

J. Martin Jacquet Middle School

2024 - 2025



Student Handbook

2501 Stalcup Rd.
Fort Worth, TX 76119
817.815.3500



J. Martin Jacquet Middle School

MISSION

J. Martin Jacquet Middle School believes that all scholars have the potential to achieve success while empowering their social and emotional learning. The culture of J. Martin Jacquet Middle School will be unwavering in setting high expectations for all with frequent progress monitoring of all scholars, providing relevant opportunities for high-impact learning, and implementing 21st century technology skills to compete in a competitive global society.

VISION

In active (dynamic) partnerships with families and the community, we will foster a relevant and high-quality education, while preparing every scholar to become lifelong learners in order to succeed as productive citizens in a global society.



Message from your Principal

JMS Wildcats,

It was an exciting 2023-2024 school year! I am so grateful for all of the gains we made! We increased our student attendance and our student achievement. I am thrilled to return for the 2024-2025 school year, and I know the BEST is yet to come! With that being said... I would like to welcome back our families to WILDCAT land!



I want to invite you to visit our Village Market Food Store. Since inception, we wanted to open a food pantry to serve our students and community. I couldn't be more thrilled with the support from FWISD Leadership, Tarrant Area Food Bank, and the Rainwater Charitable Foundation. What started off as a small idea flourished into something beyond our initial thoughts—providing our community with essential items, fresh fruits and vegetables, meat, dairy products, juices, canned and dried goods, and clothing. It is our privilege to serve our community at the Village Market!

I also would like to invite you to join our J. Martin Jacquet Parent Teacher Association (PTA). It is our ultimate goal to continue to partner with our community and families. We're asking that everyone will join our PTA. The cost of the PTA is \$15.00 and you may join at the following link: <https://txpta.my.salesforce-sites.com/JoinPTA>

Please join us for Meet the Teacher Night on Wednesday, August 7th, 2024 from 5:00-7:00 PM. During Meet the Teacher Night, students will be able to pick up their schedules, tour the campus, and meet their teachers. We also have some fun activities planned for you.

I am convinced that JMS teachers and staff are the best teachers in the District! We are caring, hard-working and dedicated to our students and community. Together, we're going to go farther and wider for a better future for Jacquet!

Let's get started,
Dr. Barrett



Leadership Team

MEET THE TEAM



Dr. Channa Barrett
Principal



Dr. Kesha Hill
Assistant Principal

6th Grade
Assistant Principal
Math and Science



LaQuisha Whitfield
Dean of Instruction

Campus Lead:
7th Grade
Dean of Instruction
Social Studies and Fine
Arts



Jimyria Scott
Assistant Principal

Campus Lead:
8th Grade
Assistant Principal
ELA, MTW, PE, JCC, and
CTE



Porscha Land
Instructional
Coach



Donna Alford
Math DC



Erika Callahan
Science DC



Taylor Walters
Social Studies DC



Ryan Putt
Fine Arts DC



Jackie James
ELA DC



**MST SGT
Whitfield**
PE, MTW, JCC,
CTE



General Information

Hours of Operation

The school building will be open each day at 8:30am and close at 4:35pm. Students are not permitted in the building before 8:30 am or after 4:35pm without direct supervision from a teacher, administrator, or program sponsor.

Front Office

The front office is the business hub for the school and houses the administrative office. All school matters will be handled in the front office. Parents may schedule appointments with and leave messages for all administrators through the front office.

Campus Visitors

All campus visitors must check in at the front office and obtain a visitor's pass for the day. Campus visitors must display this pass while on campus.

Academic Expectations

All of our students will have a district-provided Chromebook and/or iPad in their classrooms that will house all of their work from their classes. Our students are expected to be in compliance with the Jacquet and FWISD technology expectations. Students will be expected to manage their assignments in Canvas and Classlink on a daily basis. It is a schoolwide expectation that students regularly check their Canvas accounts to ensure that assignments have been completed. Students must take special care of this technology. Students are expected to remain current in all assignments, and communicate with teachers when academic assistance is needed.

Academic Integrity

The material you learn in school builds the foundation that will carry you into your future academic endeavors. Therefore, it is of the utmost importance that students do their own work, give credit to those whose work they have used in a paper or project, and study for tests and quizzes so that they are prepared. Students who are dishonest should expect a consequence.

Plagiarism

Taking credit for another person's work or ideas and passing them off as your own is considered plagiarism. A common infraction is cutting and pasting text from a website into a document without giving credit to the author. Plagiarizing copyrighted material is illegal and dishonest.



Attendance Protocol

Attendance Requirements

Our goal is to have every student in class everyday unless illness prevents attendance. Instruction begins at 9:00 a.m. each morning. The expectation is that YOU are in class and ready to work at that time. After 9:00 a.m., YOU are considered tardy and must get a tardy pass from the front office. Written documentation must be submitted within three(3) days to the main office for all absences, tardies, and early releases. Students and parents must understand regular attendance is a necessary requirement for the learning process. Achievement in school is directly related to attendance. It is the role of the classroom teacher to see that every day is a meaningful instructional day for students. While there are times when students must be absent from school, it must be understood that parents or legal guardians have the responsibility for ensuring that students attend and remain at school each day.

Student Attendance Expectations

STUDENT ABSENCES

- Students may submit notes between 9:00--9:15 am, during lunch, or after school.
- Absence Notes must be received within 3 calendar days of an absence.
- Students must submit an Absence Note to the Attendance or Main Office.
- Doctor's Notes must be submitted for more than 3 consecutive absent days.
- School staff reserves the right to call and confirm doctor's notes and/or absent notes from parents.

How to Turn in an Absence

Parent/Guardian must call the data clerk by 10:00am on the day of an absence.

Upon returning to school, the student must bring a written note from the parent/guardian or a doctor's note with an explanation of absence to the data clerk.

The note must include the following:

- Student's Name
- Date(s) of absence and date note was written
- Reason for absence
- Signature of Parent/Guardian and Phone Number

This note must be presented to the data clerk for admission to all classes. Students will have seven (7) calendar days to present a note for excused absences.

ATTENDANCE FOR COURSE CREDIT

Fall 2024 Maximum Absences: 8 (90% of 84 school days)

Spring 2025 Maximum Absences: 9 (90% of 89 school days)

- If students accumulate more than 8 absences, per class, they will lose credit for that particular class.
- Students must attend **WILDCAT ATTENDANCE RECOVERY**, an after school tutorial program, by the 5th week of each six week period to make up unexcused absences.
- Any student who is **denied credit** due to **excessive absences** will be **unable** to be promoted to the next grade level.



TRUANCY ATTENDANCE PROCEDURE

- **1st Letter is Warning Letter** and is mailed when a student has 7 absences. Parents and students must attend the SART meeting.
- **2nd Letter is Court Letter** and is mailed when absences persist after scheduled SART meeting. Parents and students must attend court at this level. Possible fines and/or other penalties issued by the judge at this point.
- **Credit/Attendance Tutoring does not allow students to make up absences for Truancy Attendance.**

Course Credit Attendance determines whether students receive credit in a class based on attendance and starts over at the beginning of each semester.

Truancy Attendance determines if parents will receive truancy letters as stated above and is cumulative from the first day to the last day of school.

Please submit absence notes on time to avoid receiving truancy letters.

Make-up Work due to Absences/Tardies

It is the student's responsibility to make arrangements with his teachers for make-up work following an absence. Parents may make arrangements with teachers to pick up work if the student will be out for three or more days. Requests for assignments must be made by 10:00 AM in order to be picked up at the end of the same school day. Students must talk with individual teachers about late or incomplete work. Extended illnesses are dealt with on an individual basis.

Missing Work due to Absences/Tardies

If you are absent and do not have your homework, it is your responsibility to check your classroom's Canvas page. Know and follow your teachers' classroom procedures for missing work.

Late Arrivals/Tardies

All students are expected to report to their appropriate classes prior to the tardy bell. The teacher will document each tardy. Excessive tardiness may result in further disciplinary action such as detention, in-school suspension, and inability to attend school events. A student is considered absent (unexcused absence), if the student arrives to class more than 15 minutes after start time.

Early Dismissals

Students must submit a written request from their parent or guardian to the data clerk before 10:00 a.m. on the day of the dismissal. A phone number must be included so that the parent can be contacted. **Dismissals will not be approved by phone. No early dismissals will be allowed after 3pm.**



Daily Procedures

Beginning of the Day Arrival

JMS will open the arrival doors at 8:35 AM. Sixth grade students will enter the cafeteria, seventh grade students will enter the doors near the inside gym, and eighth grade students will enter the auditorium doors. Students will sit with their first period teacher's class. Teachers will pick up their classes from designated areas and they will walk them to the restroom near their classrooms. Teachers will actively monitor students going into the restroom by sending no more than three students into the restroom at a time. In case of inclement weather, including cold temperatures, JMS will open the auditorium doors by 8:00 AM. All grade-levels will meet in the auditorium. As teachers arrive at the building, we will move students back to their grade-level arrival spots.

Wildcat Time

Wildcat Time is designated from 9:00-9:24 AM and it is an extended time of the first period. During this time, students are eating breakfast in their classroom, watching the daily announcements, completing Mathia/Lexia/Silent Sustained Reading (SSR) on designated days, and receiving temporary ID stickers, if needed. During Wildcat time, students will have a brief moment to watch the school-wide announcements.

Student IDs

Students and teachers must wear their ID, daily. Every student will get a free ID for the school year. A replacement ID will be \$2.00. Students will not be allowed a hall pass if his/her ID is not on and visible.

Hallway Expectations

Walk on the right side of hallways, stairwells, and all walkways.

Do not run or horseplay in the hallways nor stairwells.

Use appropriate entrance and exit doorways.

Lunch Procedures

Food is not to be consumed anywhere on campus except in the cafeteria. An exception is allowed only if a teacher allows it in his/her classroom. All students are given a 30-minute lunch period. We expect students to take pride in our cafeteria and clean up after themselves. Food cannot be delivered to our campus from any food services, restaurants, or parents/family members.

End of the Day Departure

Each grade level will be dismissed at a certain time; either 4:15pm; 4:20pm; or 4:25pm. If you walk home, you are to leave campus immediately upon dismissal. If you ride the bus, you will wait by the big tree in the front of the school. If you are a car rider, then you will immediately go to obtain your ride or wait for your ride on the opposite side of the street from the school. If you have any after school practices or tutoring, then you'll need to obtain a pass from the sponsor or teacher prior to after school dismissal.

Restroom Expectations

There is absolutely no hallway movement during period 1, lunch period, and period 8. These are called "Dead Periods". Additionally, students are not permitted to go to the restroom during the first 15 minutes nor the last 15 minutes of each period, including blocked scheduled classes.



Parent Engagement

Parent/Guardian Expectations

- Home and familial support is critical for our students' success. We expect Jacquet parents to:
- Establish and maintain a positive attitude toward education and school personnel.
- Take an active interest in the overall school program.
- Strive to prepare their child emotionally and socially to be receptive to learning and discipline.
- Require and lead their child to develop proper study habits at home.
- Assist their child in being properly dressed for school according to the standards of the dress code.
- Send their child daily to school as required by law and promptly notify the school to explain absences and tardiness.
- Attend school conferences; respond to the teachers' initial contact.
- Bring to the attention of school authorities any learning problem or condition that may relate to their child's education.

Protocol for Parent Concerns

Parents/guardians should first discuss their concerns with the teacher. If a parent brings a concern to an administrator before consulting with the teacher, the administrator will ask the parent to first confer with the classroom teacher. If the teacher and parent/guardian are unable to resolve the concern, then the parent may contact an administrator. If after discussing the concern with the Principal, the concern is not resolved, the Director of Secondary School Leadership should then be contacted.

Parent Volunteers

We strongly encourage our parents to volunteer their time at the campus. All parent volunteers must complete a criminal background check at the beginning of the year. We expect volunteers to wear a badge at all times and follow sign-in and sign-out procedures. Please contact the main office if you have questions about volunteering at our campus.

Student Conduct/Discipline

Every Jacquet student is expected to follow school policies and rules. We believe that helping students make appropriate behavior choices is an on-going effort at school and at home. We strive to teach personal accountability for each student in every aspect of the situation that the student is placed in during his/her time at Jacquet Middle School.

Behavior Management Policy

Teacher-student relationships are key to academic and social success. Students are responsible for their behavior choices. Positive reinforcement is used to promote behavior responsibility. Problem solving whenever possible is used to facilitate quality behavior. The JMS Administration will activate restorative discipline practices such as community service prior to isolated disciplinary measures such as In School Suspension. Depending on the infraction, one or more of the following consequences will apply:

Conference with the student and/or parent; Parent Notification Administrative Referral; School Community Service; After School Detention; Others as guided by the Student Code of Conduct.



Bullying – “It’s Not Okay”

What is bullying?

To cause physical harm to a student, damaging a student’s property or placing a student in reasonable fear of harm or actions resulting in an intimidating, threatening or abusive environment for a student. Engaging in written or oral expression or physical conduct that Fort Worth ISD determines:

- to have the effect of physically harming a student, damaging a student’s property, or placing a student in reasonable fear of harm to the student’s person or of damage to the student’s property; or
- to be sufficiently severe, persistent or pervasive enough that the action or threat creates an intimidating, threatening, or abusive environment for a student.

Harassment of a student is defined as physical, verbal or nonverbal conduct based on the student's race, color, religion, sexual orientation, national origin, disability or any other basis prohibited by law that is so severe, persistent, or pervasive that the conduct:

- Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile or offensive educational environment;
- Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
- Otherwise adversely affects the student's educational opportunities.

Schools, parents and students must work together to address bullying.

What is Cyberbullying?

Cyberbullying is when a child, preteen, or teen is tormented, threatened, harassed, humiliated, embarrassed or otherwise targeted by another child, preteen or teen using the Internet (Instagram, Facebook, Twitter, etc) interactive and digital technologies (Skype, FaceTime, etc), or mobile phones. It has to have a child on both sides, or at least have been instigated by a child against another child.

Once adults become involved, it is defined as cyber-harassment or cyberstalking. Adult cyberharassment or cyberstalking is NEVER referred to as cyber-bullying. Cyber-bullying affects many adolescents and teens on a daily basis.

Cyber-bullying can take place in many forms; examples may include the following:

- Sending mean messages or threats to a person's email account or cell phone
- Spreading rumors online or through texts
- Posting hurtful or threatening messages on social networking sites or web pages
- Stealing a person's account information to break into their account and send damaging messages
- Pretending to be someone else online to hurt another person
- Taking unflattering pictures of a person and spreading them through cell phones or the Internet
- Sexting or circulating sexually suggestive pictures or messages about a person

Unfortunately, in most cases, cyber-bullying goes unreported by adolescents and teens, and unnoticed by adults.

Other Names and Terms: Cyber stalking, cyber harassment, cyber threats



Risk Factors and Warning Signs: Risk factors and warning signs may be used to identify children who are more at risk of cyber-bullying than others.

Risk Factors:

- Children who have a computer in their bedroom are more susceptible to online predators than those who do not. Set up your computer in a family room where your child’s online behavior can be easily monitored.
- Children who do not know about online safety. Teach your children they should never share any personal information online: phone number, home address, school address, personal pictures, etc. Also, make sure your children know they should never meet an online “friend” in person. Share factual stories with them about the dangers of meeting cyber “friends” in person.
- Children who are free to use the internet however they choose. Make a list of internet rules, and make sure children understand the consequences if these rules are broken. Also, make sure you limit their online use daily.

Warning Signs:

Children who abruptly stop using the computer/internet. Ask your child about what has caused them to lose interest in the computer/internet. Ask open-ended questions like:

- What made you want to stop using your computer?
- What is your least favorite thing about using your computer?
- Children who seem scared or nervous while on the computer.
- Children who seem scared, nervous, or angry after using the computer.
- Children who abruptly lose interest in going to school.
- Children who lose interest in family activities and or socializing with their peers.



Technology Policy

Cell Phones

Cell phones are permitted on campus, but are expected to be put away during instructional time unless permitted by the teacher. Students that violate this policy will have their cell phones confiscated by the teacher and may be given back to the student at the end of class (teacher's discretion). If a student refuses to give his/her cell phone to the teacher, then the administration will confiscate the cell phone, and a parent/guardian is required to pick-up the phone after school from the front office.

Computers Acceptable Use Policy

Access to the District's electronic communications system(s) is a privilege, not a guaranteed right. All users shall be required to acknowledge receipt and understanding of all policy and administrative regulations governing use of the system(s) and shall agree in writing to comply with such policies and administrative regulations. Policies and administrative regulations are available online at www.fwisd.org, located in the school library or by contacting the Communications Department at 817.871.2455. Noncompliance will result in disciplinary action consistent with District policies and regulations. Violations of law may result in criminal prosecutions as well as disciplinary action by the Fort Worth ISD.

Transportation Expectations

Bus Riders

Riding the school bus is a privilege. A student being transported in school-owned vehicles is required to comply with the FWISD Student Code of Conduct. If a student fails to comply with established rules on school transportation, the student may be denied transportation services and may be subject to other disciplinary action including suspension from riding the bus for one week.

The following rules apply to student conduct on school transportation:

1. Passengers will follow the driver's directions at all times.
2. Passengers shall board and leave the bus in an orderly manner at the designated bus stop.
3. Passengers shall not stand up on the bus while in motion.
4. Passengers shall keep books, musical instrument cases, feet and other objects out of the aisle of the bus.
5. Passengers shall not deface the bus and/or its equipment.
6. Passengers shall not extend any part of the body or any other object out of the window or throw objects within or out of the bus.
7. Passengers shall not smoke or use any form of tobacco.
8. Usual classroom conduct shall be observed.
9. Bus referrals will result in disciplinary action.



Dress Code

The students at Jacquet Middle School are expected to follow the Dress Code Guidelines governed by FWISD. For clarity, read the [FWISD Dress Code Policy](#).

Guidelines for ALL Grades (Prekindergarten - 12)

- Clothing shall be the correct size for students, with no sagging pants.
- Denim blue jeans are acceptable.
- Shorts, skirts and skorts must be at least fingertip length.
- Shoelaces must be white or match the color of the shoe.
- Acceptable accessories include belts of a solid color fabric.

Prekindergarten - Grade 8

TOPS

- Color: Navy or white
- Style: Collared (polo or Oxford) shirts or blouses, mock turtlenecks or turtlenecks; all must have sleeves and should be tucked in.
- Outerwear: Sweatshirts or sweaters in navy, white, or campus designated sweatshirts are acceptable; coats and jackets of any color shall be worn in accordance with weather conditions.

BOTTOMS

- Color: Navy, khaki, black or blue denim
- Style: Pants, shorts, skirts, skorts, capris or jumpers are acceptable.

SHOES

- Style: Athletic shoes, loafers, dress shoes or other closed-toe shoes as well as open-toe / open-heel shoes are acceptable.

