Andrew Jackson Middle School

5445 Big Tyler Road
Cross Lanes, WV 25313
(304) 776-3310
(304) 776-3305 Fax

Every Student Matters. Every Moment Counts.

Our School's Mission:

It is the mission of Andrew Jackson Middle School to provide students with a challenging and diverse learning environment to prepare students for their future, to promote pride in our school and our community, and to develop the abilities and talents of our students in a safe, supportive and caring environment.

We Believe:

1. High quality instruction for all students to learn is rigorous, relevant, engaging, challenging, and promotes a 21st century mindset for technology adaptation and career preparedness, and provides a learning environment which is supportive and maintains a forward focus on achievement levels.

2. Schools are safe learning environments which focus on the welfare of all students' health, social, and emotional well-being.

3. Continuous improvement gains are made through consistent student attendance, parent involvement, understanding of the learner, professional development, recruitment and retention of high-quality educators, collaboration, and performance management monitored through continuous data examination and data driven instruction.

4. Parents, students, and community stakeholders are an integral part of education and must remain involved, informed, take responsibility for learning, and maintain high expectations for preparing for the future.

Andrew Jackson Middle School Student Pledge:



Student Code of Conduct/Student Behavior Expectations

Andrew Jackson Middle School students must adhere to the Kanawha County Board of Education Policy for Student Behavior and the Student Code of Conduct Series J25. This policy is published by the county at the start of each school year and distributed to families in the district. The policy is also published on Kanawha County School's website.

Discipline policies and expectations are reviewed with students at the start of the school year and throughout the school year.

Our School's Discipline Goals:

- To facilitate development of self-respect.
- To assist students with development of respect for others.
- To help students develop respect for the property of others.
- To assist students to understand the need for self-discipline.
- To guide students toward choices which lead to improved behavior.

Students, parents, teachers, and administrators share the responsibility of administering the discipline code and preparing students to become responsible, productive citizens able to interact in social settings, academic settings, and the future work environment.

Students:

Andrew Jackson Middle School Common School and Classroom Expectations



Parents:

Parents have a shared responsibility for assisting in the total growth, development, and maturation of all students physically, mentally, emotionally, and socially. Parents are expected to be involved in the educational and social experiences of their children.

Parents who are informed of school goals and knowledgeable of school policies and procedures can assist their students in making good decisions. Parents who attend

LSIC, parent/teacher conferences, and extracurricular activities form a partnership with the school and their students. This partnership enhances the quality of a child's learning experiences.

Teachers:

A preventative approach to discipline communicates to students and parents that the focus of the school discipline program is to promote success, not to inflict punishment. All classroom teachers when dealing with students involved in disciplinary infractions will use the following procedures:

1. Direct verbal warning to the student immediately following the inappropriate behavior.
2. Second warning and possible consequences such as seating change, group change, placement within the classroom.
3. Parent notification via telephone call, messaging, or written communication.
4. Discipline referral which may result in school consequences such as detention, in school suspension, out of school suspension, removal from the school. Parent notified either in writing via discipline referral form, or telephone contact.

Administrators:

Administrators have a shared responsibility for contributing to the maintenance of an educational environment conducive to teaching and learning. This orderly learning environment with high expectations must provide for the total growth, development, and maturation of all students physically, mentally, emotionally, and socially. The administrative team will follow the school/county discipline policies.

Classroom and Bus Exclusion:

A student may be sent to the office of the principal, or the assistant principal, at any time that his/her conduct becomes disruptive, or offensive that it is impossible to conduct class in an orderly fashion. The same is true of situations involving threats, abuse, or intimidation, which jeopardize the health, safety, and well-being of the student, fellow students, volunteers, or school employees. Willful disobedience of a school employee, or abusive or profane language directed to a school employee, will result in a student being sent to the office.

Bus operators may exclude from the bus, in conformity with the West Virginia School Transportation Regulations, any student who fails to abide by the Student Code of Conduct, or who is guilty of any of the disruptive behaviors listed above.

Bus Students:

Riding the bus is a privilege. Proper behavior is expected at all times. The driver will notify parents if a problem should arise. If this telephone conference does not change the student's behavior, a conference with the assistant principal, bus driver, student, and parent will be held at the school.

Most bus students will board their bus immediately after school; others will wait around the circle near the main entrance for their bus to arrive.

Students arriving/departing via bus are to remain on school property at all times. Students are not permitted to go to the library, or local businesses after arriving by bus, or before departing by bus.

Dress Code:

Andrew Jackson Middle School adheres to the Kanawha County School Board of Education Dress Code Series J36. A student who fails to comply with this policy may be sent home and be subject to disciplinary action.

Clarification regarding apparel should be obtained PRIOR TO WEARING IT TO SCHOOL; this can be obtained from the school administration.

In addition to the Kanawha County School policy, the following rules are also enforced at Andrew Jackson Middle School:

- Hats, head coverings, hoods, and knit style caps are not worn inside the building.

Public Displays of Affection:

Holding hands will not be permitted, as well as any other display of affection. Students failing to comply with the above rule may be subject to disciplinary action.

Physical Aggression and Fighting:

Fighting cannot be condoned under any circumstances. Students involved in fighting will be disciplined following the county discipline policy. We recognize how hard it is to walk away from threats and/or hits, and it is understandable how a fight develops; however, if you are hit, or threatened, report it to a teacher, or administrator, so that action can be taken immediately to prevent an actual fight. Do not decide that you are going to settle the problem yourself and become involved in a fight. If you have prior knowledge of a fight, you must report it to a teacher, or administrator. Failure to do so will be punishable at the discretion of the office.

Bullying/Harassment:

Bullying and harassment cannot be condoned under any circumstances. Students involved in bullying, or harassment, will be disciplined following the county discipline policy. Realizing that many situations involving bullying and harassment typically occur when adults are not present, students and/or parents must report incidences to a counselor, or administrator, so that action can be taken immediately to prevent future occurrences. Do not assume that adults are aware of the situation and do not delay in reporting incidences. If you have knowledge that someone else is being bullied, or harassed then it is your obligation to report it to a teacher, counselor, or administrator. Failure to do so will be punishable at the discretion of the office.

Positive Behavior Support Program

Our school maintains a Positive Behavior Intervention and Support program. It is a positive recognition systems approach to preventing and responding to academic, classroom, and school discipline problems. This process focuses on improving the positive behavior of all students. Emphasis is directed toward developing and maintaining productive work habits, regular attendance, and a safe learning environment where teachers can teach, and students can learn. Students will be

rewarded for positive behavior, which we believe will enhance academic performance and social interactions.

School Policies and Procedures

Student Pick Up and Early Dismissal

Parents and students will need to plan ahead for any events, appointments, etc. which require the student to sign in, or sign out, of school during the normal operating hours of the school.

Students who need to be excused early should bring a written note from home stating the time the student is requested to be excused. Students need to obtain a written permit in the morning prior to Advisory from the school clerk, which will excuse the student from class to obtain belongings and come to the office for sign out. This process helps students to be ready and avoids delay. **Students will not be excused from 2:30 PM up to school closing without a prior written note indicating early pick up given to the clerk in the morning before 8:00 AM. This policy prevents numerous interruptions and disruption of the learning environment near the end of the school instructional day.**

Parents and guardians who do not send a note in the morning, but need to sign a student in, or out, during the school day will need to call the school's main office at least 10 minutes prior to arriving at the school. Please call (304) 776-3310. The caller should expect to provide the following information:

- Student's name
- Requested time for sign in/out
- Reason for the sign in/out
- Name of the person making the request by phone
- Name of the actual person who will be at the main doors with a picture ID
- Relationship of the person making the pickup, or drop off

Anyone who signs a student out is required to be listed on the student's emergency contact list and show a valid photo ID. We cannot make acceptations to this safety and security requirement.

All visitors will remain outside the school's main entrance while waiting on a student.

Dropping Off Forgotten Items, Lunches, Etc.

Students will need to practice self-responsibility making certain that they arrive at school with the needed items for the day. This includes lunches, iPads, instruments, keys, glasses, athletic gear, shoes, etc.

Essential items only will be considered for delivery. Parents may call ahead and inform that they are delivering an essential item to the main door. Items will need to be labeled with the student's first and last name and left at the designated drop box location near the main entrance where it will be collected. It is not recommended to leave valuable items in the drop off box.

If a lunch is forgotten, it is our recommendation that the student eat school lunch which is free for all of our students. No purchased meals from fast food establishments will be accepted for delivery.

Parking Lot Drop Off and Pick Up

Students who are dropped off in the morning, or picked up in the evening by car, should exit/enter car using the designated areas for drop off/pick up. The staff parking lot and bus circle are off limits for vehicle traffic involving student pickup/drop off for the safety of our students and staff members. If you pick up your student after school, please do not park in the designated staff parking area. This is clearly marked and it is vital to the safety of our children. Please park in the area designated for guests and your child will walk down the sidewalk. Walking through the parking lot area is not permitted. Please refer to the parking lot map posted in Schoology and distributed at the start of the year to all families for the traffic flow pattern for student drop off in the mornings.

Building Hours – Opening and Closing

Early bus students and others arriving early may enter the building upon arrival of the first bus, or when school administrators permit students to enter building. Our building does not open until 7:30 AM.

The school building closes to students each day when the buses leave. The only students permitted to remain are those with their assigned sponsor, or coach in the area designated for the scheduled meeting, or practice. If students are not with their sponsor, or coach for an approved activity, they should leave the school grounds.

Cafeteria Expectations, Lunch and Breakfast Information

Student behavior in the cafeteria should be based on courtesy and cleanliness. This means maintaining the area in the condition in which you would like to live. Students are to remain in the cafeteria until they have finished eating. Students are expected to return their tray, and utensils to the appropriate place. Do not leave anything on the tables and pick up after yourself.

Students may eat school prepared meals, or bring lunch from home. Meals are not to be shared with other students in order to respect cleanliness and to protect students from eating, or being exposed to something that may cause an allergic reaction. Students should bring meals from home in a lunch bag/container and store them in the classroom until the lunch break. No purchased meals from fast food establishments, etc., will be accepted for delivery. All drink containers brought to school as part of a prepared lunch from home must be opened in front of a staff member. No opened containers are permitted inside the school building, which includes drinks such as coffees, soft drinks, etc. from local eating establishments.

Breakfast will be available for all students in the morning at the start of Advisory/First Period classes. Breakfasts will be served to students in the classroom and students may eat at their desks while participating in Advisory discussions and activities.

Each grade level will have a designated lunch period.

Students may eat both breakfast and lunch at no charge. Students may continue to bring cold lunch from home in a lunch box/bag. Each classroom will have a designated area for lunch boxes/bags to be stored. The box/bag should be labeled with the student's name and visible on the outside.

Water Breaks During the School Day

Students will be given access to the water fountains and water bottle refill stations located within the school at various times throughout the day and at lunch breaks. Students may carry bottled water in the classroom; however, the container may not contain other additives such as coffee, soda, sports drinks, flavors, coloring, etc.

Restroom Breaks

Students should plan to use restrooms before school, during breaks, during their lunch period, and between classes with teacher permission. Students may ask to use the restroom during class when an emergency visit is required. Our school utilizes the 10/10 rule, which means that students should not ask to use the restroom during the first 10 minutes of class, when instructions and directions are given, and during the last 10 minutes of class when important information regarding assignments, homework, announcements, and work submission is taking place. Students who abuse the restroom emergency privilege and miss excessive class time, attempt to wander the halls, and are gone for long periods of time may be assigned an escort, have restrictions put in place, and require a student assistance team meeting/parent contact.

Hallway Expectations

Change class quietly and be considerate of other students and classrooms. Keep halls open to traffic at all times. Walk to the right side of the hall. Do not block traffic by sitting, or standing in groups in the halls. Help keep your school clean by discarding trash in cans provided.

All students have an assigned area where they should be throughout the day. Students who must leave their assigned area may do so only with the permission of the teacher and with a pass signed by the teacher. The pass must be dated and the time noted. A pass authorizes the student to go directly from one teacher's area to the other teacher's area by the shortest route possible and as quickly as possible. Carry the pass with you at all times when out of class.

Care of School Property and Equipment

Students are responsible for the proper care of all books, technology equipment, supplies, athletic and club equipment, and furniture supplied by the school. Any student who damages school property, or equipment, will be required to pay for the damages, or replace the item.

School Events and Assembly Expectations

Student behavior should be courteous and respectful at all times. Unacceptable conduct would include, but not be limited to, disrespectful/disruptive behavior, whistling, booing, uncalled for clapping, unsportsmanlike behavior, and talking during the program/performance. School discipline polices apply to all events associated with the school, whether on school grounds, or at another location.

School Restrictions

Any student who has been suspended, assigned to detention in a nine-week period, has poor academic work habits/performance, or fails to complete their assigned detention, could lose their social activity privileges. Students may also be restricted from attendance to certain student assemblies, or school events, if their conduct/academic performance has not been appropriate in class, school, or at an event.

Leaving School for Appointments or Other Needs Regarding Sign Out

It is best to send a note to the attendance clerk of a planned early check out the morning of the appointment.

Students must have current emergency information on file with the school's main office. This information is utilized for determining who can sign out a student for any purpose. If the person attempting to pick up a student is not listed in the emergency information, the student will not be permitted to leave. Please do not be offended if someone asks to see your photo ID.

Signed notes to give permission for a student to be picked up by a person not listed in the emergency information will only be honored in extreme situations by parental phone confirmation to the attendance clerk and administration approval of the circumstances. Arrangements to restrict a biological parent's access to a student, or their records, must be made through the school administration with appropriate court documentation on file.

After School Permissions

Students are not allowed to ride home after school with anyone except persons authorized by their parents, or to ride a different bus than the normal bus. Parents are required to write a note to school stating with whom their son, or daughter may ride home, that will be permitted once verified by telephone; otherwise, students go home as they normally go. Unless a student is staying after school for an athletic practice occurring immediately after school, or a sponsored extra-curricular activity/club – students are expected to go home as they normally go. Students are not permitted to loiter on school grounds after the school day ends.

Students remaining after school for an approved activity, i.e., athletics, club meetings, ballgames, are not permitted to leave school grounds to visit local businesses. Athletes, or other students, who remain after school for practices/events must go directly to the sponsor's established meeting area. If practice/event is held later in the evening, students are to go home and return to practice. Students are not permitted to visit local businesses, loiter outside the library, or "hang-out" until a late practice begins.

Students who are not part of the sponsored activity, but plan to attend a later event, i.e., ballgame, are to go home by the normal transportation and return to the activity at the published start time.

Illness and Medication at School

If a student becomes ill at school, he/she is to report to the main office with teacher permission. The school nurse when available, or main office staff, will address the

student's concern of illness. All phone calls home due to illness will be made by the health nurse, clerk, or administration. Students are not permitted to use cell phones to call home when feeling ill. If this procedure is not followed and the student leaves without properly checking out, the student will be counted as skipping school.

Students required to take prescribed, or over-the-counter mediation, must have an "Administration of Medication" form on file with the health nurse. The form is available from the nurse. Medications will be kept in the office and given to the student at the designated time. The student must report to the office to receive his/her medication. The school is not permitted to administer medication, including Tylenol, cough drops, aspirin, etc., at a student's request.

Lockers

Students will be issued a locker at the beginning of the school year by their Advisory teacher. Lockers are for storage of personal items, e.g. coats, electronic devices, back packs, etc. No food or drink will be stored in the lockers at any time. Students who carry a lunchbox, or water container, to school will store these in the Advisory teacher's classroom in a designated area. **Students will not be permitted access to lockers for any reason during the school day between 8:00 AM and 3:00 PM.** Items needed during the school day, e.g. iPad, pencils, paper, personal/hygiene items should be carried by the student during the day in a small binder/zipper pocket. Students who violate the locker expectations will lose locker privileges for the remainder of the school year.

Cell Phones/Personal Electronic Devices

As required by *W.Va. Code §18-2-46*, cell phones and personal electronic devices will be restricted during the school day to maintain a distraction free learning environment. Andrew Jackson Middle follows Kanawha County Schools guidance/policy *J40 – Student Use of Cell Phones and Personal Electronic Devices During the School Day*, which can be found in Kanawha County School's policy handbook an on the KCS policy webpage.

Cell phones and personal electronic devices include any device which electronically communicates, sends, receives, stores, reproduces, or displays voice and/or text communication, media or data. These include, but are not limited to multimedia devices, smart phones, smart watches, MP3 players, music and media players, headphones, earbuds, speakers, gaming devices, unapproved tablets, and laptop computers.

Students may bring personal electronics on school property, but they are not permitted to be on, or used during the school day. iPads issued by the district are permitted, but may only be used for instructional purposes.

At Andrew Jackson Middle, devices must be turned off, or placed on silent, and stored for the day in the student issued locker upon arrival and will be retrieved from the locker after the school day ends. Students will not be able to have devices in pockets, binders, or in their possession at any time during the school day between 8:00 AM – 3:00 PM.

Students with documented needs under select categories, i.e. IEP/504/Medical Health Plan, and have a specific need for the device, must have the provisions written in the

plan specifying the documented need to access identified accommodations. Students with documented medical needs (diabetes, epilepsy) whose Health Plan requires the use of a phone, or device, for life saving health monitoring must provide documentation from a licensed healthcare provider for the need and a Health Plan must be on file with the school's nurse and administration. When approved through a Health Plan, a student may carry a device for use discreetly and solely for the health-related purpose.

Enforcement and Disciplinary Action

First Offense – Student will receive a verbal warning and be required to put the device away and out of their possession as required by the policy.

Second Offense – Confiscation of the device until the end of the school day. Student may pick up the device from the administration as they exit the school at 3:00 PM. It is the student's responsibility to retrieve their own device.

Third Offense - Parent/guardian notification and requirement for in-person retrieval of the device by a parent or guardian during school hours (8:00 AM – 3:00 PM).

Subsequent Offenses – Progressive disciplinary action in accordance with the district's Student Code of Conduct, for a Level I Offense.

Refusal to comply with confiscation of the device, may result in additional consequences, pursuant to Policy J25, as insubordination.

Alternative Methods of Communication

Parents may communicate with a student in a manner that does not distract the student, or other students, from the learning environment. Andrew Jackson Middle School's Main Office may be reached during school hours by calling (304) 776-3310. Parents should communicate all needed business before school arrival regarding after school pick up, after school plans, etc. In the case of an emergent need, or change, a message may be left with the school's clerk and the message will be communicated to the student before they leave for the day.

Personal Items Brought to School

Parents who permit students to bring personal items such as cellphones, and electronic devices to school understand there is no expectation that those items will be replaced, or that monies will be provided for lost, damaged, or stolen personal items. The student will assume responsibility for any item brought to school. Any item lost, or damaged, at school becomes the liability of the student/parent. The school is not responsible for damaged, lost, or stolen items.

Academic Information and Grading Policies

Grading

Grades are determined by regular attendance, work completed and submitted, consistent daily preparation, promptness in completing assignments, as well as quality of work done.

Assigned letter grades are to be based on points earned. Teachers will assign point values to completed assignments and skills commensurate in value with the importance of the assignments. Points will be scaled for marking periods designated as progress reports and will also be cumulated at the end of marking periods. Achievement marks for permanent records and for the purpose of reporting to parents are assigned as follows:

Interpretation of Grades

Grade	Grade Average Percent
A- Exceeds Mastery	90-100
B- Above Mastery	80-89
C- Mastery Achievement	70-79
D- Below Mastery	60-69
F- Poor work, non-mastery	Below 60
I- Incomplete-make-up needed	No credit
W- Withdrawal from class	No credit
S – Satisfactory	No credit
N – Not Satisfactory	No credit

Make Up Work/Late Work

Students are expected to make up work missed due to absences. Make up work for absences can be requested after the second (2nd) consecutive day of absence. On the first day that the student returns to school following an absence, the student should seek make-up work from each teacher, who will provide make up work for the student. Kanawha County Policy indicates the student has one day to make up work for each day he/she is absent. For example, if he/she is absent one day, he/she will have one day after returning to school to do the makeup work. If absent two days, then two days are given for makeup, etc.

At times, a teacher may accept late work as a second chance assignment for demonstration of student mastery of content. Late work must be submitted within the specified marking period, for example midterm and end of the nine weeks, and may include a deduction of points for lateness. Students/parents should not expect that late work is customary and acceptable. The acceptance of any late work and point deduction will be at the teacher's discretion.

Honor Roll

Our school recognizes academic excellence through a Principal's list for students with 4.0 grade point averages, "A" Honor Roll, and "B" Honor Roll at each grading period. Honor cards/certificates are given to recognize students for the achievement. Students are encouraged to work to the best of their ability and to aim for success.

Schedule Changes and Course Requests

Only changes necessitated by academic misplacement will be considered. The school principal makes final approval of changes determined as academic misplacement.

Students will not be permitted to change teams, or change teachers. Schedule adjustments within the team will be made by team leader(s) with approval from the school principal. Student requests for courses such as band or chorus, will be considered using established criteria for the course, credits earned/required, and seat availability.

Attendance

Absences from School

Our school follows Kanawha County School Policy Series J19 for Attendance Expectations. Excessive absences will result in a telephone call, letter, student assistance team meeting, home visit, and referral to the county judicial system for truancy.

Parents must assume responsibility for the middle school student's regular attendance in school. Regular school attendance is vital to a student's academic success. Students must attend school regularly and be on time to classes in order to obtain maximum instructional benefits.

Parents should call the attendance clerk at (304) 776-3310 as early as possible, for any day their child is absent from school. This establishes contact between the home and school for the benefit of the student.

Please schedule appointments with doctors, dentists, etc., after school, or on other non-instructional days/times. Your child's presence in school is important. A note is required when returning to school from parents, or the doctor's office.

Students must attend one half day of school in order to participate in athletic, or extra-curricular events, which occur that same evening.

Late Arrival and Tardiness

Tardiness is defined as any arrival of a student after the time scheduled for classes or school to begin. School begins at 8:00 AM. Any tardy that exceeds 90 minutes shall be counted as a half day absence. Students arriving late to school must be signed-in by the parent in person, or via telephone call, before given a pass to class. Excessive tardiness may result in a telephone call, letter, or student assistance team meeting.

Sign In or Out

Students arriving late to school must be signed-in by the parent in person, or via telephone call, before given a pass to class. Students arriving late, or returning from a medical appointment should bring a note from the doctor at sign in. Students are not to leave school early unless officially excused and signed out by a parent/designee with the school clerk. All sign outs must be done in person.

Attendance Incentive/Expectations

Attendance will be considered when field trips, school activities, and events are held and will be used to determine participation, or restriction from activities/events. Students who do not meet the expected/established criteria for the district and school will not be considered for participation. Attendance expectations are explained to students at the start of each school year, with follow up reminders throughout the year.

Inclement Weather and School Closings

When schools are closed by weather conditions, or other unexpected situations, area radio/news stations are notified of the closing by 6:00 AM. Parent call out notification is also made through the Kanawha County School parent callout system.

Extra-Curricular and Athletics Policies and Procedures

Athletic Web Site

Athletic information, schedules, coaching information, and our school's athletic strategic plan are available for students/parents on the school's web site.

Grade, Behavior, and Attendance Expectations

Students must maintain a 2.0 GPA average to participate and remain eligible for extra-curricular and athletic activities.

Students must follow the Student Code of Conduct and all state, county, and school policies and procedures for student behavior while participating in any activity. Participation in extra-curricular and athletics is optional and beneficial to student growth and social development; however, if a student cannot demonstrate respectful and appropriate behavior, the student may not be considered for participation and playtime and participation may be restricted.

Students participating in extra-curricular and athletic activities are expected to demonstrate good academic standing, as well as attendance. Students who have high numbers of absences and late arrivals to school, especially following evening events the previous day, may be limited from participation and playtime at the discretion of the school administration and coach/sponsor until which time attendance and arrival to school on time improve.

Extracurricular activities, athletics, and school sponsored field trips are provided to middle school students to enrich their educational experiences. School behavior is extremely important. If a student has difficulty following rules in school, the student may have the privilege of participating in an activity revoked by teachers, coach, and/or administrators. A student's grade standing, attendance record/history, discipline infraction history, including violations, and suspensions, will be reviewed prior to a scheduled activity. Suspensions in the semester of a scheduled field trip, or other extra-curricular activity, will prevent the student from participating. Suspensions on the day of any event, or activity, will prevent the student from participating in the event/activity. This includes after school events and practices.

Student Athlete Insurance

School insurance is available to all students. Information is provided at the beginning of the school year for accident and dental insurance. This coverage is very reasonable and is highly recommended for those students whose parents do not have insurance plans. Any student participating in athletics must have proof of insurance and/or purchase the school insurance.

Student Leadership Club Participation and Expectations

The Student Leadership Club has an active role in the school and community and establishes rules for participation which are based upon academic performance (GPA), attendance, leadership, character, and citizenship. The Student Leadership Club's purpose is not to govern the students, but to provide students with leadership and community service opportunities, and serve as an extra-curricular club for students interested in developing leadership skills, participate in school and community events, and promotion of school spirit. As a member of the Student Leadership Club, students can assume as much of the responsibility of the organization of their activities as they are able to handle. We encourage students to join our Student Leadership Club.

Any student who meets the following criteria may become a member of the Student Leadership Club and attend meetings, activities of the club, and participate in Student Leadership events. Students who join and later fail to meet the criteria will be dismissed from the Student Leadership Club:

- Students must have a 3.0 GPA and maintain the 3.0 GPA each nine weeks of the school year
- Students may not have more than 5 absences of any type in any semester
- Students may not maintain membership in the club following any out of school suspension at any time of the school year
- Two, or more, in school suspensions will also cause the student to be dismissed from the club

Communication, Announcements, Conferences

Scheduling Team Conferences

Parents wishing to conference either in person, or by telephone, should call the school to schedule a conference with their student's team before school, or during the team's planning period. The counselor, or an administrator, may be available as their daily schedules permit. Parents should take advantage of the opportunities to strengthen the parent/teacher teamwork necessary for their child's success in school by communicating early and often as the need exists.

Morning and Evening Announcements

Announcements are made each morning during Advisory/First Period, and at the end of the instructional day. Students should listen carefully for announcements which pertain to upcoming events, daily schedules, bus changes, school events, and practice and activity cancellations.

School News and Information Updates

Schoology is utilized as the primary source for school news, updates, and announcements. Schoology also includes the school's calendar for academic dates, program schedules, Local School Improvement dates, and school events. Sports schedules are distributed and published by the individual coach/sponsor and published on the school athletic website. Parents are provided their Schoology account set up and access code at the beginning of the sixth grade year. This remains the active account for the entire enrollment in middle school. Parent codes may be requested from the school counselor.

Our school also hosts a website within Kanawha County Schools. Basic school information and announcements may be found on the site; however, since it is viewable by the general public it does not contain as much information as Schoology.

Local School Improvement Council

The Local School Improvement Council meets four times throughout the year. Meetings are scheduled each quarter of the school year. Dates and times are posted on the school's online calendar. Consider attending to learn more about academic updates, school information, planned events, and more.

Miscellaneous

Accidents at School

Every accident in the school building, on school grounds, at practice sessions, or at any events sponsored by the school must be reported immediately to the person in charge and to the school office. Students who have an accident in the classroom, or during the school day, should report the incident and nature of the accident to a teacher. Parents will be notified by telephone if their student is injured requiring medical assistance as soon as possible.

Fire Drills, Lockdown Drills, Shelter in Place Drills

Fire drills, and other emergency drills are practiced at regular intervals and required by law and are an important safety precaution. It is essential that when the first signal is given everyone obeys directions promptly and clears the building, or follows other established protocols as quickly as possible. The teacher in each classroom will give the students instructions.

Visitors and Guests at School

All visitors must check in at the main office before going into any areas of the building and receive and wear a visitor's pass. Students may not bring outside guests to school, or to school dances.

Guidance Services

The Guidance Office is located in an office adjoining the main office. Students may come to the Guidance Office with permission from a teacher, before or after school,

or during their lunch period. The counselor is available each period of the day to offer assistance to students. Students should feel free and relaxed to communicate with the school counselor. She/he will help you to help yourself.

The counselor may help students by providing:

- Orientation of new students
- Curricular counseling
- Individual counseling
- Educational information beyond high school
- Vocational planning and information

Change of Address/Records Updated

Inform the school clerk if you have a change of address, change of telephone number, or change in guardianship during the school year. It is very important that information is kept up to date and that you can be reached in an emergency. Issues related to guardianship and custody, must be outlined in court documents and a copy of said document made available for the school's records.

Lost and Found

If you have lost an article, check in the office and with the custodians. If you have found an article, please turn it in to the office.

Student Insurance

School insurance is available to all students. Information is provided at the beginning of the school year on accident and dental insurance. This coverage is very reasonable and is highly recommended for those students whose parents do not have insurance plans.

Student/Parent Handbook Addendum
Added - August 12, 2025
Cell Phone/Personal Electronic Devices
Communication with Students at School
Expectations and Liability Statement

Cell Phones/Personal Electronic Devices

As required by *W.Va. Code §18-2-46*, cell phones and personal electronic devices will be restricted during the school day to maintain a distraction free learning environment. Andrew Jackson Middle follows Kanawha County Schools guidance/policy *J40 – Student Use of Cell Phones and Personal Electronic Devices During the School Day*, which can be found in Kanawha County School's policy handbook an on the KCS policy webpage.

Cell phones and personal electronic devices include any device which electronically communicates, sends, receives, stores, reproduces, or displays voice and/or text communication, media or data. These include, but are not limited to multimedia devices, smart phones, smart watches, MP3 players, music and media players,

headphones, earbuds, speakers, gaming devices, unapproved tablets, and laptop computers.

Students may bring personal electronics on school property, but they are not permitted to be on, or used during the school day. iPads issued by the district are permitted, but may only be used for instructional purposes.

At Andrew Jackson Middle, devices must be turned off, or placed on silent, and stored for the day in the student issued locker upon arrival and will be retrieved from the locker after the school day ends. Students will not be able to have devices in pockets, binders, or in their possession at any time during the school day between 8:00 AM – 3:00 PM.

Students with documented needs under select categories, i.e. IEP/504/Medical Health Plan, and have a specific need for the device, must have the provisions written in the plan specifying the documented need to access identified accommodations. Students with documented medical needs (diabetes, epilepsy) whose Health Plan requires the use of a phone, or device, for life saving health monitoring must provide documentation from a licensed healthcare provider for the need and a Health Plan must be on file with the school's nurse and administration. When approved through a Health Plan, a student may carry a device for use discreetly and solely for the health-related purpose.

Enforcement and Disciplinary Action

First Offense – Student will receive a verbal warning and be required to put the device away and out of their possession as required by the policy.

Second Offense – Confiscation of the device until the end of the school day. Student may pick up the device from the administration as they exit the school at 3:00 PM. It is the student's responsibility to retrieve their own device.

Third Offense - Parent/guardian notification and requirement for in-person retrieval of the device by a parent or guardian during school hours (8:00 AM – 3:00 PM).

Subsequent Offenses – Progressive disciplinary action in accordance with the district's Student Code of Conduct, for a Level I Offense.

Refusal to comply with confiscation of the device, may result in additional consequences, pursuant to Policy J25, as insubordination.

Alternative Methods of Communication

Parents may communicate with a student in a manner that does not distract the student, or other students, from the learning environment. Andrew Jackson Middle School's Main Office may be reached during school hours by calling (304) 776-3310. Parents should communicate all needed business before school arrival regarding after school pick up, after school plans, etc. In the case of an emergent need, or change, a message may be left with the school's clerk and the message will be communicated to the student before they leave for the day.

Lockers

Students will be issued a locker at the beginning of the school year by their Advisory teacher. Lockers are for storage of personal items, e.g. coats, electronic devices, backpacks, etc. No food or drink will be stored in the lockers at any time. Students who carry a lunchbox, or water container, to school will store these in the Advisory teacher's classroom in a designated area. **Students will not be permitted access to lockers for any reason during the school day between 8:00 AM and 3:00 PM.** Items needed during the school day, e.g. iPad, pencils, paper, personal/hygiene items should be carried by the student during the day in a small binder/zipper pocket, or portfolio. Students who violate the locker expectations will lose locker privileges for the remainder of the school year.

Personal Items Brought to School

Parents who permit students to bring personal items such as cellphones, and electronic devices to school understand there is no expectation that those items will be replaced, or that monies will be provided for lost, damaged, or stolen personal items. The student will assume responsibility for any item brought to school. Any item lost, or damaged, at school becomes the liability of the student/parent. The school is not responsible for damaged, lost, or stolen items.