

1280 Talbot Rd SE Jefferson, OR  
541-327-3337 Option 5

# **JEFFERSON MIDDLE SCHOOL**



## **2024-2025 Parent/Student HANDBOOK**

Home of the Lions

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# JMS Bell Schedule

<b>Period</b>	<b>Regular</b>	<b>Early Release</b>
<b>1st</b>	7:55 - 8:42	7:55 - 8:29
<b>2nd</b>	8:46 - 9:33	8:33 - 9:07
<b>Break</b>	9:33 - 9:42	9:07 - 9:17
<b>3rd</b>	9:46 - 10:33	9:21 - 9:55
<b>4th</b>	10:37 - 11:24	9:59 - 10:33
<b>ALunch/Pride</b>	11:28 - 11:58	10:37 - 11:07
<b>BLunch/Pride</b>	12:02 - 12:32	11:11 - 11:41
<b>5th</b>	12: 36 - 1:23	11:45 - 12:19
<b>6th</b>	1:27 - 2:14	12:23 - 12:57
<b>7th</b>	2:18 - 3:05	1:01 - 1:35

# JEFFERSON MIDDLE SCHOOL-STAFF DIRECTORY

Scott Jantzi, Principal  
Sara Broadhurst, Counselor  
Crystal Tanner, Office Manager  
Brenda George, Attendance Secretary/Registrar

## Teachers

Beranek, Katrina  
Brons, Darcy  
Campbell, Rick  
Chitwood, Beth  
Harris, Candace  
Hart, Anna  
Hasty, Alicia  
Larson, Christopher  
Rideout, Dan  
Weber, Elizabeth  
Stewart, Sean  
Whaley, Joe

## Subject

Math  
Life Skills  
Physical Education  
Language Arts, Pottery  
Language Arts  
Science, Health, ELL  
Music, Exploratory  
Social Studies, Art  
Emotional Growth Center  
Learning Resource Center  
Social Studies  
Science

## Classified Staff

Beeson, Missy  
Decker, Heather  
Garcia, Adriana  
Chavez, Ellie  
Hewitt, Pat  
Kienzle, Wendi  
Myers, Melinda  
Petty, Ashly  
Roe, Crystal  
Wixon, Justin

## Title

Instructional Assistant  
Instructional Assistant  
Instructional Assistant Bilingual  
Food Services  
Custodian  
Instructional Assistant  
Instructional Assistant  
Library  
Food Services  
Custodian








**ALL** Jefferson Middle School Staff can be contacted using the following format:

[firstname.lastname@jefferson.k12.or.us](mailto:firstname.lastname@jefferson.k12.or.us)

## SCHOOL CONTACT INFO

Main Office..... 541-327-3337 Option 5

# JMS School-Wide Procedures & Expectations

	<b>RESPONSIBLE</b>	<b>RESPECTFUL</b>	<b>SAFE</b>
<b>Classroom</b> 	<p>Be on time, ready to learn with all materials.</p> <p>Be an active listener.</p> <p>Follow class procedures.</p>	<p>Honor others' opinions and right to learn.</p> <p>Collaborate with others at appropriate times.</p> <p>Return borrowed materials.</p>	<p>Keep your hands and feet to self.</p> <p>Keep feet and chair legs on the floor.</p> <p>Use materials appropriately.</p>
<b>Hallway</b> 	<p>Carry a hall pass during non-passing time.</p> <p>Arrive to class on time.</p>	<p>Walk on the right side of hallway.</p> <p>Respect personal space and property of others.</p> <p>Speak quietly and use appropriate language.</p>	<p>Keep your hands and feet to self.</p> <p>Walk at a safe speed.</p> <p>Be aware of people around you.</p>
<b>Arrival &amp; Departure</b> 	<p>Arrive dressed for success!</p> <p>Follow the school dress code.</p> <p>Come ready to learn with all your materials.</p> <p>Make transportation arrangements in advance.</p>	<p>Respect personal space and property of others; use appropriate language.</p> <p>Line up and load busses appropriately.</p>	<p>Walk bikes, skateboards, scooters, etc. on and off school property.</p> <p>Wear your helmet.</p> <p>Be aware of traffic and use crosswalks.</p>
<b>Assemblies</b> 	<p>Wait for arrival and departure signal.</p> <p>Stay seated until instructed.</p> <p>Keep electronics turned off and put away.</p>	<p>Actively listen to the speaker.</p> <p>Applaud and cheer appropriately.</p> <p>Only speak when directed.</p>	<p>Take stairs one at a time.</p> <p>Stay seated until directed.</p> <p>Keep your hands and feet to self.</p>
<b>Restrooms</b> 	<p>Use restroom between classes or with teacher permission.</p> <p>Wash your hands with soap and water.</p> <p>Flush the toilet after use.</p>	<p>Clean up after yourself.</p> <p>Respect the privacy of others.</p> <p>Use appropriate language.</p> <p>Keep cell phones off and put away.</p>	<p>Keep your hands and feet to self.</p> <p>Report inappropriate behavior and vandalism to an adult.</p>
<b>Cafeteria</b> 	<p>Clean up after yourself.</p> <p>Take all lunch items to the recycling center when finished.</p> <p>Keep all food and drink in the cafeteria.</p>	<p>Wait patiently in line; do not cut.</p> <p>Include all students; no saved seats.</p> <p>Use appropriate language.</p>	<p>Keep your hands, feet, and food to yourself.</p> <p>Walk at all times when in the cafeteria.</p> <p>Be aware of people around you.</p>
<b>Locker Room &amp; Gym</b> 	<p>Keep the locker room clean.</p> <p>Come prepared with materials and clothing.</p> <p>Food, drinks, and cell phones are not allowed.</p>	<p>Use appropriate language.</p> <p>Respect the personal space, privacy, and property of others.</p>	<p>Keep your hands, feet, and objects to yourself.</p> <p>Use equipment appropriately.</p>

# SCHOOL INFORMATION & ATTENDANCE

## SCHOOL HOURS

Students may enter the building after 7:30 AM and go into the cafeteria. Students are dismissed to the gym at 7:40 AM. Students should clear the building by 3:30 PM. Students participating in extracurricular activities or athletics are allowed in the school outside of regular student hours when they are under the direct supervision of a staff member or coach.

## SCHOOL CLOSURE AND INCLEMENT WEATHER

In the event of bad weather, as soon as the superintendent determines that schools will be closed or will open late an email/phone call or text will be sent to notify 1st and 2nd contacts of the situation. Please make sure the school has a working number that is able to receive voicemails and text messages.



## ATTENDANCE PHONE: 541-327-3337 option 5

Parents are requested to call the office to report absences before 2:30 pm the day before a planned absence occurs to excuse their student, or alternately on the day of the absence between 7-8:30am. Please provide student's name, grade, date of absence, and reason for absence. A written excuse when the student returns including the above information and signed by the parent is also acceptable for excused absences. This note must be turned in to the office before school upon the student's return. In this way, the school can be assured that all absences occur with the knowledge of the parent. Parents who do not call-in absences or write a valid excuse may be contacted by the automated attendance calling system.

## LATE ARRIVALS

Students arriving after 7:50 am must report to the Main Office for an admit slip. Please send your student to school with a note, call the school office directly, or check your student in at the Main Office if they are late. Any student who doesn't have valid tardy verification at their time of check in may receive an unexcused tardy pass.

**Please refer to the Tardy Policy section (page 5) for more information.**

## EXCUSED ABSENCES

Excused absences from school are given only for illness, an emergency in the immediate family, field trips and school-approved activities, a medical appointment, or other reasons deemed appropriate by the school administrator. Absences must be excused within three (3) days of a student returning to school. Oregon law requires the school to review any absences and determine whether it is an unexcused or excused absence. **For students who show patterns of irregular attendance, a doctor's note may be required.**

## UNEXCUSED ABSENCES

Any absence without a call or a valid written excuse within 48 hours will be marked as unexcused on a student's attendance records.

## FUTURE ABSENCES

If parents are aware in advance that a student will be absent, the parent should call or send a signed note to the office or send attendance secretary an email. To gather work that will be missed, the student should request assignments from each teacher for the dates that will be missed. ***It is the student's responsibility to collect the homework from the teachers.***

## HOMEWORK DURING ABSENCE

Makeup work can be requested on the third consecutive day of absence for students who are ill and unable to attend school. Parents may call the school office to request makeup work. Please allow 24 hours from time of request for request to be processed. Homework can be picked up in the main office.



## CONTACTING JEFFERSON MIDDLE SCHOOL STAFF

Jefferson Middle School office is open Monday through Friday from 7:30 am to 3:30 pm. The telephone number for the main office is **541-327-3337**. Teachers are on duty Monday-Friday from 7:45 am to 3:45 pm. During the majority of the day, teachers are in their classrooms instructing students. Often the best way to contact a teacher is by email. To contact a staff member by email follow these directions: [firstname.lastname@jefferson.k12.or.us](mailto:firstname.lastname@jefferson.k12.or.us)  
For example, [john.smith@jefferson.k12.or.us](mailto:john.smith@jefferson.k12.or.us)

## PARENT PORTAL-ParentVUE

**Every parent has access to a parent portal that allows them to view their student's schedule, check their grades, contact teachers and see student assignments.**

For information on ParentVUE please contact the school office manager at 541-327-3337 ext. 1551 or reach out via email.

## 10-DAY ABSENCES

The State of Oregon Revised Statutes on attendance states that when a student is absent for 10 consecutive days the school must place the student's schedule on hold and the parent must bring the student in for re-enrollment. Parents will be sent a letter should this occur.

## TARDY POLICY

Students are expected to be in class and in their seats with appropriate material at the beginning of each class period. A tardy constitutes of being late to class within the first 10 minutes or not being prepared with class material. Arriving to class after 10 minutes is considered an excessive tardy. If a student arrives in the last 10 minutes of class, they are considered absent. An excused tardy is one authorized by a staff member. Repeated tardiness will be handled with more severe consequences through the JMS Behavior Team.

Tardies will be addressed using the following guidelines:

### **Fourth-Sixth Tardy:**

- Lunch Detention

### **Seventh-Eighth Tardy:**

- Behavioral Specialist implements a tardy contract with the student
- Letter sent home to inform parents of student's tardy history and contract



### **Ninth Tardy:**

- Admin will contact parents/guardians to schedule a meeting.

## AUTOMATED CALLING SYSTEM

*A WAY TO CONTACT PARENTS QUICKLY AND EFFECTIVELY*  
Jefferson Middle School places great importance on student attendance. Students need to be in each class every day in order to make the middle school years the best that they can be. We want to work with parents to discourage any missing or skipping of classes. We know that at-risk behaviors may arise in middle school. Often problems start with skipping. The best way to deal with this issue is by contacting all parents as quickly as possible when a multiple-period or full-day absence occurs. To contact parents, we are using an automated attendance calling system.

### *Why an automated system?*

As our school grows and staffing is limited, automated calls allow us to better meet the needs of students in attendance and visitors to the school. This system will allow a large number of calls to be made quickly and efficiently. The plan should result in better parent communication.

### *How does it work?*

If a student is marked absent for one or more classes in a day, parents will receive a telephone call with an automated message. At JMS the auto-dialer calls two times, the first call goes out in the AM hours, and a second reminder call is made in the evening. To avoid the evening call please update the school of a known absence before 3pm.

## CHECK IN/OUT PROCEDURES

When a student arrives at school more than ten minutes late or returns from an appointment he/she must check in at the office. A parent or guardian may accompany the student or send a written note excusing the absence and allowing the student admittance into class.

When it is necessary for a student to leave school during the day he/she must bring a written note from a parent/guardian with the exact time of dismissal to the office before school. If your child is to walk home, catch the bus, or ride with someone other than a parent, please state this information in a note along with a phone number where you can be reached to verify the information.

**If students become ill during the day, they must go to the office to call a parent/guardian to arrange to be checked out. Students will not be permitted to make calls regarding illness from classroom phones or personal cell phones.**

When you call to have your student dismissed during the day, you will be required to come to the office and sign the student out.

**Students leaving school during school hours without checking out through the office will be considered truant.**



## **ATHLETICS**

### **PARTICIPATING AND ATTENDING SPORTING EVENTS**

The JMS sports program is run by the Jefferson Park and Rec. JMS shares communication about sports and events but does not house sports applications or records. To reach Park and Recs directors and coaches you may visit [www.jpnr.org](http://www.jpnr.org) or call 541-327-3581

Students are welcomed and encouraged to participate in, or be spectators, at school athletic events. Spectators are expected to demonstrate common courtesy and good sportsmanship when attending any athletic event. Students in attendance at athletic events should be in the bleachers or designated areas for spectators. **Students will not be allowed to roam the school halls. Students with D or F grades may be excluded from all after-school activities.**





## DISCIPLINE

### DISCIPLINE

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(see *JMS Discipline Matrix*)

Detention, in-school suspension, out-of-school suspension, and expulsion from school are sometimes necessary for infractions of school rules and regulations. These disciplinary decisions are made to ensure that Jefferson Middle School is a safe and orderly school environment and that students are focused on learning.

### LUNCH DETENTION

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Students whose behavior is inappropriate or disruptive may be assigned to lunch detention. Students who serve a lunch detention should come to the Reset Room at the beginning of their lunch period with their lunch and something to work on.

Missing detention may result in a more severe consequence. Talking is not allowed during detention time. Students will remain seated and work on school assignments. It is the student's responsibility to bring sufficient schoolwork or reading material to last the entire duration of detention.

### IN-SCHOOL SUSPENSION

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Students who violate school rules that would normally warrant suspension from school are often placed in the Reset Room for a partial or full day instead of being sent home (out-of-school-suspension). An Educational Assistant will supervise the students assigned to In-School Suspension. Classroom teachers will assign lessons for students to study during this time. Students will:

1. Complete all assignments
2. Read after assignments are completed
3. Not talk or visit with other students

### POLICE OFFICER INTERVIEWS

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As a school, we have a responsibility to your student and in most cases will try to represent him/her, but legally we must adhere to the following policy regarding police officer interviews (Board Policy KN-AR1):

- "With the consent of the investigating officers, school authorities shall attempt to notify the parents or guardian of such action."
- "With the consent of the investigating officers, school authorities shall be present during the interview if the parent or guardian cannot be contacted."



## WHAT NOT TO BRING TO SCHOOL

### DRUGS AND ALCOHOL

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Jefferson Middle School has a zero-tolerance policy concerning drugs, drug paraphernalia, alcohol and/or look alike drugs on school grounds or at school activities. Violations will result in serious consequences, which may include referral to police authorities or possible expulsion.

### FRAGRANCE FREE

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Jefferson Middle School is a *Fragrance-Free* school. Thank you for leaving perfumes, sprays, colognes, and other fragrances at home. This is more than a courtesy. There are many students and staff members who are allergic to these fragrances causing headaches, asthma attacks, and other reactions. They also cause disruption to the learning environment of all students.

### SELLING FOOD AND DRINKS

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The selling of items from home is not allowed. This includes food and drinks.

### TOBACCO/E-CIGARETTES/VAPE PENS

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Jefferson Middle School **prohibits smoking or any other use/possession of tobacco products or paraphernalia on district property.** District property includes school and other district buildings, district vehicles, personal vehicles while on district property, and any outdoor areas such as playgrounds and athletic fields.

This policy applies at all times to anyone using district facilities or attending any district function and/or athletic event. Thank you for your cooperation in making Jefferson School District a tobacco-free environment.

### TRADING CARDS/COLLECTIBLE CARD GAMES

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Trading cards (Magic, Pokémon, baseball, etc.) and the selling of these cards are not allowed at school. Please be advised not to bring them to Jefferson Middle School as we will not be responsible for them if they are lost or stolen. **We will not investigate the loss of these items.**

### Weapons Policy

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Jefferson School District and Jefferson Middle School have a policy forbidding weapons or replicas of weapons. Weapons include but are not limited to firearms, knives, replicas of weapons, metal knuckles, straight razors, explosives, irritating gases (such as mace, etc.), and other items fashioned with the intent to harm or threaten students, staff members, parents, or other patrons. Violations will result in serious consequences which may include referral to police authorities or expulsion.

# DRRESS CODE POLICY

## Jefferson SD 14J Dress Code

Jefferson Public Schools expects that all students will dress in a way that is appropriate for the school day or for any school-sponsored event. Student dress choices should respect the intent to sustain a community that is inclusive of a diverse range of identities. ***The primary responsibility for a student's attire resides with the student and their parent(s) or guardian(s). The school district is responsible for seeing that student attire does not interfere with the health or safety of any student, that student attire does not contribute to a hostile or intimidating atmosphere for any student, and that dress code enforcement does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income, or body type/size. Any restrictions to the way a student dresses must be necessary to support the overall educational goals of the school and must be explained within this dress code.***

### **Section 1: Basic Principle: Certain body parts must be covered for all students at all times.**

Clothes must be worn in a way such that genitals, buttocks, breasts, and nipples are fully covered with non-transparent fabric. All items listed in the "must wear" and "may wear" categories below must meet this basic principle.

### **Students Must Wear\*, while following the basic principle of Section 1 above:**

- A Shirt (with fabric in the front, back, and on the sides under the arms), AND
- Pants/jeans or the equivalent (for example, a skirt, sweatpants, leggings, a dress or shorts), AND
- Shoes

\*Courses that include attire as part of the curriculum (for example, professionalism, public speaking, and job readiness) may include assignment-specific dress, but should not focus on covering bodies in a particular way or promoting culturally-specific attire. Activity-specific shoes requirements are permitted (for example, athletic shoes for PE).

### **Students May Wear, as long as these items do not violate Section 1 above:**

- Hats and other head coverings that do not create a distraction in class
- Tank tops, including spaghetti straps; halter tops
- Fitted pants, including opaque leggings, yoga pants and "skinny jeans"
  - Pajamas
  - Ripped jeans, as long as underwear and buttocks are not exposed.
  - Athletic attire
  - Visible waistbands on undergarments or visible straps on undergarments worn under other clothing (as long as this is done in a way that does not violate Section 1 above).



### **Students Cannot Wear:**



- 1) Clothing and hats with:
  - Violent language or images.
  - Gang-affiliated symbols/graphics.
  - Images or language depicting drugs or alcohol (or any illegal item or activity).
  - Hate speech, profanity, pornography.
  - Images or language that creates a hostile or intimidating environment based on any protected class or consistently marginalized groups.
- 2) Anything that disrupts the learning environment.
- 3) Hoods pulled up on top of the head\*
- 4) Any clothing that reveals visible undergarments (visible waistbands and visible straps are allowed)
- 5) Blankets
- 6) Swimsuits (except as required in class or athletic practice).
- 7) Accessories that could be considered dangerous or could be used as a weapon.
- 8) Any item that obscures the face or ears

- Examples - Halloween masks / sunglasses (except for medical reasons)
- Exceptions - face masks to prevent the spread of diseases / religious observances

\*Adjustments to the dress code may be made on a case-by-case basis for a student's IEP/504, medical or social and emotional learning needs.

- Link to ODE's "Every Student Belongs" document: <https://www.oregon.gov/ode/students-and-family/equity/SchoolSafety/Documents/All%20Students%20Belong%20Initial%20Guidance.pdf>

***These dress code guidelines shall apply to regular school days and summer school days, as well as any school-related events and activities, such as graduation ceremonies, dances and prom.***



# HONOR CODE POLICY

*Please see below for both the definition of cheating and the consequences for cheating.*

<b>Cheating and Plagiarism</b>	Copying all or parts of another student's assignment that was to be done individually, loaning your assignment to another student to copy, or representing others' work as your own.
	Copying during a test or allowing another student to copy off of your test.
	Changing answers or not marking errors on your own or another's work when you have been given responsibility of correcting the paper.
	Changing answers on a test paper after it has been returned to the student, unless instructed to make corrections.
	<b>Plagiarism:</b> Copying four or more words directly from a source without quotes and citation. If assignments are given in which reference books are used, the teacher must make it clear that credit must be given to the author of the material in question. If credit is not given as instructed, the teacher may lower the grade on the assignment and/or lower the citizenship grade.
<b>Consequences</b> (to be determined by classroom teacher)	<b>Effects on Grades:</b> 1. The grade on the specific assignment or test could become an "F" 2. Teacher may offer a new opportunity for partial credit.
	<b>Possible Disciplinary Actions</b> 1. Lunch Detention 2. After School Detention 3. Teacher/ Parent Meeting
	<b>Teacher Responsibilities</b> 1. Notify Student(s). 2. Notify Counselor and Principal. If appropriate write disciplinary citation. 4. Notify parents. 5. If students are allowed to work together on class assignments, it is the teacher's responsibility to make clear what answer or work can be shared.

## STUDENT SERVICES

### COUNSELING AND GUIDANCE

Jefferson Middle School provides counseling services for a variety of needs. Students and parents are encouraged to take advantage of the services available through their school counselor. Jefferson Middle School counselors:

- Assist with conflict resolution
- Consult with parents regarding student's needs and provide resources
- Refer parents and students to community agencies and resources
- Arrange parent and teacher conferences
- Provide individual counseling and help students deal with personal problems
- Provide small group counseling
- Arrange peer mediation
- Support students in planning for college and careers

### HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA) DISCLOSURE

Jefferson School District may be required by law to disclose protected health information regarding students. We may disclose your student's protected health information to state and federal agencies that regulate us as required by law. These agencies include, but are not limited to Oregon Department of Education, Oregon Department of Human Services, Oregon Medical Assistance Programs, and the United States Department of Education under Individuals with Disabilities Act (IDEA).



## **MEDICATIONS**

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Because of the very nature of medication, its potency, and the potential for misuse **ALL** medication must be brought to the front office and administered to the student in the office. If parents request school personnel to dispense medication the following guidelines must be followed:

### **For both prescription and non-prescription medication**

1. The written and signed permission of the parent or guardian.
2. Medication is to be submitted in its original container.
3. Inhalers and EPI pens require 2 additional forms and physician signature.
4. It is the parent/guardian's responsibility to ensure that an adequate amount of medication is on hand at the school for the duration of the student's need to take the medication.
5. It is the parent/guardian's responsibility to ensure that the school is informed in writing of any changes in medication instructions.

### **For prescription medication**

Parents must complete the school medication form and submit it to the school office. The following information is also necessary:

1. The written instruction from the physician for the administration of the prescription medication to the student including: name of the student, name of medication, route, dosage, frequency of administration, and other special instructions if any. The prescription label will be considered to meet this requirement if it contains the information listed above.
2. Written instructions from a physician must be received to change route, dosage, frequency, or any other change in medication.

### **For non-prescription medication**

Parents must complete the school medication form and submit it to the school office.

1. Non-prescription medication should be supplied in original packaging, preferably in sealed containers.



## **WEB PROGRAM**

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Jefferson Middle School's WEB (Where Everyone Belongs) Program is for 8th graders selected by their teachers to act as role models and serve the school to promote and advance a positive school environment for all students. Student WEB Leaders help to plan and present 6th grade Orientation Day, and also to welcome and accompany new students who arrive during the school year.



## **TALENTED AND GIFTED SERVICES**

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Jefferson School District identifies and serves students who are intellectually gifted or academically talented. Identified students score in the top three percentile points on a nationally standardized test of mental ability or test of academic achievement. Parents who feel that their child may fall into one of these categories may make a referral to the school principal.

## **P.E. INFORMATION**

Physical Education classes are required for all middle school students. Participation in physical education classes will be excused in the following instances:

1. By a written parent note-missed classes must be made up for daily points.
2. By a doctor's medical excuse for an extended period of time-student does not need to make up missed class.



## **P.E. DRESS POLICY**

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For PE classes, students must wear gym appropriate clothing so that they can fully participate in physical activities. Tennis shoes are required, and boots, sandals, dress shoes, etc., are not permitted for use in our gym floor. Consistently not dressing down results in parent contact. Additional referrals will be sent to administrator.

## FAMILY INFORMATION

### ACCIDENTS AND ILLNESSES

Students who become ill or are injured should report immediately to a teacher or to the office. After determining the seriousness of the illness or severity of the injury, parents may be called. If the illness or injury is minor, the student may be placed in the school Health Room for a short while, minor first aid may be given, and/or the student may return to class. It is important that the school have emergency phone numbers in order to contact parents.

**Please be sure the school office always has your most up-to-date emergency information.**

As a general rule students are allowed to stay in the Health Room for the remainder of a class period. At that point, a decision is made as to whether the student will go home or return to class.

### VISITORS

Parents are always welcome at Jefferson Middle School but are asked to check in at the office and wear visitor's tag. The Principal will approve requests to visit as appropriate. School-aged students are not permitted to visit unless they are here on a school-related, supervised activity, and have prior approval from the principal.

### VOLUNTEERS

Volunteers are welcomed at Jefferson Middle School! To be eligible to volunteer in the Jefferson School District all individuals (including students and employees of the district) must complete and pass a criminal background check. Volunteers are encouraged to help by monitoring halls at lunch, assisting in classrooms, individual tutoring, or helping in other valuable ways. Volunteer Forms are available in the Main Office.

## GETTING TO AND FROM SCHOOL

### BICYCLES, SKATEBOARDS, AND SCOOTERS

All students riding bicycles, skateboards, and scooters to school are to park them in the designated area. Although the school will make every effort to safeguard your property, the school will not assume financial responsibility for stolen or damaged property. Students are advised that all personal items are to be locked at all times while parked at school.



### BUS CONDUCT

Students being transported are under the authority of the bus driver. Those who refuse to obey the directions of the driver or to abide by bus regulations may receive a bus disciplinary referral and/or a school disciplinary referral. In some cases, these students forfeit their right to ride on the bus. **Parents**

**having a question concerning bus transportation should call First Student at 541-327-9654.**



### DEPARTURE SAFETY

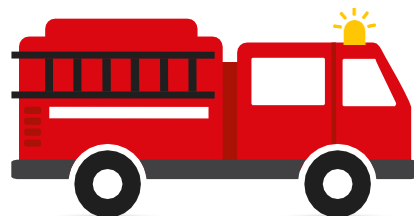
The departure of approximately 200 students at the end of the school day whether by school bus, private vehicle, bicycle, or by walking presents the need for extreme caution to be exercised by all concerned. The following guidelines are provided to ensure greater safety of all students leaving campus:

- Early Arrival Bus Students should exit the school as soon as possible and make their way to their assigned bus.
- Students will stay on the sidewalk and walk in a safe manner to their bus.
- Middle School students are not allowed to gather in front of the high school.
- Students whose buses arrive later will wait in the Commons until dismissed by school personnel
- Student pick-up will be at the pick up lane immediately to the left upon entering the parking lot.
- The bus lane that is in front of the school is for buses only.
- Those students who ride a bicycle to school are directed to leave the bicycle rack area and walk bicycles to far side of the high school before riding. These students are also cautioned to be alert to cars, buses, and foot traffic in the immediate area.
- Students who walk home should leave campus by the sidewalks and not walk in the traffic areas.
- Drivers of private vehicles are advised to be alert to pedestrian and bicycle traffic and to proceed from the area very slowly.
- Carefully observe all fire lanes.

### FIRE LANES

The curbs at the front entrance of the school are painted yellow and designated as a fire lane. It is unlawful to block this lane by parking, stopping, or leaving a vehicle.

**Parents may drop off their students at drop off zone immediately to the left when entering the parking lot in the morning. Doors open at 7:30.**



## STUDENT LIFE

### BACKPACKS

Students should store their backpacks in their lockers after the 1st warning bell rings. They are not allowed to take their backpacks to class unless they have special permission to do so.



### SCHOOL MEALS-CAFETERIA GUIDELINES

**For the 2024-2025 school year, breakfast and lunch will be free to all 6th-8th grade students. JSD qualified for free meals under the Community Eligibility Program.**



JMS students will have the option to eat breakfast before school or during break. Only one breakfast will be free. Students will not be allowed to purchase a second breakfast unless your student has money in their account to pay for it. Milk is available to purchase for \$0.50. Lunch reminder slips/emails are sent as a courtesy. Parents are responsible for future and past charges. Please keep your child's account in good standing. You may still receive negative lunch balance slips/emails as past negative balances do roll over to the new school year.

All lunches will be eaten in the cafeteria. Students who wish to bring their lunch may do so. All students will use their student ID number when they check out through the lunch line.

It is a privilege to eat in our cafeteria. Good manners and proper behavior are always expected. Conduct while in the cafeteria includes:

1. No cutting, crowding, or shoving line.
2. No throwing food.
3. If a student makes a mess or spills something it is that student's responsibility to clean it up.
4. When finished eating, students are to clean up their table before being dismissed.
5. Students will remain seated while eating and finish eating in the cafeteria.

### CELL PHONES AND ELECTRONIC DEVICES

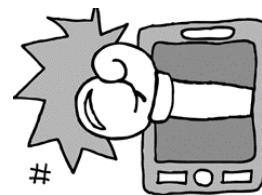
All personal technology such as cell phones, ear buds, Kindles, iPads, and gaming devices must be turned off and placed in the student's locker or binder pouch between the hours of 7:55 am — 3:05 pm. Personal use of headphones and ear buds are no longer allowed while the school day is in session. Failure to follow the school guidelines for electronic devices may result in confiscation of the item and disciplinary consequences. Electronic devices **may only be retrieved by a parent at the main office.** The school assumes no responsibility or liability for loss or damage to personal property brought to school.

**\*Ear buds/headphones may be used during testing at the discretion of the teacher.**



### CYBERBULLYING

Cyberbullying is the use of any electronic communication device to harass, intimidate, or bully. Communication of this form which occurs off school grounds but disrupts or prevents a safe and positive educational or working environment may be also be considered cyberbullying. Acts of cyberbullying will not be tolerated by student to student, staff to student, and student to staff. This is in accordance with Board Policy JFCF/GBNA-AR.



### DISPLAY OF AFFECTION

Hugging, kissing, and hand holding are inappropriate at school. Students who show public displays of affection may receive a disciplinary citation and appropriate consequences.

### HARASSMENT/INTIMIDATION/BULLYING

Students and staff at JMS are expected to be safe, responsible and respectful at all times on school property and at school-sponsored functions (including the school bus and bus stops). **Hazing, harassment, intimidation, bullying, menacing by students, staff or third parties, whether the threats originate on or off campus, is strictly prohibited and shall not be tolerated at JMS. It may be defined as the repeated exposure over time to negative action, including behaviors such as aggression or intentional harm that includes an imbalance of power between perpetrator and victim. Students in violation of this policy may be subject to discipline from having a conference with the student up to and including expulsion. Students may also be referred to law enforcement officials.**

### SEXUAL HARRASSMENT

It is a violation of district policy for any student or staff member to harass other students or staff members through conduct or communication of a sexual nature. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature that has the effect of creating an intimidating, hostile, or offensive educational environment. Behaviors such as sexual insults or comments, offensive touching, physically blocking or restraining another student's movement, displaying sexually suggestive posters in lockers or on notebooks, etc. are all considered forms of sexual harassment, are prohibited, and disciplinary action will be taken. Complaints about sexual harassment may be made to teachers, staff, or administrators.

## LOCKERS

Lockers are assigned at the beginning of the school year. Lockers are the property of the school district and are assigned to students as a convenience for storage of books, lunches and extra clothing during the school day.



**Since lockers are not completely safe, large sums of money and other valuables should not be stored in them. Lockers should always be used in a safe manner! At no time should students slam or close another student's locker.**

Every effort will be made to keep the lockers in proper repair. Any lock or locker not operating properly should be reported to the office. It is the student's responsibility to maintain proper care of the school locker. Once a student is assigned a locker, they may not switch, share or give their combination to another student. Lock reassignments will only be permitted by approval of an administrator. Lockers may be opened at the discretion of building administrators in a prudent way, at an appropriate time and in a reasonable manner. **Students who fail to comply with locker guidelines may lose all locker privileges.**

## LOST AND FOUND

Most misplaced items are placed in the lost and found area located in the cafeteria; however, small personal items such as glasses, jewelry, and keys may be stored in the school office. Students who lose items should check the lost and found to see if the item has been turned in. Any unclaimed items will be disposed of at the end of the quarter 2 and 4.

## PERSONAL PROPERTY

The district assumes no responsibility or liability for loss or damage to personal property brought on campus. *This includes, but is not limited to the following: cell phones, headphones/earbuds, tablets, bicycles, skateboards, scooters, clothing, cameras, calculators, books, or other personal items.*



## SCHOOL TELEPHONE

There is a phone located in the office for student use. Students should make arrangements well in advance to eliminate the need of having to make a phone call during school.

## DELIVERIES

Students will be notified if they receive flowers, balloons, or similar deliveries. The items will not be delivered to classrooms. Students may pick up their deliveries after school. **Balloons are not allowed on school buses. Food deliveries such as Grubhub or DoorDash are NOT allowed.**



## TEXTBOOKS

Textbooks are purchased by the school and loaned to students. Textbooks are the responsibility of the student. If books are lost, the student may be academically handicapped because necessary information is not readily available. Each classroom teacher records books assigned to individuals which are to be returned after the course is completed.



Student who lose or damage textbooks or library books will be required to pay for them.

## EMERGENCY SCHOOL CLOSURES

If any type of emergency necessitates closing the school, your child will follow the plan stated in the Early School Closure Plan that is on file in our office. During severe conditions, we may not be able to reach you by phone, so it's important for you to provide us with as much information as possible to make sure your child arrives home safely. We encourage you to talk this over with your children, so they know what to do if they are sent home early.

## FOOD

Foods provided for classroom parties must be "store bought" preferably in a sealed container. No home cooked items will be allowed.

### Sodas/Energy Drinks/Dutch Bros., Etc.

Students may carry a water bottle with them throughout the day. Energy drinks, sodas, and other drinks may be consumed (only in the Commons) before school, at lunch, and after school—**IN THE COMMONS ONLY.** Only water is allowed in the gym or classrooms.

## HOMEWORK

Homework is assigned to provide students an opportunity to practice independently what has been presented in class, improve the learning processes, aid in the mastery of skills, and create and stimulate interest. It is the responsibility of the students to make up assignments that were missed during absences. Following an absence, the student should contact each teacher about missed assignments.

## 8<sup>th</sup> GRADE PROMOTION

Eighth Grade Promotion is a reward for students who demonstrate academic success throughout their 6th, 7th and 8th grade years. Students who fail to maintain minimum academic and behavior standards, including acceptable attendance, may not be invited to participate in the promotion event. Student eligibility will be determined on an individual student basis at the discretion of administration. We are eager to support students in meeting these requirements as they prepare for high school and understand that successful preparation requires a collaborative effort between home and school.



Key: ISS - In School Suspension OSS - Out of School Suspension P - Police Potentially Involved X - Expulsion Recommended	JMS Discipline Matrix 2024-2025						
	Warning Conference	Lunch Detention(s)	1/2 Day ISS	Full Day ISS	1-3 Days OSS P	4-6 Days OSS P	7-10 Days OSS P / X
<b>VIOLATION OF ATTENDANCE POLICY</b>							
Tardy (Incidents per Quarter)	1-3	4-9	10-12	13+			
Skipping (Incidents)		1-2	3-4	5+			
<b>VIOLATION OF SCHOOL POLICY</b>							
Cell Phone Violation (see handbook)		1st / 2nd	3rd / 4th	5th			
Lying		1st / 2nd	3rd / 4th	5th			
Forgery		1st / 2nd	3rd / 4th	5th			
Cheating / Plagiarism		1st / 2nd	3rd / 4th	5th			
Safety Violation		1st / 2nd	3rd / 4th	5th			
Property Misuse		1st / 2nd	3rd / 4th	5th			
Bus Misconduct		1st / 2nd	3rd / 4th	5th			
Dress code Violation	1st	2nd	3rd / 4th	5th			
Computer Misuse		1st / 2nd	3rd / 4th	5th			
Technology / Internet Violation		1st / 2nd	3rd / 4th	5th			
<b>INSUBORDINATION</b>							
Disrespectful Behavior		1st / 2nd	3rd / 4th	5th			
Defiance of Authority		1st / 2nd	3rd / 4th	5th			
<b>OBSCENE BEHAVIOR</b>							
Inappropriate / Disruptive Behavior		1st / 2nd	3rd / 4th	5th			
Inappropriate / Disruptive Language & Symbols		1st / 2nd	3rd / 4th	5th			
Hate Speech		1st	2nd	3rd			
Inappropriate Display of Affection	1st	2nd	3rd / 4th	5th			
<b>BULLYING / HARASSMENT</b>							
General (to include cyberbullying)			1st	2nd	3rd		
Based on Disability, Race, Ethnicity, Religion, Gender, Sexual Orientation			1st	2nd	3rd		
Verbal Sexual Harassment			1st	2nd	3rd		
Physical Sexual Harassment							1st
<b>PHYSICAL ALTERCATION / ASSAULT / BATTERY</b>							
Roughhousing		1st / 2nd	3rd / 4th	5th			
Threats			1st	2nd	3rd		
Gang Behavior				1st	2nd	3rd	
Fighting (Mutual Combat)				1st	2nd	3rd	
Physical Aggression / Assault							1st
Sexual Aggression (Battery)							1st
Threat / Aggression / Intimidation / Against Staff							1st



Key: ISS - In School Suspension OSS - Out of School Suspension P - Police Potentially Involved X - Expulsion Recommended	JMS Discipline Matrix 2024-2025						
	Warning Conference	Lunch Detention(s )	1/2 Day ISS	Full Day ISS	1-3 Days OSS P	4-6 Days OSS P	7-10 Days OSS P / X
<b>TRESPASS / BREAKING &amp; ENTERING</b>							
Inappropriate Location / Loitering			1st	2nd	3rd		
Breaking and Entering					1st	2nd	3rd
<b>VANDALISM</b>							
Minor (less than \$50)**			1st	2nd	3rd		
Major (greater than \$50)**				1st	2nd	3rd	
Arson**						1st	
<b>THEFT OF PROPERTY</b>							
Attempted**				1st	2nd	3rd	
Minor (less than \$50)**				1st	2nd	3rd	
Major (greater than \$50)**					1st	2nd	3rd
<b>TOBACCO</b>							
Possession / Use			1st	2nd	3rd		
Sale or Transfer				1st	2nd	3rd	
<b>ALCOHOL</b>							
Possession / Use			1st	2nd	3rd		
Sale or Transfer				1st	2nd	3rd	
<b>DRUGS</b>							
Over-the-Counter - Possession	1st	2nd	3rd				
Over-the-Counter - Misuse			1st	2nd	3rd		
Prescription (Inappropriate Use)			1st	2nd	3rd		
Vaping Device - Possession			1st	2nd	3rd		
Illegal - Possession / Use				1st	2nd	3rd	
Illegal - Sale or Transfer					1st	2nd	
<b>WEAPONS</b>							
Knife (Blade less than 2.5")				1st	2nd	3rd	
Possession							1st
Use or Attempted Use							1st
Look-Alike Weapon							1st
<b>SCHOOL THREAT</b>							
Weapon / Bomb / Other	Suspension and/or expulsion pending threat assessment and findings.						
<ul style="list-style-type: none"> <li>Administration reserves the right and responsibility to adjust consequences of any student action based on preserving the safety of the school environment.</li> <li>Students on an IEP/504 are protected and discipline will also be reviewed with case manager.</li> <li>Students, parents and guardians can expect FERPA protection of student records.</li> <li>Out of school behavior that disrupts the school environment may result in school discipline.</li> </ul>							

## JEFFERSON MIDDLE SCHOOL: SUPPLY LIST

### **2-3 Inch 3-Ring Binder (fill it with the following)**

- Eight tab subject dividers to separate each academic class
- College Ruled filler paper (75-100 sheets)
- Zipper pouch to store supplies
- Three or more pens
- Five or more pencils (have them sharpened and ready to go). If you prefer mechanical pencils, be sure to have back-up lead.
- 4 highlighters (assorted colors are great)
- Graph paper for Math
- 12" Ruler - Standard and Metric
- Earbuds (for Chromebooks)
- Big eraser

### **Extra supplies not always needed in binder, but can be kept in locker:**

- 3 Composition Books
- 3 spiral notebooks (college ruled)
- Calculator - simple for 6th grade - Texas Instruments TI-30XIIS 2-Line Scientific Calculator for 7th and 8th grades.
- Protractor (7th and 8th)
- 24 count Colored pencils, markers, or crayons
- 24 count #2 pencils (regular or 6 mechanical pencils with extra lead)
- Extra pens
- Personal pencil sharpener
- Scissors
- Post it notes
- Red and green page flags
- Glue sticks
- Water bottle
- Box of tissues (turn in at the office, to supply classrooms year round).

### **For P.E.**

- Socks
- Athletic Shoes

Please resupply your supplies periodically, and if you would like to purchase extra supplies to donate, we certainly appreciate it! Bring donations to the office (we especially need pencils, pens, printer paper, and transparent tape, facial tissue).

**Sharpies are NOT permitted at Jefferson Middle School**

**Note: individual teachers may request a particular item or supplies for their class.**



# 2024-2025 SCHOOL YEAR CALENDAR



Adopted 03/11/24

## JULY 2024

S	M	T	W	T	F	S
	1	2	3	H	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

## AUGUST 2024

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	*I	I	I	*I	*I	31

## SEPTEMBER 2024

S	M	T	W	T	F	S
1	H	3	4	5	6	7
8	9	10	E	12	13	14
15	16	17	E	19	20	21
22	23	24	E	26	27	28
29	30					

## OCTOBER 2024

S	M	T	W	T	F	S
		1	E	3	4	5
6	7	8	E	10	*I	12
13	14	15	E	C	N	19
20	21	22	E	24	25	26
27	28	29	E	31		

## NOVEMBER 2024

S	M	T	W	T	F	S
				1	2	
3	4	5	E	7	G	9
10	H	12	E	14	15	16
17	18	19	E	21	22	23
24	N	N	N	H	N	30

## DECEMBER 2024

S	M	T	W	T	F	S
1	2	3	E	5	6	7
8	9	10	E	12	13	14
15	16	17	E	19	20	21
22	N	N	H	N	N	28
29	N	N				

## JANUARY 2025

S	M	T	W	T	F	S
			H	N	N	4
5	6	7	E	9	10	11
12	13	14	E	16	17	18
19	H/h	21	E	23	24	25
26	27	28	E	30	G	

## FEBRUARY 2025

S	M	T	W	T	F	S
						1
2	3	4	E	6	7	8
9	10	11	E	13	14	15
16	H/h	18	E	20	21	22
23	24	25	E	27	28	

## MARCH 2025

S	M	T	W	T	F	S
						1
2	3	4	E	6	7	8
9	10	11	E	13	14	15
16	17	18	E	C	N	22
23	N	N	N	N	N	29
30	31					

## APRIL 2025

S	M	T	W	T	F	S
		1	E	3	4	5
6	7	8	E	10	G	12
13	14	15	E	17	18	19
20	21	22	E	24	25	26
27	28	29	E			

## MAY 2025

S	M	T	W	T	F	S
				1	2	3
4	5	6	E	8	9	10
11	12	13	E	15	16	17
18	19	20	E	22	23	24
25	H	27	E	29	🐎	31

## JUNE 2025

S	M	T	W	T	F	S
1	2	3	E	5	6	7
8	9	10	11	G	13	14
15	16	17	18	H	20	21
22	23	24	25	26	27	28
29	30					

**N** Non School Day

**H/h** Holiday/No School

**G** Grading Day/No School

**\*I** Inservice - Only Licensed In - No School

**I** Inservice - All Staff In - No School

**C** Conferences 8AM-8PM/No School

**🐎** Graduation

**E** Early Release / Staff Dev

**E** Early Release/Staff Development, followed by Conferences 4PM-8PM

**🟩** Early Dismissal - JES (12:30)

**🟩** Early Dismissal-JMS & JHS (12:30)

**🟪** 8th Grade Promotion

The 2024-2025 student year begins **September 3, 2024** for grades Kinder-5th, 6th & 9th only.

Grades 7th, 8th & 10th - 12th all start school on **September 4th**.

School ends June 10, 2025 for K-5 and June 11, 2025 for 6th-11th.

Teacher contracts begin August 26th and end **June 12th** unless modified due to emergency closure or by negotiated agreement.

### GRADING PERIODS:

1st Quarter ends November 1 = 45 days

3rd Quarter ends April 04 = 41 days

2nd Quarter ends January 24 = 42 days

4th Quarter ends June 12 = 42 days