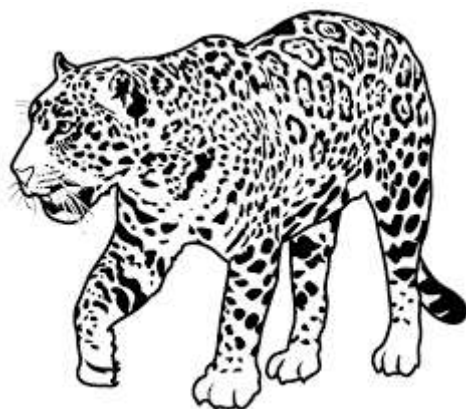


# THOMAS JEFFERSON MIDDLE SCHOOL

STUDENT HANDBOOK & CODE OF CONDUCT

TJMS JAGUARS



Today We Learn, Tomorrow We Lead

Mrs. Antoinette Emden  
Mr. Ken Saggese  
Mr. Nicholas Zecchino  
Mrs. Kim McCoy

Principal  
Assistant Principal  
Assistant Principal  
Head Counselor

## Administration

Mrs. Antoinette Emden	Principal
Mr. Kenneth Saggese	Assistant Principal
Mr. Nicholas Zecchino	Assistant Principal
Mrs. Kimberly McCoy	Head Counselor

## Directory

Thomas Jefferson Middle School  
450 Division Street  
Edison, NJ 08817

Main Office .....	732-650-5290
Guidance Office .....	732-650-5290 ext. 32008
Fax .....	732-650-5295

Visit our school website at <https://tjms.edison.k12.nj.us/>

Register for Parent Portal at our District Website

<https://www.edison.k12.nj.us/>

# PUBLIC SCHOOLS OF EDISON TOWNSHIP DIVISION OF CURRICULUM AND INSTRUCTION

## Harassment, Intimidation, and Bullying

As stated in Policy 5512.01, The Board prohibits engagement of any act or behavior of harassment, intimidation, or bullying towards others on school property, at school-sponsored functions, or on a school bus. Harassment, intimidation or bullying means any gesture or written, verbal or physical act that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory handicap, or by any other distinguishing characteristic, that takes place on school property, at any school –sponsored function or on a school bus and that:

1. a reasonable person should know, under the circumstances, will have the effect of harming a person or damaging the student's property, or placing a person in reasonable fear of harm to his person or damage to his property; or
2. has the effect of insulting or demeaning any person or group of people in such a way to cause substantial disruption in, or substantial interference with, the orderly operation of the school.

The consequences and discipline for a person who commits an act of harassment, intimidation, or bullying, or who engage in acts of retaliation against a person who reports such an action are presented in the Policy.

## THOMAS JEFFERSON MIDDLE SCHOOL DAILY TIME SCHEDULE

WARNING BELL 8:20  
HOMEROOM 8:30 - 8:37

PASS 8:37 - 8:41

PERIOD 1 8:41 - 9:27

PASS 9:27- 9:31

PERIOD 2 9:31 - 10:17

PASS 10:17 - 10:21

PERIOD 3 10:21 - 11:07

PASS 11:07 - 11:11

LUNCH A 6 <sup>TH</sup> GRADE		LUNCH B 7 <sup>TH</sup> GRADE		LUNCH C 8 <sup>TH</sup> GRADE	
A	11:11 - 11:40	PER. 4	11:11 - 11:57	PER. 4	11:11 - 11:57 ..
PASS	11:40 - 11:44	PASS	11:57 - 12:01	PASS	11:57 - 12:01
PER. 4	11:44 - 12:30	B	12:01 - 12:30	PER. 5	12:01- 12:47
PASS	12:30- 12:34	PASS	12:30 - 12:34	PASS	12:47- 12:51
PER. 5	12:34 - 1:20	PER. 5	12:34 - 1:20		12:51 - 1:20
PASS	1:20 - 1:24	PASS	1:20 - 1:24	PASS	1:20 - 1:24

PERIOD 6 1:24 - 2:10

PASS 2:10 - 2:14

PERIOD 7 2:14 - 3:00

DISMISSAL 3:00

AFTER SCHOOL ACTIVITIES 3:05 - 4:05

## DELAYED OPENING SCHEDULE

ENTRANCE BELL 10:00  
HOMEROOM 10:05 - 10:12  
PERIOD 1 10:15 - 10:50

LUNCH A 6 <sup>TH</sup> GRADE		LUNCH B 7 <sup>TH</sup> GRADE		LUNCH C 8 <sup>TH</sup> GRADE	
A	10:53 - 11:17	PER 4	10:53 - 11:27	PER. 4	10:53 - 11:27
PER. 4	11:20 - 11:54	B	11:30 - 11:54	PER. 5	11:30 - 12:04
PER. 5	11:57- 12:31	PER. 5	11:57- 12:31	C	12:07 - 12:31

PERIOD 2 12:34- 1:08  
PERIOD 3 1:11 - 1:45  
PERIOD 6 1:48 - 2:22  
PERIOD 7 2:25 - 3:00

## SINGLE SESSION SCHEDULE w/o LUNCH

ENTRANCE BELL 8:20  
HOMEROOM 8:30 - 8:34  
PERIOD 1 8:37 - 9:12  
PERIOD 2 9:15 - 9:50  
PERIOD 3 9:53 - 10:28  
PERIOD 4 10:31 - 11:06  
PERIOD 5 11:09 - 11:44  
PERIOD 6 11:47 - 12:22  
PERIOD 7 12:25 - 1:00

## SCHOLASTIC HONOR ROLL

Organized: the DISTINGUISHED HONOR ROLL and the MERITORIOUS HONOR ROLL. The honor roll shall be announced at the end of each marking period. Placement criteria are as follows:

- A. Distinguished Honor roll: "A" in all subjects
- B. Meritorious Honor roll: "A" and/or "B" in all subjects

## PLAGIARISM

Plagiarism is stealing someone else's ideas or writing and stating that they are your own without giving credit to the original writer. Plagiarism is a form of cheating. For example, you are writing a report on the Holocaust and you copy a survivor's account of what it was like to be in a concentration camp without putting it in quotes and providing information where you found the story. Even if you copy just one paragraph, it is plagiarism. Other examples of plagiarism include cutting and pasting part of an article from the internet and using it in the body of your writing, retyping an article off the internet, copying from a book or magazine article, using ideas that you saw in a movie or television show, and restating something you read in your own words. Artists of all kinds including painters, writers, and musicians, work very hard to create original works for the public to enjoy. Their work is protected by copyright laws, which means that they own the piece of music, writing, cinema, sculpture, or art. When you plagiarize, you are stealing their work. Part of demonstrating your writing skill as a student is to show that you can express your ideas in a clear, concise, and original manner. Each of you is an individual and your writing should reveal how unique you are. So why do people plagiarize? Some people do it without knowing it. Others are just lazy and they don't want to put in the time to create something new and original. To avoid plagiarism always cite your references, especially in a research paper. Put quotation marks around words that you copy from a text. Ask your teacher how they would like to cite your references, and if you don't know if you are plagiarizing or not, ask.\*

## FIRE ALARM

Following correct procedures during a fire alarm is of utmost importance. Please follow these directions for your safety and the safety of others in the building:

- 1) Silence is mandatory.
- 2) Proceed to designated areas away from the building. Designated areas are posted beside the door in each classroom.
- 3) Follow all teachers' instructions without question.

## CENTRAL DETENTION

Central detention is held by the office on Wednesday and Thursday after school and in some cases Saturday A.M. detention will be assigned. Students who are repeatedly late for school, truant, cut classes or are disruptive will be assigned to central detention and parents will be notified. A 24 hour notice will be given prior to the assigned detention. Detention is held from 3:05 to 3:55 P.M. after school and from 8 A.M.-12 P.M. on Saturday mornings. Failure to report for detention may result in a 1-day suspension. A late bus may be provided at 4:00 P.M. for students who are normally transported by bus. A late bus pass issued by a staff member is required to board the bus.

## INTRODUCTION

The policies and procedures contained in this book are the results of a concerted effort on the part of the faculty and the administration. This information has been carefully prepared and presented so that it will be of great value in helping you to adjust to our school, and to become an integral part of it.

## GUIDANCE

Counseling Service is available to all students. Many problems, concerning both school and one's personal life, can be helped by counseling with a competent person. The school counselor or your teacher will be happy to try to help you with these problems. Appointments for the Guidance Department can be made by requesting a pass from your teacher, the office personnel or the counselor. Appointments should be made in advance.

The counselor may assist the student:

1. In recommending materials that the student may use to improve his/her study habits.
2. In planning his/her schedule and school program.
3. In making realistic curriculum selections and suitable plans for the future.
4. In offering aid in problems of adjustment, in listening to the student discuss his/her problems and/or referring the student for special help.
5. In the testing program.
6. In conflict resolution and/or peer mediation.

If a student is to be absent three or more days, call the guidance office for school work.

In order to be eligible for working papers, a student must be between 14 and 18 years of age and must have a promise of employment.

Requests for working papers are to be made through the main office. A student transferring to another school should notify the guidance office and the student's counselor a few days before leaving the district. A checkout sheet will be issued. Each subject teacher must initial it and all school textbooks must be returned. The librarian must also check to clear all book fines and the school nurse must be notified. After the checkout sheet is returned to the guidance office, records will be sent.

NOTE: A crisis counselor is currently available on a part-time basis for serious problems.

## STUDENT EVALUATION AND GRADING

Grades A, B, C, and D are passing. "A" indicates exceptionally fine work; "B" represents better than average work; "C" indicates average work; "D" indicates poor work. A grade of "F" indicates failure. Plus and minus (+ and -) signs are used to reflect the strength of a grade. Report cards are issued at the end of each quarter, or ten week session.

## PROGRESS REPORTS

Progress Reports provide an interim summary of the student's acquisition of knowledge and skills in each specific subject area. These deficiencies are noted by statements of: missing homework, poor attitude, poor study habits, poor test results, and danger of failing for the year.

## TEACHER DETENTION

Students may be assigned detention by any member of the faculty. This action is for those students with undesirable patterns of tardiness or conduct, as well as other disciplinary problems, or to make up school work. Students assigned to detention are to report to the room designated on the detention notice at the time given and for the number of days assigned. A 24 hour notice will be given to parents prior to the assigned detention. Any student who does not abide by the regulations of the detention period may be suspended from school. **Students who refuse to attend an assigned detention may be suspended for one day.**

## STUDENT RESPONSIBILITY CENTER (SRC)

SRC has been established to accommodate students who find it difficult to follow rules or become disruptive in class. SRC means that a student is placed on suspension in school. The length of the suspension will be for a period of time appropriate to the infraction. Students placed in SRC are assigned to a room under the supervision of a teacher. Regular class work will be provided by the student's teacher in each subject area. Students will complete assignments and turn them in to the duty teacher. Parents are notified of the suspension and are reminded that if misbehavior continues, a conference will be necessary to help resolve the problem. A written plan of action will be completed by the student to ensure growth and non-repetition of the offense.

## SUSPENSION

Out-of-school suspension will be assigned when the misbehavior is continual, violent, or directly insubordinate. Instances of smoking on school property, or the possession of alcohol or a dangerous substance or weapon, will invoke suspension and a parental conference.

## HEALTH SERVICES

- A) The nurse is on duty during school hours.
  - B) Should the nurse be called away because of an emergency, the student should then report to the main office.
  - C) A pass must accompany the student when reporting because of illness. Accidents should be reported to the nurse immediately.
  - D) Any student needing medication during school hours must have a written order from his/her family physician and a written request from the parent. The order from the physician must contain the following information:
    - 1) Diagnosis
    - 2) Dosage of medication
    - 3) Time for medication to be given
    - 4) Length of time medication is to be given.
- Medication must be sent to the school nurse in a labeled prescription bottle. Medications will be kept in a locked closet or drawer in the clinic or main office. Medication will be administered by the nurse.
- E) The nurse's office telephone number is 732-650-5290. (Ext. 32010)

## DRESS CODE

The manner of dress must not create classroom disorder or distract others. The administration reserves the right to restrict or prohibit any

manner of dress or apparel judged to be inappropriate, a distraction to the learning environment, or apparel that presents a safety hazard.

1. Students may not wear apparel that promotes or endorses illegal substances (i.e. Drugs, alcohol, or tobacco products.) In addition, students may not wear clothing with messages deemed offensive, profane, or inappropriate as deemed by the administration.
2. Students may not wear strapless, see-through, off-the-shoulder or halter tops. Additionally, bustier tops, tops with cut-outs or holes, or shirts that allow the midriff to be exposed are not permitted (with arms raised the shirt must cover the midriff.) Proper attire should include undergarments. No undergarments should not visible or worn as outerwear.
3. Tank tops, sleeveless tops and tops with thin straps may be worn, but the top must fall reasonably close to the neckline, as judged by the administration, and fall directly below the underarm to ensure that the torso and undergarments are not exposed inappropriately. Bra straps must be covered. Tops that have lingerie or adjustable straps are not permitted. Clothing with thin straps should be worn with strapless undergarments.
4. No sunglasses may be worn during the school day (unless medically prescribed).
5. Students may not wear short skirts or short shorts. Shorts and skirts should have a reasonable distance from the knee, but should not be shorter than mid-thigh. Ripped jeans should not be ripped in areas which could be considered as inappropriate as judged by the administration.
6. Students are not permitted to wear or carry hats, gloves or outerwear, such as winter coats, raincoats, or heavy jackets during the school day. Windbreakers, lightweight jackets, or jackets that are part of a uniform are permitted during the school day. Note: on special occasions, such as School Spirit Day, the principal is authorized to permit the wearing of hats or sports uniforms.
7. Ski masks are not permitted to be worn in school. Any similar type of hat or hoods that hide the face are not permitted and will be confiscated.
8. No sweatbands, headbands, scarves, bandanas, kerchiefs or large chains (jewelry) may be worn on any part of the body, on backpacks, or visibly displayed in any fashion while in school (unless approved by the administration for religious or medical reasons.)
9. Students are not permitted to wear clothing that is clearly pajamas, slippers, flannel-like pants, or sleepwear. Note: On special occasions, such as School Spirit Day, the principal is authorized to permit the wearing of pajamas and sleepwear.
10. Students may not wear gloves of any kind (i.e winter gloves, mittens, batter's gloves, etc.) This includes sweatshirts or socks torn to be worn on the arm.
11. Students are not permitted to wear flip flops, Chinese slippers, slides, or any other footwear deemed hazardous by the administration.
12. Students are not permitted to carry cell phones, iPods, or any other electronic devices during the school day. Cell phones must not be on, used, or visible during the school day. Visible phones, those that ring, or are being used will be confiscated.

## LUNCHROOM PROCEDURES

We are pleased to provide quality lunches to our students. Lunches can be paid on a daily basis, but we highly encourage parents to prepay lunches using a check or cash. This procedure ensures that lunch will be available for long periods of time. Checks must be made out to the Edison Board Of Education—Lunch Account.

The Students may not bring in food from outside restaurants (Burger King, etc.) and may not bring in group lunch items to celebrate birthdays, etc.

**If you are interested, you can set up a student lunch account online at: [www.MySchoolBucks.com](http://www.MySchoolBucks.com)**

## CAFETERIA PROGRAM AND BEHAVIOR

Students are expected to arrive on time and in an orderly way. Students are to get in line promptly and secure all necessary items for lunch at one time. **TRASH IS TO BE PLACED IN THE CONTAINERS PROVIDED.** Students bringing their lunch are to place it in their lockers when they arrive at school at 8:20. On the way to the cafeteria for lunch, students are to go to their lockers and pick up their lunch. All students are to eat their lunches during their regular lunch period. Partially filled lunch bags are not to be returned to lockers. Students are expected to enjoy this lunch as a time to eat and socialize at their tables, as long as it does not create a disturbance or infringe on the rights of others. Teacher monitors will enforce the general control of the cafeteria.

### LUNCH DETENTION

Students who repeatedly do not conform cafeteria rules will be removed from the cafeteria and placed in the In-school lunch suspension” to eat lunch. Parents are notified of the suspension and offense. Lunchroom supervision is provided to create a positive atmosphere where students can relax, enjoy their lunch and socialize with their friends. Cooperation with basic rules is expected to prevent infringement on the rights of others.

## HOMEROOMS

All students are assigned a homeroom. Students must report to their homeroom before 8:30 A.M. every day. It is necessary to report to homeroom for attendance, to receive information from the teachers and other staff, as well as to be informed through general announcements.

## STUDENT LOCKERS

The principal and vice principal or other officials designated by the local Board of Education may inspect lockers or other storage facilities provided for student use. Lockers must be locked at all times. Students are not permitted to share lockers.

## STUDENT IDENTIFICATION CARDS

Students are required to have in their possession identification cards during the school day. I.D. cards may be used as swipe cards in the cafeteria and school library. They are required in order to gain entry to events such as athletic contests and dances, as well as a means for staff to identify Thomas Jefferson students. I.D. cards and lanyards are provided by the school, but if a student loses his/her card, there is a five dollar charge.

## DAILY ATTENDANCE

All students are to attend school on a regular basis. Student absence is legal only under the following conditions:

(1) Personal Illness, (2) Death in family, (3) Religious holidays. For any legal absence the student will be permitted to make up any school work missed, with full credit. A note from home is required explaining the reason for the absence. A parent or guardian is expected to call the school before 10:00 A.M. at 732-650-5290 to report a student absence. If a call is not received, our office will contact you at home or office. School attendance is necessary for continuous academic growth and subsequent promotion to the next grade level.

## TARDINESS

All students are to arrive at school at the proper time: between 8:15 and 8:25 A.M. Students who arrive after 8:30 A.M. will be counted as “tardy.” Students who arrive to homeroom after 8:30 A.M. will report to the late desk by guidance. At 8:45 A.M. all outside doors except the office entrance will be locked from the outside only, and students will report directly to the main office.

## EARLY RELEASE

When it is necessary for a student to be released prior to the end of the school day, the student should present a note to the office during homeroom and have it approved. The student will then show the note to the classroom teacher involved, be released to the office, and sign out. Emergency release will continue to be handled on an individual basis.

## DROP OFF AREA

Parents who transport their children to school **are not** to enter the circle in front of the building. Students are to be dropped off on Division Street and walk in on the sidewalks. This area is to be free of all vehicle traffic other than school buses. When students exit the building, they are to exit down the two sidewalks and are not to cross in front of the school buses.

## PHYSICAL EDUCATION CLASSES

Black and gold reversible shirts are available for purchase. Students may elect to purchase PLAIN black and gold tee-shirts from another course, but **MUST** meet these color requirements. Jeans or jeans shorts are not allowed to be worn for PE class uniforms. **ALL** jewelry **MUST** be removed for class, including studded earrings. Gum is banned from the gym and is not allowed to be chewed before, during or after physical education classes. All students will be given a physical education rule orientation.

## JEWELRY PROCEDURE FOR PHYSICAL EDUCATION

The procedure concerning the wearing of jewelry during Physical Education class is as follows: **Students may not wear any jewelry or religious objects (metal, non-metal) during the physical education class.** A student who wears a medical alert ID must cover it with an elastic athletic band. Body piercing jewelry must be removed prior to Physical Education class. A student may not place a band-aid or any other wrapping over the body piercing jewelry; it must be removed. Students are instructed to have any body piercing performed during the time the student is assigned to health class. Body piercing is controlled by the student/parent as to where, when and why the procedure is performed and is not relevant to the health of the child; therefore, it is



not considered a medical excuse. Any student who brings in a doctor's note (doctors' notes shall be placed in the students' health folders) stating that this jewelry cannot be removed will be excused from Physical Education class for 10 days and placed in ISS, House Detention or Student Responsibility Center (in lieu of ISS, HD, or SRC the teacher may utilize the student as an official, scorekeeper or some other related capacity. Who shall place the student will be decided at the building level, by either the school nurse or the physical education teacher). The Physical Education teacher will provide written assignments during this period. **Students excused must still meet the responsibilities of Physical Education class which includes all work, written or physical.** We will allow one 10 day excusal for the school year; after that students are subject to the unprepared regulations if they do not remove any jewelry or religious objects. Any student refusing to remove jewelry, religious objects or abide by the procedure outlined above can be referred to the main officer for insubordination. This procedure shall be made available to all student's parents at the beginning of the school year.

### TRANSPORTATION

All students who walk to school should be aware of the location of traffic lights and crossing guards who are to assist them in the safe crossing of main streets. Students are not to cross in front of the school buses.

### BUS CONDUCT (SAFETY)

Safety on the school bus is a concern for everyone. In order to ensure and maintain safety on the bus, students are expected to observe the following rules:

- 1) Avoid crowding and pushing when loading and unloading.
- 2) Remain seated while the bus is in motion.
- 3) Keep arms and other parts of the body inside the bus.
- 4) Avoid loud talking, laughter, and undue confusion.
- 5) Refrain from conversation with the driver. Students who misbehave on the bus may lose their bus privileges.

### BICYCLES

Students will be allowed to ride their bicycles to school. Bicycle locks **must** be used and bicycles must be parked in the designated area. All students who bring bicycles to Thomas Jefferson must wear approved helmets. Students over the age of 14 may have this provision waived upon written consent of their parent. The school is **not** responsible for bicycles parked on the property.

### DELAYED OPENINGS

Students are to report to school a few minutes before 10 A.M. in the case of a delayed opening. Homeroom will start at 10:05 AM. Bus students should be at their stops at least one-half hour before school opening.

### STUDENT ILLNESS

Students who are taken ill during the school day must report to the school nurse after obtaining permission from classroom teacher. Under no conditions is a student to leave the class or the building without permission from the nurse or the main office.

### THE LIBRARY

The school library contains over 13,000 volumes for student use. These include reference books, fiction, non-fiction, newspapers, pamphlets and magazines. All are available for circulation. The librarian is always willing and able to give assistance and advice. Students are encouraged to use the library for assignments, reference work, study and recreational reading. Discussions pertaining to school work are permitted provided they do not disturb others.

### TEXTBOOKS/BOOK BAGS/NYLON BACKPACKS

At the beginning of the school year, students are assigned books for each subject area as required. If books are damaged or lost, the student is expected to pay for the lost or damaged books. All books must be covered by the end of the second week of school. All textbooks that are found are turned in to the office. Students are to put their names and subject teacher's name in the books. Book bags and nylon backpacks are not to be carried from class to class.

### CLASSROOM TIPS

A student who wants to do well should:

- 1) Bring a notebook, a pen or pencil, a text and other materials to class.
- 2) Listen and observe and take part in classroom discussions.
- 3) Ask questions and seek additional help from the teacher if he/she does not fully understand the information presented.
- 4) Organize time so that a regular study time is available each day.
- 5) Seek opportunities to apply the daily knowledge/skills to other subjects.
- 6) Use appropriate procedures to resolve conflicts.

### CONTROL OUTSIDE SCHOOL HOURS AND OFF SCHOOL PROPERTY

Legal control of pupils does not stop when the bell rings for dismissal nor at the boundaries of the school property. Pupils are under Board control (1) from the time they leave until they return to their homes, (2) when on field trips or other school-sponsored activities outside school boundaries, and (3) whenever the authority or good name of the school is under challenge.

### VANDALISM--WHO OWNS THIS SCHOOL?

Surprisingly--YOU do! Your parents and all taxpayers are legally required to pay taxes that build and maintain the Public School system. Everyone pays taxes in one form or another. Therefore, any damage done to this building, equipment, buses or books must be paid for with your own family's money! It is not enough that you should refrain from doing anything to increase this cost to your parents, neighbors, and yourself, but you must help protect the school by discouraging or reporting such activity by any others. **REMEMBER**, most trouble starts as fun.

### BEHAVIOR AT SCHOOL ACTIVITIES

- 1) Dress according to the prescribed code for the activity you are attending.
- 2) Arrive on time and follow the instructions of the ushers or whoever is in charge.
- 3) Be considerate of others. Manners and politeness are never out of style.
- 4) Be respectful to those in authority.
- 5) Remaining silent is more respectful than booing or hooting.
- 6) When in competition or team activities, show good sportsmanship and respect. We can't always win. Encourage your team by supporting it.

### CLUBS AND INTRAMURAL SPORTS

Our club program is designed to make available as many different types of clubs and activities as possible to meet the interests of the student body. All clubs meet in designated classrooms at convenient times. The plans, activities, and functions of each club are decided upon and carried out by the members and their elected officers with the help of an advisor. The success of each activity depends upon the loyalty and work of the members and the capabilities of the officers. A club is only as good as its members make it. Help make your club and your time

fruitful by participating actively. An activity bus may be provided for students who are normally transported by bus. Late buses depart on Wednesdays and Thursdays at 4:00 P.M. The intramural sports bus departs at 5:00 P.M. on designated days.

#### **SCHOOL CLOSINGS--INCLEMENT WEATHER OR EMERGENCY**

Whenever it becomes necessary to close school due to inclement weather or any other emergency, the information will be disseminated by the following means:

- 1) School Messenger
- 2) Radio Station WCTC, 1450 AM

3) WMGQ, 98.3 FM

4) Channel 118

**PLEASE DO NOT CALL THE SCHOOL. IT IS ESSENTIAL THAT THESE LINES ARE KEPT OPEN!**

#### **LANGUAGE ARTS AND MATH PLACEMENT**

In order to qualify for placement in honors Language Arts and/or Math, a student must satisfy multiple criteria established for each subject. You may contact your child's guidance counselor for more detailed information regarding these criteria.

### **THOMAS JEFFERSON MIDDLE SCHOOL**

#### **REMINDERS**

1. An emergency phone number where a parent or relative can be reached during the day is to be given to your homeroom teacher at the start of the school year using the forms provided by the clinic and the office. If there is any change during the school year, this information is to be updated. **NOTE:** Students will not be released to an individual who is not listed on the emergency card. For security reasons, individuals picking up students will be asked for ID.
2. After arriving at school, whether walking, being bused, or driven by car, all students are to remain on school grounds.
3. Report to homeroom by 8:30. It is your responsibility to get to your locker for school materials needed for the morning and report to your homeroom by 8:30. If not, you are late and must report to the office lobby.
4. Students who are legitimately excused early should have a note signed by a parent stating the time they are to be excused. This note is to be brought to the office before homeroom begins so this information can be recorded on the attendance sheet.
5. You are not allowed to leave the school building during the school hours without permission from the Principal's Office.
6. You are allowed out of the classroom only with a pass given to you by your teacher. Students are not permitted to wander around the building.
7. After being absent, report to your homeroom teacher with your written excuse from home.
8. If you have an accident, notify a teacher, the nurse, or the office at once.
9. When transferring to another school, inform the guidance office as soon as possible.
10. When you change your address or telephone number, notify the guidance office.
11. If you ride a bicycle to school, park it in the racks provided behind the school, and **lock** it.
12. If you are absent from school during the regular school day, you may not participate in any after school or evening activities without prior permission from the principal.
13. For security reasons, students who attend dances will not be released early.
14. Cell phones must be off and kept in lockers throughout the school day.