

# JACK C. JORDAN MIDDLE SCHOOL

1725 Richland Hills • San Antonio, TX 78251 • (210) 397-6150

## 2018 - 2019 Student – Parent Handbook

### JACK C. JORDAN MIDDLE SCHOOL

#### ADMINISTRATION

Anabel Romero .....	Principal
Brent Draker .....	Vice Principal
Jessica Marcha.....	Academic Dean
Louis Villarreal .....	Assistant Principal
Marcy Garza.....	Administrative Intern

#### COUNSELING STAFF

Tania Perez .....	Head Counselor
Susan Skidmore .....	Counselor
Ryanne Barecky .....	Counselor

#### Section A

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# WELCOME

Welcome to Jag Nation. As a student at Jack C. Jordan Middle School, you will have the privilege and opportunity of being a part of one of the finest middle schools in our country. Your school facility will offer you many opportunities. In return, you will be expected to give your cooperation, interest and enthusiasm in the classroom and in your extracurricular activities.

This Student-Parent Handbook has been prepared for your information and guidance. From it, you and your parents will better understand the spirit, ideals, and objectives of Jack C. Jordan Middle School. Keep this thought in mind at all times. You, the student, are the most important aspect of school life at Jack C. Jordan Middle School. Be proud of your school. Take good care of it. As a Jaguar, you are expected to act like a middle school student and conduct yourself properly. You will learn necessary and useful skills for the future. As a new student you may find some things unfamiliar at first, but you will have a lot of people that will help you so that soon, you will become accustomed to JMS.

Jack C. Jordan Middle School is dedicated to building relationships with our students, parents, and community. We strive to reach our 21<sup>st</sup> century learners by integrating technology and meeting the needs of ALL of our students while reaching and developing independent thinkers who are responsible and respectful contributors to our community.

Therefore, it is necessary to have certain rules to insure each individual the opportunity to benefit from the program. This handbook outlines some of the basic policies around which your school functions. Frequent references will keep you informed of guidelines and allow you to take full advantage of all school offerings.

Please feel free to contact teachers and the administration when you deem it necessary. The cooperation of school patrons, based upon the knowledge of the school, will result in a more efficient and successful school program.

## PHILOSOPHY

The purpose of Jack C. Jordan Middle School is the education and development of its students as individuals and as citizens. Our curriculum includes core classes: ELA, Math, Social Studies, and Science, and we offer a variety of levels of these core classes to meet the needs of all of our students. A variety of enrichment subjects augment and expand these fields of study in a school setting that is motivating, challenging, and conducive to learning and the enhancement of social skills.

The school strives to instill in its students a love of learning, an appreciation of fine arts and the natural world, and a recognition and acceptance of the rights and responsibilities of both themselves and others.

Jordan students should develop pride in self, school, community, and country; more, they should willingly and eagerly seize the challenge to go beyond what is taught them, applying the principles and lessons to the betterment of an increasingly complex and technological world.

**Mission:** The mission of Jack C. Jordan Middle School is to provide a culture that will inspire, challenge, and nurture lifelong learners. We will collaborate with our community to advocate for each member of our diverse student body.

**Vision:** We will create a culture of care. We will develop 21<sup>st</sup> century learners while cultivating leaders in a climate that is positive and inviting to all.

## JACK C. JORDAN

Jack C. Jordan was a leading Texas educator whose first public school teaching "job" in 1955 was at a middle school known, in those days, as Harris Junior High School in San Antonio.

His reputation for having high expectations, and his belief that students are capable of doing even better than expected, saw him rise from teacher and coach to vice-principal. In 1964, Jordan became the first principal of Holmes High School, which had just opened.

Three years later, he moved to the main office as Deputy Superintendent of Northside School District, a position he held until he was promoted to Superintendent in 1982.

After taking charge of Northside School District, the 5th-largest school system in Texas, Supt. Jack Jordan was twice named one of the top five educators in the state. He announced his retirement in 1993 and planned to "return to that most important educational age group – the middle school," as a writer and volunteer.

Mr. Jack C. Jordan passed away in 2017 but his legacy will always live on at JMS.

## SCHOOL COLORS

Dark (Forest) Green and White

## SCHOOL MASCOT

Jaguar

## PEOPLE WHO CAN HELP YOU

### Your Principal

The Principal is responsible to the Superintendent of Schools for proper administration of Jordan Middle School. It is her duty to organize, supervise, and administer all of the affairs of the school as they affect students, teachers, and patrons. She will be glad to assist you with any problems or concerns.

### Your Vice Principal and Assistant Principals

The Vice Principal and Assistant Principals work directly with the Principal in the administration and organization of the school. They are in charge of the attendance and handle the routine discipline problems. They handle the day by day operation of the school and assume the responsibility of the principal in her absence.

### Your Academic Dean

The Academic Dean assists the Principal in curriculum and instruction. She coordinates the special support programs and disseminate and interpret test data relating to the overall instructional program. The AD works closely with Central Office C&I staff to improve instructional delivery. She holds conferences with parents, students, and teachers concerning school programs and students' needs to promote effective learning experiences for every student and raise student achievement. Additionally, she assists in planning, coordinating, and implementing staff development for teachers throughout the year.

### Your Counselors

The function of the counselor is advisory and guidance, not disciplinary. You may make appointments to consult with your counselor on problems having to do with your school work, course selection, group or social problems, or problems of a personal nature.

A portion of your counselor's training has been in the field of testing. The counselors handle the annual testing program and administer and interpret the individual tests. In addition, counselors spend time in individual classrooms as part of a group guidance program.

## Your Librarian

The librarian will assist you in the orientation and use of the library. Before, after, and during the school day, feel free to consult with her in order to more efficiently use the library.

## Your School Nurse

The school nurse is available to help you at school with medical emergencies and will work closely with your parents and physician in administering prescribed medication. The clinic is located in the main office.

## Your Teachers

Your teachers are specialists in the field in which they teach and are eager to help you get the most out of your classes.

The teachers are charged with the responsibility of carrying out the rules and regulations of the Board of Education and any additional policies set up by the administration.

The teachers are available before and after school for the purpose of helping any student who desires to report at that time. Students should arrange an appointment with their teacher prior to the day and time.

Your teachers are the classroom leaders and are charged with the responsibility of supervising and directing all students in the pursuit of their education.

## Your Secretaries

The secretaries work under the direction of the administration, counselors, and librarian. All of the secretaries carry out the important clerical functions of the school and will assist you in matters concerning attendance, report cards, etc., or will refer you to the office where you can obtain the information or assistance which you will need.

# GENERAL INFORMATION

## The School Day

Classes begin for Jordan students each morning at 8:30 and end each afternoon at 3:40 p.m. Periods during the school day are scheduled as follows:

Entrance Bell ..... 8:25  
Tardy Bell..... 8:30

- 1st Period**                      **8:30-9:20**
- 2nd Period**                    **9:24-10:10**
- 3rd Period**                    **10:14-10:59**

### 4th -5th Period

<i>A Schedule</i>	<i>B Schedule</i>	<i>C Schedule</i>
<b>Lunch 11:03-11:33</b>	<b>4<sup>th</sup> Period 11:03-11:48</b>	<b>4<sup>th</sup> Period 11:03-11:48</b>
<b>4<sup>th</sup> Period 11:36-12:21</b>	<b>Lunch 11:51-12:21</b>	<b>5<sup>th</sup> Period 11:52-12:37</b>
<b>5<sup>th</sup> Period 12:25-1:10</b>	<b>5<sup>th</sup> Period 12:25-1:10</b>	<b>Lunch 12:40-1:10</b>

- 6<sup>th</sup> Period**                    **1:14-1:59**
- 7<sup>th</sup> Period**                    **2:03-2:48**
- 8<sup>th</sup> Period**                    **2:52-3:40**

## Absences and Make-Up Work

Students occasionally miss school due to illnesses, emergencies, or school sponsored activities. *The responsibility for make-up work in these instances rests completely with the student.* A general rule of thumb is that make-up work should be turned in to teachers within the same number of days as the student has been absent. Example: One day of absence = one day to make up work. Any exception to this rule should be discussed with the individual teacher. We encourage parents and students to consult with their individual teachers regarding acceptance and penalties of late work. Remember that being away on a school-sponsored trip is no excuse for not turning in work on time and correctly completed.

Students should identify a friend in each class that they can contact if they are absent from school for less than three days. That friend should provide them with daily assignments and homework.

Parents may only request student homework if the child will DEFINITELY miss three or more days of school. Teachers will need 24-hour notice to provide the homework assignments to parents. Requests for homework need to be picked up in the Vice-Principal's office. Please call before coming to make sure that work is ready for pickup. Work that is not picked up will be discarded after 3 days. It will be the responsibility of the student to come by the VPO upon returning to school and request any assignments gathered.

After an absence, students should bring a note containing a specific reason for the absence, the exact dates of the absence, and a parent signature and phone number to the Attendance Office. If absence exceeds 3 days, a doctor's verification of treatment is necessary. (Refer to *Personal Illness* in Section D of this handbook).

## Advisory

An Advisory Program is used to help in the transition from elementary to middle school. Every 6<sup>th</sup> grade student will be assigned to an Advisory class and will have an advisory teacher. Advisories will meet every day for 45 minutes during first or eighth period. During Advisory, students will be able to work on organizational skills, time management, as well as participate in team building activities, building character activities, and have an opportunity to complete school related paperwork, receive clarification on school activities, complete homework, receive tutorial, and develop goal setting skills.

## Attendance

Students are required to be in attendance each school day for the entire period the program of instruction is provided. If your child is absent for any part of a day or days, a note is required from the parent/guardian, or doctor. If your child has received a warning letter, a doctor's note or the school nurse's approval must be given to the attendance secretary. **All notes should be given to the attendance secretary upon the student's return.** To avoid a tardy to class, notes must be given to the attendance secretary before the start of the school day. Even if your child is absent for part of the day, a note must accompany them upon return. Students cannot be picked up after 3:20 pm without an administrator approval. Please arrive prior to 3:15 to request your student. **When students are checked out of school early, a note (doctors or parent) is still required for the absence to be considered excused on your student's record.**

### Excuse Notes:

In order for an absence note to qualify for an excused status, the excuse must result from any cause acceptable to the principal or superintendent per the district guidelines. The excuse note should also include the following information.

1. Student's name and ID number
2. Parent's name
3. Date(s) of absence(s)
4. Reason for absence
5. Grade Level
6. Telephone numbers where parent can be contacted

Tardies and trunancies are detrimental to the student's academic success. They are included as partial day absences on attendance and may affect their grades.

Students who arrive late to school, must report immediately to the attendance secretary, and deliver a signed note from parents, stating the reason for this partial absence or tardy. They may not report directly to class. Students arriving more than 10 minutes late may be counted absent or truant.

**Parents are requested to call the attendance office at 397-6158 before 9:00 a.m., when their child is absent and report the reason for absence, but a note is still required when the student returns as part of their file and to be considered for an excused absence.** The school administration, district attendance officer, attendance secretary, teachers, and parents are responsible for monitoring the students' attendance. State law requires 100% attendance unless excused by school officials.

## After School Participation

Students who are involved in after school activities (band, athletics, dances, choir, field trips, etc.) should be picked up promptly at the stated time. School personnel are not responsible for students who remain on campus after the designated pickup time. Arrangements for transportation should be made prior to the activity. Students who are not picked up at the stated time will not be allowed to participate in additional upcoming afterschool events.

## Athletics

Athletics at Jordan are extracurricular activities and most practices are scheduled before or after school. We have team sports such as football, basketball, soccer, and track for 7th & 8th grade boys. We have basketball, volleyball, soccer, and track for 7th & 8th grade girls. Tennis and golf are offered in the spring for 7th and 8th grade students as well. Athletes at Jordan are students who have indicated a desire to contribute time and energy for the good of themselves, the team, and their school. We recognize this contribution in various ways. We expect our athletes to be good representatives of Jordan wherever they may go. A student athlete is first a student, then an athlete. Our student athletes are role models. They are expected to be courteous, be responsible, and is an example of good conduct for others to follow. There are no special privileges for athletes and none are expected. The athlete is assuring for himself or herself a better balanced education through a variety of interests. We welcome student participation in our athletic program, and we hope that it will result in victorious competition.

Unacceptable conduct or grades can result in non-participation in athletic events.

## Backpacks

All student backpacks must be see-through or mesh. Other types of backpacks are not allowed and will be picked up by school staff. Sixth, seventh and eighth grade students will not be issued lockers and will be responsible for their backpacks at all times. Students are not to hold items for others in their backpacks. Other items used to carry school materials are not acceptable, unless approved by the administration. Sports bags and other types of bags may be subject to questioning by school officials, if used as book bags, and a determination as to the use of such a bag will be at the discretion of the administration. Purses are not to be used as book bags.

## Band

Students in the band are expected to buy their instruments except in a few instances where the instrument is furnished. Students in the band are expected to attend all performances as part of their grade. Participation in the band is a very rewarding experience. The pride associated with our band program is a big factor in its success.

## Bus Assignments and Transporting Students

Bus riding is a privilege and not a right. Rules are listed in Section C of this handbook. Students are assigned to specific buses and seats on these buses. Students may not ride a bus other than their own unless administration approves. Only extreme family emergencies would warrant such an assignment. (Staying with a friend overnight or attending a social event is not an emergency). The specific numbers of students assigned to buses and the systemized route system are disrupted when ineligible students ride on alternate routes. Administrators will need advanced notice to give permission to ride an alternate bus. The request must be made in writing by the parent and must include a contact number.

## Cell Phones and Electronic Devices

Students are permitted to have cell phones and/or electronic devices on campus. However, they must be turned off and out of sight during the school day and in the hallways. A teacher may allow usage in their classroom for instructional purposes and/or students may use their electronic devices in allowed designated areas. On testing days, cell phones are prohibited in all classrooms and testing areas. Students may receive disciplinary consequences for failure to follow cell phone rules.

1st offense: Student/Teacher conference.

2nd offense: Phone is picked up by teacher/staff and returned to the student at the end of class.

3rd offense: Phone is picked up by teacher/staff and turned into the office. Infraction is documented. Student can pick it up at the end of the day.

4th offense: Phone is picked up by teacher/staff, turned into the office, and infraction is documented. Phone is kept overnight for parent pick up and Parent/Admin. conference the following school day.

5th offense: Phone is picked up, ISS is assigned, and phone is kept overnight for parent pick up and Parent/Admin. conference.

\*Phones can be picked up by parent between 8:00 a.m. and 4:00 p.m.

## Clubs and Organizations

Every student will profit from the varied experiences enjoyed as a member of a club or organization. Meeting times and locations are announced during morning announcements.

Membership in clubs is open to all students who meet the established guidelines of each organization and who are eligible.

Club meetings will be coordinated by campus sponsors and students are responsible for obtaining information and following club rules. Membership to clubs is optional and students may be removed from a club at the sponsors' discretion.

Field trips and fund raising activities will be coordinated through the Vice-Principal.

## Coming To School Late

A student coming to school late must report to the attendance office with a signed note from his/her parents stating the reason for his/her tardy before going to his/her classroom. This rule applies even when the student arrives between classes.

Students more than ten minutes late will be counted absent/truant from classes.

## Corridor Pass

Students out of any class will be charged with the responsibility of having a corridor pass signed by a member of the faculty or staff. Time leaving class and returning to class will be noted on the pass. In addition, students wishing to enter the main hallways of the building prior to the first bell will need a corridor pass. They should make arrangements with the teacher the day before to secure a pass.

## Dances

Dances are scheduled each year. Attire will be school dress or "Sunday dress" and must meet the district's dress code.

Tickets for the dances are sold during all lunch periods and/or 1<sup>st</sup> period of the day of the dance only. Anyone absent, suspended, or assigned to ISS during the week of the dance will not be allowed to attend. Dances are for currently enrolled Jordan students only. **NO TICKETS WILL BE SOLD AT THE DOOR.**

For safety purposes, once a student has entered the dance, he/she may not leave until the conclusion of the dance unless accompanied by his/her parent. Parents are to pick students up promptly at the conclusion of the dance, or they should pick their child up immediately when administration requests, due to disciplinary reasons. Students not picked up promptly after the dance will not be able to attend future dances. Students may not display inappropriate dance styles, dress, or behavior, including public or private affection. All school rules and policies are in effect whenever students are on school premises.

## Deliveries

In an attempt to minimize interruptions of the learning environment, we do not deliver items directly to students. However, we also recognize the need for a child to receive forgotten items. Therefore, we will gladly accept any item delivered by a parent to the office; however, the student will be expected to come by the office between classes to pick up the item in order to not disrupt their instruction. Parents and guardians may only bring lunch for their student.

Candy, balloons, flowers, cupcakes, and other such items will not be accepted nor delivered.

Celebration items, such as pom-pom flowers, etc., are discouraged and students may be asked to remove them.

## Detention Hall

A supervised detention hall will be held at Jack Jordan Middle School. Students are assigned to detention hall when it is necessary for disciplinary purposes, and for the penalty situations arising from excessive tardies, gum or candy violations and/or other incidents of misbehavior. Detention hall will be scheduled on Monday through Thursday from 3:45 to 5:00 p.m. Transportation will be the responsibility of the parents.

Parents will be notified by note via student or by telephone contact prior to the detention hall. Students are expected to return the detention hall letter the following morning by 8:30 a.m. to the vice principal/assistant principal's office. A student who fails to attend detention hall will be subject to further disciplinary measures. While in detention hall, students are expected to follow established rules.

## Dishonest Practices

Cheating of any kind on a test, homework/class assignment, or project, etc., is considered a violation of academic policies and may result in disciplinary action. Teachers may also impose grading sanctions against the individuals involved. Academic dishonesty includes but is not limited to: cheating, copying the work of another student, or allowing another to copy your work, plagiarism, and unauthorized communication between students during an examination or quiz. The determination that a student has engaged in academic dishonesty shall be based on the judgment of the classroom teacher and/or administration, taking into consideration written materials, observation, or information from students. Upon investigation, students found to have engaged in academic dishonesty shall be subject to disciplinary and academic penalties.

Other dishonesty concerns include falsifying information, forgery, stealing, lying, and improper ID. All of these dishonest practices are subject to regular disciplinary action.

## Dismissal Procedure

Students are dismissed at 3:40 p.m. They are to leave the building in a timely and orderly manner. Students who ride the bus home need to report to the bus loop to wait for their bus. Students who are waiting for a bus may not leave campus and must wait in designated areas. Students who are parent pick up need to wait in the front of the building and are not to be in the bus waiting area. Students who are picked up by parents after school should exit through the front door and wait for their ride to arrive. Students who walk home or ride bicycles should walk off the campus in a safe manner and follow rules of safety on the roadway home. Students are not allowed to walk behind the school building when exiting school grounds. Students must not be on any playing fields unless escorted by campus personnel. Students are not to re-enter the building once they have left for the day. **Parents should pick up students no later than 3:55.** Students are **not** supervised after this time.

Only students who ride buses are allowed in the bus loop area.

## Dress Code/Grooming

In an effort to promote a safe and positive school environment which is conducive to learning, the following will be enforced:

- Undergarments are not to be worn as outer garments. All undershirts must be tucked inside trousers etc.
- No muscle shirts or sports pants or shorts are allowed. Capri's must be four inches below the knee when worn at the waist.
- Clothing with holes, rips and tears and sagging, bagging, or dragging pants with loose waistbands or oversized pants will not be permitted.
- No drawstring sports-pants or tight stretchy pants/ jeggings are allowed. (Khaki and denim joggers are okay.)
- Rosaries are religious items and should not be worn as jewelry.
- All skirts and dress must be at the appropriate length.
- No leggings or tights may be worn under tunics or blouses.
- Shirts with a shirttail and buttons must be worn buttoned and tucked in.

- Pyramid-style bracelets, straps, belts, and spiked or studded rings are prohibited.
- Wallet chains, dog chains, spike and leash type jewelry are prohibited.
- No oversized clothing (See Section D – Dress and Grooming).
- Shorts are prohibited for boys and girls. Shorts include athletic shorts and any Capri-style pants shorter than four inches below the bottom of the knee. All pants should be full length.
- Inappropriate, indecent, suggestive or distracting clothing will not be allowed. This includes patches, drawings, or writing on clothes promoting weapons or violence. No halter tops, exposed midriffs or backs, spaghetti straps, or see through garments will not be allowed. Tank tops are not allowed. Shirts/jackets do not cover dress code violations.
- Shirts should not expose midriff, back, or undergarments.
- No ripped or torn clothing is allowed.
- Appropriate footwear must be worn at all times. Shower thongs, flip flops and house shoes are not acceptable.
- Body piercing is not allowed. Students may wear earrings, but no more than two per ear. Other body piercing jewelry is not allowed.
- Tattoos must be covered at all times.
- Trench coats may not be worn in the classrooms or hallways during the school day.
- Changes in dress code, deemed appropriate and necessary by the school principal, may be announced, implemented and enforced during the course of the academic school year, especially when safety issues arise.
- Unconventional, multi-colored, spiked or Mohawk hairstyles are not permitted.
- Hair must not cover the eyes. Insignias or initials, lines, designs, etched in the eyebrows, hair or any part of the scalp are not permitted.
- Final decisions on dress code will be determined by the campus administration.

## Electives

The students at Jack Jordan Middle School select an elective class or a series of electives each year. Once placed in an elective, a student will not be changed for reasons of personal preference. The list of available electives may vary each year.

### 6th Grade

Art	Choir	Theatre Arts
Band	Orchestra	Dance

### 7th and 8th Grade

Art	Theatre Arts	Computer Literacy
Band	Spanish I MS	AVID
Orchestra	FCS	Dance
Choir	Career Tech Portals	

### 8th Grade only

Art HS	Office Assistant	Yearbook/Journalism	Industrial Tech Productions
Advanced Art	Spanish III PreAP	FCS II	

## Gum/Candy

Because of sanitary reasons, open drink containers, gum and candy are not allowed at school. Students who violate this are subject to disciplinary action. This rule applies to any student on the campus before, during, or after school. Students will be asked to throw any open container in the trash.

## Health Care — Sickness at School

The school nurse or school personnel give first aid only. They do not diagnose illnesses but take note of symptoms and observe students. If the student is seriously ill, injured, or unable to return to class, the parents will be notified. We ask that children be kept at home when ill. This is most important for the health of the child and for the health of all children in school. It is recommended that a child be kept at home for 24 hours after he is completely free of fever.

If a student becomes ill or is injured, he will be given first aid or other appropriate care in the clinic. If the student needs immediate medical attention or is too ill to return to class promptly, parents, guardians or another alternate adult listed on the medical card should pick their child up.

The parent or guardian is responsible for furnishing all emergency information on the student's medical card including alternative adults and current phone numbers. To insure the student's safety only persons listed on the medical card are allowed to sign a student out of school. In the event the designated persons are unavailable, it is the parent's responsibility to make arrangements for the student to be picked up, and to notify the school as to the person picking the student up. A valid ID or Driver's License may be required.

In extreme emergencies E.M.S. will be called. PAYMENT FOR E.M.S. IS THE PARENT'S RESPONSIBILITY.

## Honor Roll

Each six weeks grading period students meeting the following criteria will be recognized for achieving one of the Honor Rolls designated below:

1. All A's
2. A & B (Any combination of A's and B's)
3. None of the above may have less than satisfactory conduct.

## In-School Suspension (ISS)

Students may be assigned to In-School Suspension (ISS) as a disciplinary technique. A student assigned to ISS is to report to the ISS room at 8:25 a.m. All issued textbooks and regular school materials must be brought to the ISS classroom. To be dismissed, students will complete all assignments sent by their teachers. Social interaction is prohibited. Anyone assigned to ISS may not attend any school sponsored activity held that day.

**Students who are disruptive in I.S.S. will have their parents contacted, a conference could be requested, shadowing of the student will be offered, additional ISS days might be added, or the student may be suspended.**

## Library

Each campus library supports the curriculum and provides a wide variety of materials suitable to the interest and abilities of students in their pursuit of knowledge and love of reading. Information literacy skills for life-long learning are taught, practiced, and applied. Home access to the online card catalog is available at <http://webcat.nisd.net/>. In order for each school to maintain a high quality collection, students learn responsibility in caring for library materials. If library materials are lost or damaged the student is expected to pay for them.

Students are welcomed in the library between the hours of 7:45 and 3:45 each day, with a pass from appropriate school personnel. The library is a vital tool in the educational process. In order to maintain the library efficiently, a set of regulations has been formulated.

1. Maintain quiet in the library.
2. All materials taken from the library must be charged to the student's name.
3. The student is responsible for prompt return of library books.
4. Students must pay for the loss or damage of library books.
5. Magazines may not leave the library.
6. Library hours each day are 7:45 a.m. to 3:45 p.m.
7. Since the library is frequently fully occupied by classes throughout the school day, individual students are encouraged to use the library before and after school. A pass is required of the student at these times, and he/she is required to be using library materials.

## Lockers

Sixth, seventh and eighth grade students will not be issued a locker and will be responsible for their items at all times. Administration will have the final say on any locker assignments. Should your child have a specific need for a locker, please speak to the Vice-Principal for approval. Lockers will be issued for P.E. and Athletics.

## Lost and Found

IF YOU FIND ANY ARTICLE OF VALUE, TURN IT IN TO THE OFFICE IMMEDIATELY. As the school assumes no responsibility for lost articles, the students are urged to take every precaution to protect their possessions. Students should not bring expensive or valuable items to school, and students should carefully label each article, such as clothing, books, and supplies in order that each may be easily identified. If you accept an item that is not yours or are in possession of an item that is not yours, you will be subject to disciplinary measures. LOST AND FOUND ITEMS COLLECTED AND NOT CLAIMED BY THE END OF THE SIX WEEKS GRADING PERIOD WILL BE DONATED TO CHARITY.

## Lunch Money

The school does not loan lunch money to students, but will provide an alternate meal. Therefore, students are advised to purchase a lunch ticket for emergency use, or keep a balance in their account. Parents may make deposits to their child's account through our on-line service.

## Lunch Rules and Procedures

All students must adhere to the cafeteria rules and procedures during lunch. The plan addresses entering the cafeteria, line control and procedures, seating plan and organization, proper dismissal, exiting the cafeteria for designated grade levels and other purposes, and proper disposal of lunch items. Students **may not** take food or drinks out of the cafeteria.

Upon entering the cafeteria students will take their place at a lunch table and immediately be seated. Duty teachers will direct students to the appropriate seat. Students may not skip or save seats, nor may they share seating. Once students are seated, they may move to the food lines with permission. They will return to their original seat. Seats will not be saved.

Duty teachers, in an organized method, will dismiss students. Students may not leave the cafeteria before permission is granted. Students requesting to attend tutorial or other teacher/student meetings must secure a pass prior to lunch. Duty teachers will decide when and if students may leave the cafeteria for other reasons.

Visitors must sign in, receive a visitor's sticker and must place it on the upper left shoulder, before coming into the cafeteria. Parents may bring lunch to their children; however, **parents may not bring lunch to other students**. No celebrations are permitted in the cafeteria (i.e., birthdays). **Food and drink items brought in from the outside may not be shared.**

Any disruptive behaviors at lunch may result in the duty teachers taking management actions such as: lunch detention, placement on the detention table, isolation outside, removal from group, special seating, or referral to the VP's for further disciplinary action.

## Make-up Work-(See Absences page A-2)

## Nuisance Items

Items such as balloons, flowers, video games, comic books, laser pens, mobile gaming systems, and personal toys, etc., should be left at home. These items cause a distraction from the school's academic atmosphere and they can be easily lost or stolen. **CONFISCATED ITEMS WILL BE RETURNED TO THE PARENT ONLY.**

**Students who bring nuisance items such as water pistols, confetti eggs, safety pins, and permanent markers, or any other item which could cause harm or a major disruption, may be subject to disciplinary action.**

## Offices

The offices are open from 7:45 a.m. until 4:00 p.m. each school day. All school business should be transacted during these hours. Please call the office to schedule appointments with teachers, counselors and administrators. Cell phones need to be picked up during office hours.

## P.T.A.

All parents have an opportunity to participate in and become members of the Parent-Teacher Association. Most meetings are held at 7:00 p.m., the third Tuesday of the month in September, November, January, March and May.

## Physical Education

All students are required to take physical education. Students are required to dress out during physical education classes. Uniforms must have names clearly visible on shirts and shorts. Any student not able to dress out and participate for a period of more than three days because of injury or illness must have a written excuse from a DOCTOR stating the nature of the injury or illness along with the time span of inactivity. In place of physical activity, other activities will be assigned. Non-participation for less than three days will be excused by a parent's note explaining the circumstances.

Unless specifically forbidden by a doctor's statement, students excused from physical activities for any reason will be required to suit up, even though they do not participate.

Grades in Physical Education are determined by a student's participation in the three areas of the program. Failure to participate in one or more of the areas will affect a student's grade.

## Schedule Change

Schedules will not be changed unless extenuating circumstances exist. In order to change a schedule, a student must have a very serious reason and the approval of his parents and school approval. Requested schedule changes may require a parent, student, teacher, counselor, and administrator conference. Parents are encouraged to arrange a conference with a teacher about any academic or disciplinary concern. A student's schedule will not be changed because of low grades or individual preferences. Students should speak to their counselor concerning schedule changes. All schedule changes will have final approval by administration.

## Selling Items

No item may be sold at school without an administrator's permission. This includes gum, candy, pens, pencils, toys, etc. or any fund-raising items.

## Social Behavior / Public Display of Affection

Embracing or kissing is not an accepted practice on the school campus. There is a time and place for everything and this type of conduct is not condoned in the school environment. This includes over-familiarity such as petting, caressing or placing hands on another in an affectionate way. Lack of cooperation regarding this policy may result in disciplinary action.

## Student Council

The Student Council of Jack C. Jordan Middle School was created to promote the general welfare of the school, to provide training in democratic processes and to encourage student participation in the management of school affairs. The Student Council is composed of representatives that meet academic and citizenship requirements.

A representative must have high moral character and must have earned a grade of "C" or better in each subject area from the previous year and maintain this academic requirement throughout his term as representative. No "F's" or "U's" on the report card will be permitted.

A student who does not maintain the academic or citizenship standard will be placed on probation for a period of six weeks. If the grades or conduct is not brought up to election standards, the representative will be dropped from the Council.

Any representative who commits a serious infraction of school policy will be subject to review to determine if probation is appropriate. A member may be removed at the discretion of an administrator or a sponsor for any disciplinary or academic problem.

## Tardies

The efficient student is not tardy. Sufficient time is provided to pass from one class to another. If you are not in your seat at the end of the passing period, the teacher may consider you tardy. **All unexcused tardies will be subject to a penalty.** Should a teacher detain a student, that student should secure a note from that teacher and present it to the teacher in charge of the next class he/she is entering. For such an occurrence, the tardy will be excused.

If a student is tardy to class, he/she should report directly to his/her teacher, who will evaluate his/her reason for tardiness and assess an appropriate penalty.

## Tardy Round-Ups

In order to minimize wandering after the tardy bell and to maximize instructional learning time, random tardy round-ups will be conducted throughout the year. Tardy Round-Ups will be announced immediately after the tardy bell. Any student not inside their assigned classroom will be rounded up by an administrator or assigned teacher, given a detention slip (detention for the following day from 3:45-5), and escorted to their respective class.

## Telephone - Office

The telephone in the office is for school business and emergencies. The office telephone is not for general use by the students. A student WILL NOT be called from class to answer the telephone or make calls. In extreme emergencies or unforeseen circumstances (i.e., car break down, doctor's appointment cancelled, etc.), a message will be taken by the office staff and efforts will be made to deliver the message. Arrangements for scheduled appointments and rides home from school activities should be made before the student comes to school.

## Textbooks and Materials

Each student will be issued appropriate subject materials if applicable. Most textbooks will be class sets, but students will be assigned online access for such courses. Some courses (Math and Science) will assign student's consumable textbooks for use. Once these books are issued to the student, the student assumes all responsibility for any loss or damage to the textbook. Students, DO NOT LOAN your textbooks to other students. Lost textbooks are placed in the Vice Principal's office. Students must be prepared daily with all required materials. Students should not depend on others to loan them materials.

## Visitors

For the security of our students, all Parents and Visitors are required to register in the Administrative Office with the Principal's secretary and indicate the reason for visiting the campus. Only individuals connected (legal parents/guardians, official emergency contacts, or if you have legal documentation) to students are allowed access to visit. They are also required to sign-out prior to leaving the campus. Upon sign-in, all Parents and Visitors **must present an ID and receive a Visitor's Pass.** This pass should be worn on the upper left-hand corner of the visitor's outfit. Faculty and staff are encouraged to ask visitors the purpose of their visit on our campus. A well-informed staff helps our efforts in providing a safe and secure learning environment.

## Withdrawal from School

Parent or guardian of the student to be withdrawn will need to go to the counselors' office to begin the withdrawal process. A withdrawal slip will be taken to each of his/her teachers, to the cafeteria, and to the librarian for signature. Textbooks are to be turned in to the Vice principal's office. Each teacher will list his/her grade for that particular six weeks period up to the time of withdrawal. The librarian must indicate that the student library record is clear. In addition, before withdrawal is completed, all other records must be cleared, especially textbook fines.

Students may be withdrawn for other district approved reasons, at the request of the administration.