



Jackson Central Merry Middle School

Student/Parent Handbook
2022-2023

Jackson Central Merry Middle School

332 Lane Avenue
Jackson, TN 38301
Phone: 731.427.4416

Website: <https://www.jmcass.org/Domain/21>
Twitter @jcmsscougars

Dr. Kerri Anne Kimery-Breeden, Principal
Mr. James Lester, Assistant Principal
Mrs. Amanda Cornelius, Instructional Coach
Mrs. Paige Sain, Counselor
Mrs. Sheneca Williams, Counselor

Parents/Guardians and Students,

I want to take this opportunity to welcome you to Jackson Central Merry (JCM) Middle School Cougar Country. Our school is committed to providing an environment where students are afforded the best possible educational opportunities. Our faculty, staff, and administration will strive to create and maintain a physically and emotionally safe school environment where academics are priority. JCM Middle School will work to foster a sense of trust and community among stakeholders all the while making a positive impact on student lives to ensure that they all become contributing, productive, and successful citizens.

Educationally,
Dr. Kerri Anne Kimery-Breeden, Principal

This document is provided for your convenience and the rules, regulations, procedures and articles described in it have been established to create the best possible learning and working environment. Information included in this document was compiled using the Jackson Madison County School System (JMCSS) School Board Policy and is subject to change and modification.

ACCIDENTS/ILLNESSES

If a student is injured or becomes ill at school, the student should inform the teacher or person in charge. The school nurse or designee will assess the student. The parent/guardian **may** be notified if necessary. If it is necessary to speak with a parent, we will use the contact information provided to the school. If the parent can't be reached, the school will attempt to contact the emergency number listed on the data form. ***Be sure to update any changes in contact information as the year progresses.*** In emergencies where the school is unable to reach a parent or if the student is seriously at risk, emergency medical care will be summoned at the parent's expense. A student incident form will be completed. No child with a contagious disease will be allowed to attend school. Such diseases include, but are not limited to, COVID, pink eye, chickenpox, ringworm, impetigo, head lice, etc. The student will be sent home from school and must remain there until this disease is no longer contagious. The student may return to school following the illness only if a signed letter from an attending physician or the health department is presented to the attendance secretary.

ADMISSION POLICIES

Students may be admitted to JCMMS/JMCSS in one of several ways.

- By records from an accredited school,
- By transfer of records from another school, or
- By examination if transferring from a non-accredited school.

Students who do not reside in Madison County, or who are under suspension or expulsion from another school, may be denied admission to JCMMS/JMCSS.

ANNOUNCEMENTS

Announcements are made by administration each morning and again prior to dismissal. Students are to listen carefully as important information is given during these times.

ARRIVAL/DISMISSAL PROCEDURES

Buses will unload/load at the front of the gymnasium. Cars will unload/load at the JCM Middle School main office entrance (at the roundabout). Doors open for students at 6:45AM. Students are **NOT** allowed to be dropped off before 6:45AM. All students arriving at school 6:45AM-7:10AM will have the option to grab breakfast on their way to 1st period class. Students arriving after 7:15AM are considered tardy and must be signed in by an adult. **The building is not open to receive students as there is no supervision. *If a student is dropped off early and something should happen to the child, the school will not be liable.***

Only those persons (must be at least 18 years old) listed on the student's registration/information form will be allowed to check out a student. Showing proof of identification is required. All students are expected to remain in classrooms until parents arrive. **No early dismissal permitted after 1:45PM.**

For arrival and dismissal, ALL vehicles will use the first road from Lane Ave. for entrance to campus, make the circle, and then exit using the second road for departure.

Just as arrival, during dismissal, buses will use the front of the gymnasium, and cars should line the roundabout at JCM Middle School main office entrance. Parents should remain in cars. Dismissal begins at 2:15PM.

ASSEMBLY GUIDELINES

- Follow teacher and/or staff directions.

- Remain quiet and attentive during the program.
- Remain seated until dismissed.
- Be courteous and respectful at all times.

ATTENDANCE: ABSENCES, LATE ARRIVAL/EARLY DEPARTURE

Attendance is a key factor in student achievement. Students are expected to be in attendance each day unless they are ill.

Definitions concerning attendance:

Truancy shall be defined as an unexcused absence for an entire school day, a major portion of the day, or the major portion of any class, study hall or activity during the school day for which the child is scheduled.

Excused absences are those, which have valid explanations. Valid reasons for missing school are:

- Student personal illness or hospitalization as documented by a physician's statement. If the illness requiring hospitalization is to exceed ten (10) consecutive days, the parent/guardian is to apply for homebound instruction.
- An illness or incapacitating condition of a family member, which requires the temporary help of a student. A physician's note will be required.
- A death of an immediate family member (including parents, step-parents, guardian, grandparents, siblings, step-siblings). No more than three (3) days will be allowed and documentation must be provided.
- A recognized religious holiday/event is an excused absence up to a maximum of five (5) days per year. Parents/guardians must inform the administrative team a week in advance. The administrator may provide the excuse or the student can bring a dated program from the event.
- A required court appearance will be excused as long as verification is provided from the appropriate authorities.
- Emergency or extenuating circumstances beyond the control of the student can be excused (e.g. a house fire). The administration must approve the excused absence.

General Statements Regarding Attendance

- Teachers are required to take attendance daily and keep accurate records of each student's attendance each day.
- Students' absences will be classified as either excused or unexcused. A student who is absent without a valid reason is considered truant.
- An absence is unexcused until the parent/guardian provides the proper documentation to show that there was a valid reason for absenteeism. Documents should be sent with the child the next day following the absence. Documents turned in at the end of the semester that exceed the five-day limit will not be accepted.
- Students who persist in truancy violations may be referred to the courts for truancy.
- It is the student's responsibility to obtain and complete make-up work in all subject areas or classes covered during an absence.
- The administration has the right to excuse an absence after hearing the parent's/child's excuse.
- Attendance will **NOT** be excused by telephone calls.

The school day for students at JCM Middle School begins at 7:15AM and ends at 2:15PM. The doors open at 6:45AM. Parents are reminded that students **cannot** be dropped off early. ***The building is not open to receive students and there is no supervision provided.*** If a student arrives after 7:15AM, he/she is considered tardy and the responsible adult **must** come to the attendance office and sign in the student. If a student is absent from school, a note explaining the absence must be sent with the student when he/she returns to school. In all cases, excessive absences must be turned over to the JMCSS Board of Education.

Children may be released from school to a parent, guardian, or authorized adult. This individual **MUST** be listed in the student information system (Powerschool). This adult must report to the office and sign his/her name, and departure time in the school logbook. Showing proof of identification is **REQUIRED**. The child will meet the parent/guardian at the office. Classes are in session until 2:15PM. When a child is checked out early, he/she misses valuable instructional time and assignments. The time missed will accumulate and could result truancy referral. **No student checkouts after 1:45PM.**

CAFETERIA GUIDELINES

The same rules for good conduct apply in the cafeteria as in the classroom. Cafeteria monitors may instruct students not to talk at any time when noise level is excessive. Please remember the following rules while going to and from the cafeteria and while in the cafeteria.

- Walk at all times.
- Practice nice manners while in the cafeteria.
- Students **MUST** get **ALL** needed lunch items while they are in the lunch line.
- Once students receive lunch trays they are to report to assigned seating areas in cafeteria.
- Students must remain seated at all times.
- Before leaving the cafeteria, clean all paper, food, and other trash from the area and push in the chair.
- Use appropriate level of voice.
- Vending machines are **NOT** permitted for JCMMS students according to school nutrition guidelines.

CAR RIDERS

Our number one priority is to provide safety for all of our students. Therefore, parents/guardians are asked to follow all rules and regulations when dropping off/picking up students. Car rider lines are in the back of the school. Parents are asked to drop off/pick up students at the middle school main entrance. Students will not be dismissed through the front and across the bus zone as this possesses a safety issue. Follow traffic direction and guidance of the car rider monitors.

CARE OF SCHOOL PROPERTY

Students shall be held responsible for school and personal property. Any student who damages or destroys school property shall be subject to disciplinary actions and liable for the cost of restoring or replacing the property. Any student who steals school or personal property shall be subject to suspension or expulsion and the authorities may be contacted. Parents are liable for property stolen or damaged by their minor child/children.

CODE OF CONDUCT

JCM Middle School provides each student with maximum opportunity to acquire an education. **NO** student has the right to interfere with this opportunity for others by his/her actions, poor manners, or lack of consideration. All rules and regulations are developed and enforced with that thought in mind.

Some rules and regulations are specified by the Board of Education, some are school level, and others are established by the classroom teacher. There are five basic rules:

1. Show respect to self, others, and property;
2. Come to school prepared to learn;
3. Speak at appropriate times using suitable voices and language;
4. Keep hands, feet, and objects to self;
5. Obey all school and district rules.

This conduct code was developed to make students, parents, and staff aware of the behavioral expectations for students while attending classes at JCM Middle School, while attending school sponsored activities, and while riding on transportation provided by the JMCSS Board of Education.

Positive Behavior Intervention and Support (PBIS) will continue at JCMMS to encourage and promote a safe, effective, and positive learning environment. Your child's teacher will explicitly teach behavior expectations. Our PBIS motto is “Hear the Cougars ROAR!” Our goal is to recognize positive behavior including core values listed below.

- (R) Ready to Learn;
- (O) Operate in a Responsible Manner;
- (A) Accountability is Key to Safety; and
- (R) Respect Yourself and Others.

The table below details the behaviors we expect each day.

Hear the Cougars ROAR!

SCHOOL EXPECTATIONS	Ready to Learn	Operate in a Responsible Manner	Accountability is Key to Safety	Respect Yourself and Others
All Settings	<ul style="list-style-type: none"> *Have needed materials *Actively participate *Listen attentively 	<ul style="list-style-type: none"> *Be honest *Stay in designated areas *Follow dress code and technology policies 	<ul style="list-style-type: none"> *Keep hands, feet, and objects to self 	<ul style="list-style-type: none"> *Follow directions the first time *Use positive language, tone, and voice *Respect all property
Classroom	<ul style="list-style-type: none"> *Follow directions the first time *Do your best *Be in your classroom when the bell rings 	<ul style="list-style-type: none"> *Bring all needed materials and assignments *Complete all assignments 	<ul style="list-style-type: none"> *Keep personal belongings out of aisles *Remain seated 	<ul style="list-style-type: none"> *Be quiet when others are talking *Raise hand to speak
Hallways	<ul style="list-style-type: none"> *Keep areas clean and organized *Report directly to classroom 	<ul style="list-style-type: none"> *Report dangerous situations/bullying to an adult *Avoid horseplay and running 	<ul style="list-style-type: none"> *Walk on the right side of the hall *Avoid horseplay and running 	<ul style="list-style-type: none"> *Be patient with others *Help others
Cafeteria	<ul style="list-style-type: none"> *Enter and exit in an orderly fashion 	<ul style="list-style-type: none"> *Clean up after yourself *All food and drinks stay in cafeteria 	<ul style="list-style-type: none"> *Report spills to appropriate person *Follow cafeteria procedures 	<ul style="list-style-type: none"> *Speak in a soft voice *Use good manners
Activity Classes	<ul style="list-style-type: none"> *Follow classroom rules *Actively participate in lessons 	<ul style="list-style-type: none"> *Treat books, materials, supplies, & computers gently *Return materials on time *Enter and exit through appropriate doors 	<ul style="list-style-type: none"> *Push chairs under tables/desks when leaving where appropriate *Follow classroom procedures 	<ul style="list-style-type: none"> *Be quiet *Work cooperatively *Leave activity classrooms/stations the way you found them or better
Restroom	<ul style="list-style-type: none"> *Use restroom between classes 	<ul style="list-style-type: none"> *Wait your turn *Take care of personal business quickly and exit *Flush the toilet/urinal 	<ul style="list-style-type: none"> *Wash hands with soap and water *Report safety and/or maintenance issues to adult restroom monitor 	<ul style="list-style-type: none"> *Keep hands, feet, and objects to self *Respect others' privacy

COMPUTER/INTERNET/CELL PHONE USE

Computer use and internet access will be under strict supervision and guidelines. Students are expected to follow the rules for appropriate internet use. This includes the following:

- General rules and ethics of internet use.
- Prohibited or illegal activities, including, but not limited to:
 - Sending or displaying offensive messages or pictures
 - Obscene language
 - Harassing, insulting, defaming, or attacking others
 - Unauthorized access to prohibited areas/sites (files, folders)
 - Intentional misuse of resources
 - Using another's password
 - Buying or selling on the internet
 - Taking photographs/videos of others without their permission
 - Sharing photographs/videos via social media or "air drop" methods without permission
 - Sharing videos/photographs that reflect negative behavior/self-image/reputation

Any student found violating school/district policy may be disciplined. All students must have a signed computer/internet form on file before they will be allowed to use the computer/internet.

HALLWAYS

It should be the goal of JCM Middle School students to keep the hallways neat, clean, orderly, and as quiet as possible. To do this, the cooperation of everyone is needed. In the interest of safety, students are to walk on the right side of the hall. All students are to stay in their assigned classes. Students are not allowed in the halls while classes are in session unless called from the office. If there is an emergency of any kind, including restroom, the student must have an adult escort. During lunch periods, students must remain in the cafeteria.

DISCIPLINE – OFFENSES/CONSEQUENCES

Refer to the JMCSS Code of Conduct for offense/consequence information.

Should a student consequence include placement outside of the regular classroom/school setting, a parent conference is required prior to the student's return to school.

DRESS CODE – JMCSS Policy 6.310

Students shall dress and groom in a clean, neat and modest manner to avoid distracting or interfering with the operation of the school. When a student is attired in such a manner as to cause or likely cause disruption or interference with the operation of the school, administrators or designee shall take appropriate action.

JCM Middle Uniform Attire

- Polo Style Collared Shirts: Green, Gold, Black, White
- Pants/Skirts/Shorts: Khaki, Black, Navy
- Belts: Plain Black or Brown with Simple Silver or Gold Buckle

Well-Dressed Wednesday: Students are asked to participate in Well Dressed Wednesday each week. Well Dressed Wednesday attire is considered professional dress and does NOT include jeans, joggers, hoodies, athletic shoes, crocs, slides, leggings, shorts, mini-skirts, or t-shirts. Students who do not participate in Well Dressed Wednesday alternate attire are to be in regular school uniform.

Family Friday: Students are asked to participate in Family Friday each week. Family Friday attire includes either an official House shirt (6th/7th grades only) or a JCM shirt (all grades). All students are to be in uniform pants on Family Friday unless otherwise notified. Students who do not participate in Family Friday alternate attire are to be in regular school uniform.

Dress Code General Guidelines:

- Students are not to wear clothing that exposes any part of the student's body.
- Head apparel is not to be worn in the building. (i.e. doo rags, hats, visors, bandanas, scarves, hoods, hair rollers) unless for religious customs.
- Students shall refrain from wearing non-prescriptive eyewear in the building.
- Trench coat style coats are not permitted.
- Students may not wear apparel or jewelry with designs of marijuana plants/drugs/alcohol, gang signs, firearms, or obscene letters or messages.
- Shoes with shoelaces must be tied.
- Leggings are NOT to be worn as pants. They may be worn under a long shirt, skirt, or dress.
- Joggers/Athletic bottoms are NOT to be worn as pants.
- Jeans are not permitted unless authorized by administration. Jeans, when permitted, must be free of holes, rips, tears, etc.

Students in violation of dress code will be referred to administration. Failure to comply with guidelines of hoods/hats may result in confiscation by administration. Students will be subject to disciplinary action. Repeated dress code violation will result in In School/Out of School Suspension.

DRUGS

Students will not consume, possess, use, sell, distribute or be under the influence of illegal drugs, e-cigarettes/vapes, or alcoholic beverages in school buildings or on school grounds at any time, in school vehicles or buses, or at any school-sponsored activity, function or event whether on or off school grounds. This includes, but is not limited to, abuse of inhalants and prescription drugs. Disciplinary sanctions will be imposed on students who violate standards of conduct. Such sanctions will be consistent with local, state and federal laws, up to and including suspension/expulsion as well as referral for prosecution.

ELECTRONIC DEVICES – JMCSS Policy 6.312

Cellular phones, radios, tape players, cameras, compact disc players, I-pods, or electronic games are not permitted to be in use on school grounds or on the bus. Students may possess personal communication devices and personal electronic devices during NON-INSTRUCTIONAL times as long as such devices are turned OFF and stored in backpacks, purses, or personal carryalls. Students will submit personal devices to classroom teachers upon entry to each classroom to be kept in secure location by teacher during instructional periods. Devices will be returned to students upon classroom exit/transition. Such devices include, but are not limited to, wearable technology such as eyeglasses, rings, or watches that have the capability to record, live stream, or interact with wireless technology, cell phones, laptops, tablets, handheld gaming systems, airpods, earbuds, headphones, ipods, and mp3 players. Unauthorized use or improper storage of a device will result in confiscation until such time as it may be released to the parent/guardian. See information below regarding phone/device confiscation timelines.

- Infraction #1: 3 School Days
- Infraction #2: 10 School Days
- Infraction #3: 30 School Days
- Infraction #4: Official Disciplinary Referral

Items will NOT be released to students but may be picked up in the main office by the parent or guardian on the designated date between 2:15PM and 3:00PM. **The school is not responsible if these items are lost or stolen.**

EMERGENCY/SAFETY DRILLS

Fire, tornado, earthquake, and intruder drills are held at regular intervals throughout the school year. These drills are necessary for the safety of the entire school building. Teachers discuss and practice proper procedures with their classes. Evacuation routes are posted in each classroom. When the alarm is sounded, students are to follow directions and procedures for the plan posted in each classroom. These drills are to be taken seriously. **During the drills, students are expected to conduct themselves in an orderly fashion.** Talking and running are prohibited.

EMERGENCY SCHOOL CLOSINGS

In the event of inclement weather (snow, sleet, tornadoes, flooding, etc.), school delays and closings; please listen to your local weather stations. Also, the district's text alert may be used as well as school/teacher Remind accounts, twitter, websites, Powerschool Messenger, and other social media outlets.

There may be times when it is necessary TO DISMISS SCHOOL EARLY DURING THE DAY because of an emergency. It is impossible for us to contact each parent when these situations occur. Parents are urged to make arrangements and have a contingency plan in place. Your child should be aware of this plan because it may not be possible for us or them to contact you prior to the dismissal. Please be sure that all contact information is current in Powerschool. If your phone number(s) should change, please provide that information to the school or make edits in your account.

EXTRACURRICULAR ACTIVITIES

If your child is involved in after-school activities, be sure that someone is available to pick your child up on time. Arrangements should be made prior to your child staying for after-school activities. **Students will not be allowed to use the phone to arrange transportation or to call for forgotten equipment for extracurricular activities.**

FIELD TRIPS

Field trips will be an educational activity, which is an extension of specific goals, objectives and topics studied in the classroom. Educational field trips will be taken when approved by school administration. All field trip forms and monies are required to be submitted by noted deadlines. No forms/monies will be accepted after deadlines. Students may **NOT** be granted permission via phone. Students participating in field trips shall conduct themselves according to the same rules set forth by the school and the district even though off school property. **Students must ride the bus to the field trip to be counted as present. If a student does not return on school transportation, a transportation release form must be signed at the time of departure with the supervising teacher.**

GUIDANCE

The guidance program is established to assist students in gaining benefits from the total educational program of JCM Middle School. Counselors are committed to the individual growth and development of each student and to working with students and parents to gain the greatest good from school experiences. The primary role of the school counselor is to attend to the developmental needs and the personal-social-emotional problems which the students encounter as they interact with their environment. The counselor does not assume the role or responsibilities of the administrator, teacher, or disciplinarian. The counselor is an active member of the staff of

professionals assigned to the task of providing opportunities for students to develop self-understanding, self-evaluation, and self-direction. To this end, the counselor works closely with other educators, parents, and the community to help the student adjust to school life in all of its facets – academic, vocational, social, and personal. The counselor’s goal is to assist the student to mature as an individual, to understand his/her responsibility for making decisions, and to live with the consequences of his/her decisions.

GYM/BLEACHER GUIDELINES

- WALK up and down the steps.
- Walk around the boundary lines of the gym floor.
- Keep feet off the seats.
- Sit in designated grade level areas.

HALLWAY GUIDELINES

- Walk on the right side of the hall.
- Report directly to destination/designated classroom during transition periods. Students found to be out of assigned area are subject to disciplinary action. This includes time between and during assigned classes.
- Horseplay, loitering, and running in the hallway are strictly prohibited.
- Failure to follow hallway guidelines will result in disciplinary action.

HOMEWORK

The purpose of homework is to provide extra practice and reinforcement of classroom learning. It serves to help students become self-directed, independent learners and to increase learning time. Parents can best help their children with homework by designating a time and comfortable place to work. Parents should go over the work with the child but not do it for him/her. Students are urged to practice ELA and Math skills nightly using online platforms (iReady, iXL). Students may also have projects/presentations that are to be completed with parental assistance. Classroom teachers set homework guidelines individually.

MAKE-UP ASSIGNMENTS

The student is responsible for contacting the teacher(s) in order to obtain required assignments missed during an absence as well as completing all assignments missed due to an excused absence. A student will have 5 days after returning from an absence to retrieve, complete, and submit missed assignments for credit.

MEDICATION

Students taking medication must understand that school officials cannot give medication of ANY kind to students. However, students may be **assisted** with taking medications provided the parent/guardian has provided the school nurse or designated office personnel with a signed medical release form and clear written instructions.

All medications (prescription and nonprescription) must be brought to school by the parent/guardian. It must be given to the school’s nurse or office personnel. Students **may not** transport medication on the bus. Medication can only be taken in the office/nurse’s office in the presence of the nurse/designee. Students with asthma are allowed to have inhaler(s) in their possession at all times. Parents are still required to complete a medical release form with clear instructions for use.

MISCELLANEOUS

Flowers, balloons, and other gifts that are delivered to the school for students are given to the student at the end of the day. This causes undue disruption and interferes with the true purpose of the school setting-teaching and learning. If a student receives balloons or any other large gift at school, a parent/guardian must pick the child and/or package up from school. **These items are not allowed on the bus because they pose a safety hazard.** Celebrations are only allowed during the student's lunch period. Parents must obtain permission from the administrative team prior to planning a celebratory event during lunch.

Lunch deliveries from restaurants are not permitted.

PARENT/TEACHER CONFERENCES

Two official Parent/Teacher conferences are scheduled each year, however a parent may request a conference as it is deemed necessary. These conferences, which can be scheduled before/after school or during a teacher's planning period, must be arranged by contacting your child's teacher(s) and/or the school office. Frequent communication between the school and the home is strongly encouraged. **JMCSS Parent-Teacher Conference dates for 2022-2023 are September 1 and February 16.**

PERSONAL PROPERTY

Protect your property. Students should print name in ink on all personal items. Students are cautioned not to bring large amounts of money to school. **STUDENTS ARE RESPONSIBLE FOR THEIR PERSONAL PROPERTY. THE SCHOOL IS NOT RESPONSIBLE FOR LOST, DAMAGED, OR STOLEN ITEMS.**

REPORT CARDS/PROGRESS REPORTS

Report cards are sent out via Powerschool after the end of each nine-week grading period for students in Grades 6-8. If parents have questions concerning the report card, they should contact the teacher(s) to request a conference. Progress Reports are also sent home in the middle of each nine-week grading period via Powerschool. Refer to the JMCSS Policy 4.600 for grading guidelines.

SCHOOL CALENDAR

2022-2023 JMCSS Calendar - Board Approved 3/22

Total Instructional Days 180
Total Teacher Days 200

Year	S1	S2
175	81	94
3	1	2
18	11	7
5	3	2
6	5	1
10	10	0
2	2	2

R = Regular Instructional Day
O = Discretionary Other
H = Holiday / Break
PD = Stockpiled PD
I = Inservice A = Admin
TV=Teacher Vacation
PTC = Parent Teacher Conference;
1/2 Day
RF = Regular Day Students - 2 Hour
Extended Day - Teachers

July				
M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

August				
M	T	W	Th	F
1 J	2 I	3 J	4 I	5 A
8 R	9 R	10 R	11 R	12 R
15 R	16 R	17 R	18 R	19 R
22 R	23 R	24 R	25 R	26 R
29 R	30 R	31 R		

September				
M	T	W	Th	F
			1 PTC	2 PD
5 H	6 R	7 R	8 R	9 R
12 R	13 RF	14 R	15 R	16 R
19 R	20 R	21 R	22 R	23 R
26 R	27 R	28 R	29 R	30 R

October				
M	T	W	Th	F
3 H	4 H	5 H	6 H	7 H
10 R	11 RF	12 R	13 R	14 R
17 R	18 R	19 R	20 R	21 R
24 R	25 R	26 R	27 R	28 R
31 R				

November				
M	T	W	Th	F
	1 RF	2 R	3 R	4 R
7 R	8 PD	9 R	10 R	11 O
14 R	15 R	16 R	17 R	18 R
21 H	22 H	23 H	24 H	25 H
28 R	29 R	30 R		

December				
M	T	W	Th	F
			1 R	2 R
5 R	6 R	7 R	8 R	9 R
12 R	13 R	14 R	15 R	16 R
19 TV	20 TV	21 TV	22 TV	23 TV
26 TV	27 TV	28 TV	29 TV	30 TV

January				
M	T	W	Th	F
2 H	3 I	4 R	5 R	6 R
9 R	10 R	11 R	12 R	13 R
16 H	17 R	18 R	19 R	20 R
23 R	24 R	25 R	26 R	27 R
30 R	31 R			

February				
M	T	W	Th	F
		1 R	2 R	3 R
6 R	7 RF	8 R	9 R	10 R
13 R	14 R	15 R	16 PTC	17 PD
20 O	21 R	22 R	23 R	24 R
27 R	28 R			

March				
M	T	W	Th	F
		1 R	2 R	3 R
6 R	7 RF	8 R	9 R	10 R
13 H	14 H	15 H	16 H	17 H
20 R	21 R	22 R	23 R	24 R
27 R	28 R	29 R	30 R	31 R

April				
M	T	W	Th	F
3 R	4 RF	5 R	6 R	7 O
10 R	11 R	12 R	13 R	14 R
17 R	18 R	19 R	20 R	21 R
24 R	25 R	26 R	27 R	28 R

May				
M	T	W	Th	F
1 R	2 R	3 R	4 R	5 R
8 R	9 R	10 R	11 R	12 R
15 R	16 R	17 R	18 R	19 R
22 R	23 R	24 R	25 R	26 R
29 R	30 R	31 R		

June				
M	T	W	Th	F
			1 R	2 R
5 R	6 R	7 R	8 R	9 R
12 R	13 R	14 R	15 R	16 R
19 R	20 R	21 R	22 R	23 R
26 R	27 R	30 R		

*May 26 - 1/2 day students - full day teachers

Instructional Days
175

Stockpile Days (5)
September 2 (1)
September 13 (.33)
October 11 (.33)
November 1 (.33)
November 8 (1)
February 7 (.33)
February 17 (1)
March 7 (.33)
April 4 (.33)

Inservice Days (5)
August 1 (1)
August 2 (1)
August 3 (1)
August 4 (1)
January 3 (1)

Admin Days (1)
August 5 (1)

Disc Other Days (3)
November 11 (1)
February 20 (1)
April 7 (1)

Conferences (1)
September 1 (.5)
February 16 (.5)

Teacher Vac (10)
Dec 19-Dec 30

SUPPLIES/TEXTBOOKS

Textbooks and laptops are furnished to each student for classroom use. The student is responsible for the books (library and textbooks) and laptops during the course of the school year. **The parent will assume the cost for any lost or damaged books or laptops.** Students should provide general school supplies and personal health items (notebook paper, pencils, binders, backpacks, highlighters, USB drive, kleenex, hand sanitizer, disinfectant wipes).

TARDINESS

Students have 5 minutes between classes and should be in class before the tardy bell sounds. The 5 minutes between classes must be used for restroom time and class transition. Students who are tardy to any class period will report to the main office to be documented. Repeated tardiness will result in disciplinary action.

TELEPHONES

The telephones in the office are for business purposes. The office will not call students from class to answer phone calls. Only emergency messages will be delivered. Students will only be allowed to use the phone in the event of an emergency. **Forgetting homework, backpacks/lunch boxes, sports equipment, or money does NOT constitute an emergency.**

Parents should not call/text their child(ren) during the school day. Should parents need to get in touch with their child(ren), they should contact the main office and a message will be delivered.

TRANSPORTATION

The school bus is viewed as an extension of the classroom and behavior problems may be referred to a teacher or administrator. Riding the bus is a privilege; the privilege may be removed if infractions are serious and/or repetitive. JMCSS provides buses to transport students to and from school. While the JMCSS furnishes transportation, it does not relieve parents/guardians of students from the responsibility of the supervision until such time as the child boards the bus in the morning and after the child leaves the bus at the end of the school day. Once the child boards the bus, he/she becomes the responsibility of the school system. Such responsibility shall end when the child is delivered to the regular bus stop at the close of the school day. Rules of conduct have been developed to provide a safe and pleasant environment for students while being transported.

The school bus rules have been developed to provide a safe and pleasant environment for students while being transported to and from school. Transportation is an elective provided by the Board of Education. Failure to comply with any of the rules will be grounds for excluding a student from riding a bus.

Note: Students who endanger and/or harm other students while being transported may warrant suspension of riding privileges for the remainder of the year. Students suspended through the end of the school year will require a meeting with administration, bus driver and/or Transportation Supervisor before being re-admitted onto the bus.

Whenever a bus, for disciplinary reasons, is required to return back to school or the driver requests help over the radio or by other means, the offense is considered major and is subject to suspension of the offending student(s). Whenever a bus is returned to school, there will be an investigation to determine the cause. If the bus is generally disruptive with no one or even a small group of students readily identifiable as the instigators, all of the student riders will be warned that future disruptions may cause all riders to be denied bus service for the next day after the second disruption. After an incident where a bus has to return to the school, the Transportation Supervisor will meet with the bus driver to review and investigate the occurrence and to make recommendations for future improvements.

Any incident that involves the breaking of the law, including vandalism of the bus, is always considered a major offense.

To encourage safety for your child, the following rules apply on our buses.

School Bus Rules/Guidelines:

1. The bus driver may assign seats.
2. Be courteous. Use the same conduct as in the classroom
3. No use of profanity.
4. Do not eat or drink on the bus.
5. Keep the bus clean.
6. Violence is prohibited.
7. Remain seated.
8. No smoking/vaping.
9. Keep your hands and head inside the bus.
10. Do not destroy property. Parents/students will be charged for repair or damage to the interior/exterior of the bus.
11. For your own safety, do not distract the driver through misbehavior.
12. Cross the road in front of the bus and never behind the bus - make sure all traffic stops.
13. Do not ask the driver to let you off the bus at stops other than your own.
14. Go directly to your home.
15. Absolutely NO WEAPONS (i.e. firearms, knives, mace, lighters, etc.).
16. If there is a change in the method in which the student is to go home, the bus driver and school office must have a written, signed note from the parent/guardian (see below).
17. Parents and unauthorized persons are not allowed to board the school bus.
18. Obey the bus driver promptly and respectfully.

Failure to comply with and/or follow the bus rules may result in a loss of transportation privilege.

Change In Transportation

JCMMS is always dedicated to the security and safety of all students, therefore phone calls will **NOT** be accepted for a transportation change. Parents **MUST** send a note to school stating details of the transportation change. **Students WILL NOT be permitted to change buses or cars without a note from a parent/guardian that must include the information listed below.**

1. Student name
2. Date
3. New bus number/car
4. Address of new location
5. Parent signature

Transportation changes will not be permitted/approved after 1:30PM each day. Upon approval, students will be notified and/or issued a JCMMS Bus Pass for the change in transportation.

VISITORS

Parents are encouraged to visit the school. We want parents to become involved in the education of their children. **Parents/guardians are always welcome; however, they may not go directly to the teacher's classroom because of safety issues.** Parents who wish to visit, volunteer, or observe in classrooms, must have permission from the administrator that is scheduled prior to the day of the visit. All parents and other visitors must report to the office upon entering the building. Please sign in and a visitor's pass will be provided. Visitors should sign out when leaving the building. Because of our goals to improve the level of instruction in the classroom, students may not have visitors during regular school hours. When visiting the school during the instructional day, parents/guardians must be escorted at all times.

WEAPONS

Students shall not possess, handle, transmit, use or attempt to use any dangerous weapon in school buildings, on school grounds, on school buses, or at any school sponsored activity, function, or event. Students who are found to have violated this policy shall be subject to suspension for a period of not less than one year. When it is determined that a student has violated this policy, administration shall notify the student's parent or guardian and the criminal justice or juvenile delinquency system as required by law.

WITHDRAWING FROM SCHOOL

A parent or guardian must complete the necessary papers to officially withdraw a student from school. The form must be completed prior to the child enrolling in another school/district. Students are required to return all materials belonging to the school and/or district. Parents are asked to schedule an appointment with the counselor or attendance clerk should this be necessary.

ZERO TOLERANCE - JMCSS Policy 6.309

Some offences committed by students are considered zero tolerance and will be treated as such. Those offenses include possession or use of drugs (prescription, nonprescription and tobacco products) or drug paraphernalia including any controlled substance, brings or in possession of weapons or dangerous instruments (including firearms or ammunition), and battery either upon another student or employee JMCSS.

The aforementioned information does not supersede the policies and procedures of Jackson Madison County School System. All policies and procedures of Jackson Madison County Schools are enforced.



2022-2023

Jackson Central Merry Middle School Student/Parent Handbook

We have received the Jackson Central Merry Middle School Handbook, including general information, rules and regulations. We realize that we are responsible for reading and following the contents.

We understand that parents are required to inform the school of any changes in residency, custody, home and/or work phone numbers and/or emergency contact information.

I have read the Jackson Central Merry Middle School Handbook. I have discussed the policies and procedures with my parent/guardian and will adhere to the policies and procedures of the school.

Student Signature

Date

I have read the Jackson Central Merry Middle School Handbook. I have discussed the policies and procedures with my child and will assist my child in adhering to the policies and procedures of the school.

Parent/Guardian Signature

Date

***Please return this signed form to your child's 1st period teacher.**