the bus stop a minimum of five (5) minutes before the scheduled arrival of the bus.
- F. **Students MUST only get on and off the school bus at their assigned bus stop.**
- G. **Students will NOT ride another bus home with a friend.**

- H. **Throwing objects out of the window of a school bus is a felony. Student(s) throwing objects out of the window of a school bus will be suspended from the bus. Should injury or damage occur, criminal charges may be filed.**
- I. The driver is in charge of the bus and the students riding the bus. Students MUST obey the driver.
- J. **The driver has the right to assign seats to maintain order on the bus. It is the student's responsibility to sit in their assigned seat, at all times, as directed by the driver.**
- K. Parents are responsible for making prior arrangements with their students if they will not be riding the bus in the afternoon. The school is not responsible for relaying changes.
- L. Violation of district transportation policies, rules, or standards of conduct, including disruptive behavior on a school bus or at a school bus stop (within 200 ft.), by a student is grounds for suspension from riding the school bus. Such violations may also be grounds for out of school suspension, or other disciplinary action, which may result in criminal charges being filed.
- M. **Students may be videotaped at any time while on the school bus. Riding the bus is a privilege, not a right.** Failure to obey the driver may result in losing this privilege.
- N. **Students who throw objects of any kind at each other or at the bus driver will be suspended for multiple days and/or possibly lose their bus privileges, regardless of whether the object makes impact or not.**
- O. Students must have their bus ID pass with them each day to enter and exit the bus. Failure to bring and utilize your bus pass will result in disciplinary action.

SEXUAL HARASSMENT

Sexual harassment is defined as: Any unwelcome sexual advance, request for sexual favors, and/or other verbal or physical conduct of a sexual nature that is severe or persuasive enough to create a hostile or intimidating learning environment. It is important to note that the intent of the action does not affect whether or not the action is considered sexual harassment. Whether the action is unwelcomed by the receiver determines whether it can be labeled "sexual harassment".

The following behaviors may constitute sexual harassment and are not appropriate at school:

1. Using obscene language
2. Sexual innuendoes or comments
3. Starting rumors about a person's sexual behavior
4. Humor or jokes about sex or females/males in general

5. Pestering a person for a date
6. Touching, patting, pinching, etc.
7. Rating a person's sexuality or attractiveness
8. Leering or staring at a person in a sexual way
9. Writing/name calling about a person's sexuality
10. Sexual name calling
11. Sexual ridicule
12. Letters, notes, telephone calls, computer messages of a sexual nature
13. Displaying pictures, calendars, cartoons, or other materials with sexual content
14. "Mooning" or "streaking"
15. "Pantsing" – pulling another student's pants down
16. Jokes or comments about a person's sexual orientation

SMOKING/VAPING/TOBACCO PRODUCTS

Students are not permitted to smoke, vape, or be in possession of tobacco products on school grounds. This is a suspendable offense for any student who is caught in possession of cigarettes, vapes, or any other tobacco products or paraphernalia while on school property (including the bus and the bus stop). Additionally, a student is also subject to a \$50 fine and ticket by our SRO as dictated by our local ordinance. Lighters and/or matches are also not permitted.