

Journey Middle School Student Handbook 2024-25

At JMS, all students deserve to feel safe and cared for in their learning environment. Our school-wide expectations are that We are Responsible, We are Respectful, and We are Safe. This handbook outlines the expectations we have for students in our learning community.

ARRIVAL

- Study Hall is available starting at 7:30 am.
- If students do not need to arrive that early, students may start arriving at 8:45 am at the following entrances (do not arrive before 8:45 am):
 - 8th grade: 8th grade doors (far right of school).
 - 7th and 6th grade: Doors to the left of school (by the Cafeteria, Band Room)
- Any student getting breakfast, goes through the Band Doors.
- Students report to their locker first thing for materials and then to GROWL.

BACKPACKS

- All materials will be stored in your locker, including your cell phone.
- You may carry a small shoe-string bookbag, but not the big bulky bookbags.

BEING PREPARED

- Students are expected to have all materials with them during class laptop, charger, binder, pencil, etc...)

BREAKFAST/LUNCH

- Breakfast will be eaten in GROWL classrooms.
- Lunch will be eaten in the Cafeteria or outdoors (7th and 8th grade only) during Block 2.
- You have access to microwaves, but there is a limited amount, only to be used during lunch.
- Outside food (DoorDash, GrubHub, etc....) should not be delivered during the day unless approved by administration.

BREAKS

- Students will get a break each day as part of their daily schedule.
- Students may not bring break equipment from home.

CAFETERIA/LUNCH

- No more than 8 to a round table.
- Sitting down at a table.
- Clean up your trash, no throwing food.
- 7th grade lunch - stack chairs

CELL PHONES

- In middle schools in ACPS, cell phones are Away for the Day.
- Cell phones should be silenced, turned off, and placed in lockers for the full day.

- If students do not meet this expectation, here is how it is handled:
 - **1st offense:** Teacher directs the student to put their phone in their locker with an escort.
 - **2nd offense:** Teacher logs SM referral and contacts family, teacher calls main office for someone to come get the phone.
 - **3rd offense:** Teacher logs AM referral, admin handles consequence & contacting family.

DISMISSAL

- Dismissal will happen through the intercom and will start at 4:03 pm or when buses arrive.

DRESS CODE

- In compliance with School Board Policy, JFC, here is a summary of dress code expectations:
 - All clothing must be appropriate for school and not cause a distraction to the learning environment.
 - No sunglasses, spike jewelry, midriff shirts, short shorts or skirts, pajamas, slippers, capes/flags, should be worn.
 - Students may not wear spaghetti straps or strapless shirts.
 - Clothing and displays with language or images that are vulgar, discriminatory or obscene, or clothing and displays that promote illegal or violent conduct, such as the unlawful use of weapons, drugs, alcohol, tobacco products, nicotine vapor products, or drug paraphernalia or clothing and displays that contain threats such as gang symbols are prohibited.
 - Clothing and displays that demean or promote harassment or hatred toward an identifiable person or group based on race, color, religion, ethnicity, national origin, ancestry, gender, gender identity, sexual orientation, or disability, including, but not limited to, Confederate imagery and other symbols of hate and oppression, such as the swastika, cause substantial disruption to the educational environment and, therefore, are prohibited.
 - Students not complying with this policy will be addressed by the administration.

EATING IN THE CLASSROOM

- Each grade level will share when “snack time” will occur so that it is consistent.

HALLWAY TRANSITIONS

- Students will transition from class to class during the day.
- During transitions, the expectation is for you to:
 - Get to class on time by walking, no running & jumping.
 - No food in the hallways.
 - Keep your hands to yourself and move with purpose.
 - No earbuds in.

LAPTOPS

- ACPS is loaning you a laptop to use for instructional purposes only.
- You may not download games or programs on your laptop.
- You may not visit inappropriate sites.
- Take care of your laptop or you will not be able to use one.

LOCKERS

- No sharing lockers or giving out your combination.
- Keep it clean - do not leave food in your locker overnight.

RESTROOMS

- Our restrooms need to be well cared for.
 - You may only have five students at a time in the restroom.
 - Keep our restrooms clean as we all use them.
 - No horseplay or fighting in bathrooms.
 - Trash goes in trash cans.

SCHOOL-WIDE EXPECTATIONS & BEHAVIOR

- We Are Responsible.
- We Are Respectful.
- We Are Safe.
- We have a school-wide tiered system of support for students:
 - **Tier 1:** Classroom level structures, routines, check-in & support system.
 - **Tier 2:** Teacher level; student is removed from the instructional classroom for a reset or time in in-school suspension.
 - **Tier 3:** Admin level; administrator works with the student and determines a consequence based on the infraction.

TARDIES

- Students are expected to be on time and present in each class.
- If they do not meet this expectation and accumulate unexcused tardies, here is how it is addressed (tardy data is reviewed per week):
 - **1st Tardy:** Warning and Teacher Conversation with Student to find out how to help
 - **2nd Tardy:** Teacher Conversation or Notification to Family
 - **3rd Tardy:** Lunch detention
 - **5-7th Tardy:** Two lunch detentions
 - **8 or more tardies per week:** 1 Day of In-School-Suspension & Phone Call to Family
 - Ms. Carol Avery is our Journey Tardy Coordinator and can be reached at:
cavery@k12albemarle.org

WATER

- Students should bring their own water bottles to school.
- Students can use the hallway water dispensers or classroom sinks to fill up.

Student Signature (indicates that you have read and understand the expectations)