



STUDENT HANDBOOK
2017-2018

2100 Arlington Avenue
Upper Arlington, OH 43221
(614) 487-5080
jones.uaschools.org

Principal's Welcome

Dear Jones Middle School Student,

Welcome to the 2017-2018 school year at Jones Middle School. This handbook has been thoughtfully put together as an introduction to the many programs, expectations, and rules that help to foster the special learning community here at Jones. Please take your time in reading it thoroughly.

I want to take a moment to talk with you about building this community together. We have very high expectations for both your academic success and your individual responsibility to others in our school, our neighborhoods and our world. The Jones staff and I will be working together to provide exciting learning opportunities on a daily basis with a commitment to helping you meet and exceed these expectations we have set for you. These challenges may not always be easy to complete, but our staff is dedicated to helping all students to reach their full potential during the school year and beyond. Additionally, we have a very high expectation for our students to continue the longstanding tradition of being nice, polite and respectful students and sportsman-like student athletes. **At Jones, kindness is expected in all learning environments, including digital settings.** We take great pride in our school culture and as a Jones Middle School student you have the responsibility to positively represent our school whether at school, on our fields, or in our community.

Please take time to review this handbook and discuss it with your parents. The information contained will undoubtedly help to clarify questions about daily life at Jones. The faculty and I look forward to learning with you during the school year and would encourage all students and community members to get involved in our many extra-curricular and volunteer opportunities. If you have any questions or concerns regarding this handbook or student life at Jones, do not hesitate to contact me, or any staff member. We look forward to working with each student to become co-builders of our learning community.

Go Bears,

Jason Fine
Principal, Jones Middle School

BELL SCHEDULES

Regular Day

ADV	8:10-8:15
1	8:19-9:02
2	9:06-9:49
3	9:53-10:36
4 - 6th lunch	10:40-11:23
5 - 8th lunch	11:27-12:10
6 - 7th lunch	12:14-12:57
7	1:01-1:44
8	1:48-2:31
9	2:35-3:18
Announcements	3:18-3:20

Advisory Day - (FRIDAY)

ADV	8:10-8:39
1	8:43-9:23
2	9:27-10:07
3	10:11-10:51
4 - 6th lunch	10:55-11:35
5 - 8th lunch	11:39-12:19
6 - 7th lunch	12:23-1:03
7	1:07-1:50
8	1:54-2:34
9	2:38-3:18
Announcements	3:18-3:20

Early Dismissal Days

Advisory	8:10-8:15
1	8:19-8:45
2	8:49-9:16
3	9:20-9:46
7	9:50-10:17
4 - 6th lunch	10:21-11:01
5 - 8th lunch	11:05-11:45
6 - 7th lunch	11:49-12:29
8	12:33-12:59
9	1:03-1:30

Two Hour Delay

Advisory	10:10-10:15
1	10:19-10:43
4 - 6 th lunch	10:47-11:28
5 - 8 th lunch	11:32-12:13
6 - 7 th lunch	12:17-12:58
2	1:02-1:26
3	1:30-1:54
7	1:58-2:22
8	2:26-2:50
9	2:54-3:18
Announce	3:18-3:20

Early Dismissal Dates

September 23, 2017
September 27, 2017(District wide)
October 11, 2017
November 8, 2017
December 13, 2017
January 17, 2018
February 14, 2018
February 28, 2018(District wide)
March 28, 2018
April 11, 2018
May 16, 2018

Pep Rally Early Dismissal

Advisory	8:10-8:15
1	8:19-8:41
2	8:45-9:08
3	9:12-9:34
7	9:38-10:01
8	10:05-10:27
9	10:31-10:54
4 - 6 th lunch	10:58-11:36
5 - 8 th lunch	11:40-12:18
6 - 7 th lunch	12:22-1:00
Pep Rally	1:05-1:30

SCHOOL PERSONNEL AND TELEPHONE NUMBERS

Principal	Jason Fine	487-5075
Assistant Principal	Tammy Yockey	487-5076
Main Office/Building Secretary	Jodi Mague	487-5080
Main Office FAX		487-5307
Attendance/Homework Requests/Records Secretary/	Margaret Wells	487-5082
Attendance Line (voicemail)		487-5077, x3500
6th Grade Guidance Counselor	Ashley Osinski	487-5085
7th Grade Guidance Counselor	Jackie Magill	487-5083
8th Grade Guidance Counselor	Nancy Rapport	487-5084
Nurse	Jane Mead	487-5091
Media Specialist	Michelle Lombardi	487-5089
Media Clerk	Nicole Starrett	487-5089
Athletic Director	Spencer Smith	487-5092
Athletic Hotline Information		487-5077, x3722
DC Trip Information Line		487-5077, x3711
Ski Club Information Line		487-5077, x3754
Transportation (Bus Garage)	Susan Schweitzer	487-6477
ELL	Jean Piper	487-5077, x7747
	Andrew Hoobler	TBD
Gifted	Kathy Preston	487-5077, x3259
School Psychologist	Kate Jordan	487-5077, x3032
Speech & Language Therapist	Nikki Bauers	487-5077, x3033
Cafeteria	Cooks	487-5088

**UPPER ARLINGTON SCHOOL DISTRICT
NON-DISCRIMINATION NOTICE STATEMENT**

It is the policy of the Upper Arlington School District not to discriminate, in violation of federal or state law, on the basis of race, color, national origin, ancestry, religion, age, sex or disability in admission to, access to, treatment in or employment in, any service, program, or activity sponsored by the Upper Arlington City Schools.

Inquiries or complaints regarding compliance with this policy on the non-discrimination requirements of the Americans with Disabilities Act or Section 504 of The Rehabilitation Act of 1973, should be directed to the Director of Educational Service, 1950 North Mallway, Upper Arlington, Ohio 43221 (phone: 487-5000). Title IX inquiries, including, but not limited to, prohibition or harassment, should be directed to The Title IX Coordinator, 1950 North Mallway, Upper Arlington, Ohio 43221 (phone: 487-5000). Title IX inquiries may also be referred to The Assistant Secretary for Civil Rights for the U.S. Department of Education.

STUDENTS' RIGHTS AND RESPONSIBILITIES

Official Board of Education Policy statements and administrative guidelines are printed in this *Student Handbook* and in the *Students' Rights and Responsibilities Handbook*, which is made available to all new students. A copy also is available in the Main Office.

COMMUNICATION

Contact Information

There are two other sources for contact information beyond this *Student Handbook*. Please refer to the Jones Middle School website, which can be found at <http://jones.uaschools.org>. You can access contact information for teachers and administration from this site. Another resource is the PTO's Student Directory that is published in the fall.

To contact an individual teacher: Contact information for teachers can be found in the Student Directory and on the website. You may call and leave a voicemail at any time by calling **487-5077, "1" and the extension number** of the teacher you are trying to reach. To contact the teacher by e-mail, use the teacher's first initial and last name@uaschools.org.

To contact a student or family: The PTO's Student Directory lists contact numbers of families who wish to be included.

To contact your child during the day: Personal arrangements between parents and children should be made before leaving home. Class will be interrupted for essential or emergency telephone messages only. Emergency messages for your child can be called in to Mrs. Mague (487-5080) or Mrs. Wells (487-5082). The office is staffed each school day from 7:30 a.m. – 4:00 p.m.

Contacting you: To update your contact information, please notify the school (487-5080) of all changes of address, telephone numbers including work numbers, and e-mail addresses. It is important that we have information that permits us to contact parents during the school day.

Jones Website

The website, jones.uaschools.org contains a great deal of useful information for students and parents. The Quick Links includes current updates to announcements and information. Many teachers post homework and/or have a website with class information. The athletic page has tryout information, game schedules, and maps to other schools. The parent information page includes PTO and parent links. The activities page has information including clubs, service opportunities, Ski Club information, and academic competitions. The search tools page has useful information for writing papers and doing research.

Newsletter

Each month, August through May, we produce a school newsletter. The newsletter will contain

activity schedules, items of information, requests for input, requests for assistance, and reports of PTO activities. We post the newsletter on the Jones Web Page (jones.uaschools.org).

PTO (Parent Teacher Organization)

The Jones PTO provides a vital link between the home and the school. Parents are encouraged to communicate to the PTO concerns, suggestions or recommendations. Monthly board meetings are open to any interested person.

The PTO is a working group responsible for many activities that directly affect all Jones students. The success of their programs depends upon membership dues and participation in their activities. Further information about the PTO may be obtained from the president of the group. The 2017-2018 PTO president is Kristin Ray (614-306-3593). *The PTO has their own website: JonesPTO.org* > Check it out!

Morning/Afternoon Announcements

Each morning, during advisory, announcements are read about upcoming school events, athletic contests, club opportunities, etc. Students are urged to listen carefully to the morning announcements. You can also check on PowerSchool for the Daily Bulletin.

ATTENDANCE

Procedures and Policies

Regular attendance is a significant student responsibility at all grade levels. Many studies correlate regular attendance with success in school. Regular attendance means that the academic learning process is not interrupted, less time is spent on make-up assignments, and students benefit from participation and interaction with others in class. Many important lessons are learned through active participation in classroom and other school activities that cannot be replaced by individual study.

Establishing a pattern of good attendance will benefit the student in school and in the workplace. Attendance is important in the development of high quality work ethic, which will be a significant factor in a student's success with future employers. One of the most important work habits that employers look for in hiring and promoting a person is his/her dependability in coming to work every day on time. This is a habit Jones Middle School wants to help develop as early as possible.

Tardiness – 487-5077 EXT. 3500

Students must be in their Advisory by 8:10 a.m. When a student is late for school in the morning or upon returning from their lunch period, he/she is required to obtain a pass from the Attendance Office. If the student is late because a staff member detained him/her, the student should come to class with a hall pass signed by that staff member. **A student will be considered chronic on the 4th unexcused tardy.** At that time, and with each additional unexcused tardy the student will be assigned school consequence. All tardies, excused and unexcused, are recorded on the grade card.

Absences

State Law specifically states that every student up to the age of 18 must attend school. The law and the *Board Policy 5200-Attendance* provide what constitutes a legal excuse for an absence from school. No parent or guardian has the right to excuse his/her child or anyone else's child from school for any other reason than those stated below.

1. **Personal Illness.** The approving authority may require the certificate of a doctor if he/she deems advisable.
2. **Illness in the family.** The absence under this condition shall not apply to children under fourteen years of age.
3. **Quarantine of the home.** The absence of a child under this condition is limited to the length of quarantine as fixed by the proper authorities.
4. **Death of a relative.** The absence arising from this condition is limited to a period of three days unless the applicant may show reasonable cause for a longer period of absence.
5. **Work in the home due to absence of parents or custodian.** Any absence arising because of this condition shall not extend for a period longer than which the custodian or parents are absent.
6. **Observance of religious holidays.** Any child of any religious faith shall be excused if his/her absence was for the purpose of observing a religious holiday consistent with his/her creed or belief.
7. **Emergency** or set of circumstances, which, in the judgment of the Superintendent or his/her designee, constitute good and sufficient cause for absence from school. (For the purpose of this and related regulations, the initial designee to who request for excuses are made shall be the principal.) *An emergency is a situation of a serious nature, developing suddenly and unexpectedly, that demands immediate action.*

If, in the judgment of the principal, an emergency was such that notice prior to the absence could not be given to the principal and the emergency was a good and sufficient cause for absence from school, the student may be excused.

All absences that cannot be excused on the basis of reasons 1-7 above shall be subject to the conditions of a planned absence (see below) in order to be excused. An excused absence is still counted as a missed day of school on the student's record. A half-day absence is recorded when a student arrives after 10:00 a.m. or leaves before 2:00 p.m.

When a student reaches a total of 10 days absent in a school year, a letter will be sent home stating that a physician's note will be required for any further absences due to personal illness or illness in the family to be excused.

Notification of Absence

A parent or guardian must notify the Attendance Office Voicemail (487-5077, ext. 3500) or the direct line 487-5082, prior to 9:00 a.m. on a day that the student is absent due to illness or death in the family. If a student becomes ill during the day and needs to go home, the student needs to have authorization from the nurse or office staff and must tell the Attendance Office that he/she is leaving. *Students will not be permitted to leave school during the school day unless accompanied by a parent or designated person.* **Students who are absent more than half a day or who go home ill may not participate in co- or extra-curricular or athletic activities that day.**

If a student is absent from school and the parent has not notified the Attendance Office, the Attendance Office personnel are required to determine why the student is absent. Parents will be contacted. Emergency contacts may be contacted if necessary. Parents are asked to notify the school of change of address, telephone numbers, and emergency contact information. Special attention should be given to such information when parents are out of town.

Afternoon Absence Notification

Notification of afternoon absence is particularly important. Should a student remain home after lunch, the student must notify his/her parent, who must notify the school by phone. Concern for the safety of the student will necessitate a phone call to the parent if the parent does not notify the school. **To be eligible to participate in co-**

curricular/extra-curricular activity on a school day a student must attend school a minimum of one-half day. If a student does participate in or attend a co-curricular/extra-curricular activity on a day on which he/she did not attend school, the absence will be recorded as unexcused and the student will be disciplined. Planned absences are exceptions to this provision.

Early Arrival

In the interest of personal safety and for the protection of public and personal property, students are not encouraged to be in the school building before 8:00 a.m. or after 4:00 p.m. unless under the direct supervision of a staff member. Students who arrive at school before 8:00 a.m. may go to the cafeteria, (where supervision is provided beginning at 7:30 AM) through the **exterior doors on the tennis courts**, or they may wait between the flagpole and the front of the school. Students may only be in the Coventry Rd. area when the bus or parents are dropping them off. Students are also not permitted in any of the following areas: the mallway or surrounding streets, the Devon pool area, the staff parking lot, the athletic fields. After the 8:00 a.m. bell, students may go to their lockers.

Excuses

Section 3321.04 of the Ohio Revised Code requires a written or verbal explanation of a student's absence. If a parent notifies the Attendance Office by phone, a written explanation is not necessary. If a student returns from an absence during the school day, the signed excuse should be taken to the Attendance Office.

If a student becomes ill and needs to go home any time during the day, he/she must check out with the nurse, secretary or administrator and sign out in the office. Parent contact and permission for the student to leave school will be documented. Failure to follow this procedure may result in disciplinary action. Concern for the student's safety and the responsibility for knowing the exact whereabouts of the student may necessitate an immediate phone call to the parent.

Medical Appointments & Special Dismissals

Students may never leave school without first informing the nurse, attendance secretary or administrator. Students may not leave the building during the school day unless in the company of a

parent or other designated adult. Doctor and dental appointments should not be scheduled during academic classes. When an appointment must be scheduled during study time, the student needs to bring a written note from the parent to the Attendance Office the morning of the appointment. The note must be given to the Attendance Office, before going to Advisory. When the student leaves and upon return, he/she must check out/in at the Attendance Office.

Planned Absence

Board of Education Policy JEDA-R

The Upper Arlington Board of Education believes that regular attendance, for the number of days prescribed by State Law, is essential if students are to receive the maximum benefit from the educational program of the Upper Arlington Schools.

Absences are assumed to distract from expected academic performance. Excessive absenteeism interferes with the valuable teacher-student contact in the classroom. For these reasons, parents and students are strongly urged to arrange planned absences only when it is of the utmost necessity. Parents have the responsibility for making sound decisions regarding their child's capability of missing valuable classroom time.

The Board of Education has determined reasons for which students may request "excusable" planned absences:

1. An emergency for which it is possible to give prior notice to the principal that was, in the principal's judgment, good and sufficient cause for absence from school;
2. Vacation authorized by parents or custodian;
3. College visitation;
4. Non-school sponsored educational activities
5. Circumstances other than 1, 2, 3, and 4 above that, in the judgment of the superintendent or the principal, as the superintendent's designate, constitute a good and sufficient cause for absence from school.

An absence planned in advance for one of the reasons stated above, to become an excused absence, must meet the following guidelines:

1. The parent or custodian must notify the principal/designate regarding the planned absence by telephone or in person in advance of the planned absence. (A ten (10) day notification is desirable, when possible.)

2. The parent or custodian must sign a form in advance of the absence stating the reason for the absence assuring the accuracy of the request for planned absence, stipulating that all conditions will be met, and indicating that the parent or custodian assumes full responsibility for the student's absence. Forms for this purpose are available in the office and online at jones.uaschools.org.

3. Failure to comply with conditions in (1) and/or (2) above will result in an unexcused absence for those classes missed. An unexcused absence will result in the following actions:

- (a) The student will receive a grade of zero (0) for all assigned work missed during the absence;
- (b) The parent or custodian will be notified of the unexcused absence; and
- (c) An appeal may be made to the building principal.

A student's guidance counselor will be informed of a student's planned absence request for review and possible contact with parents.

Although teachers will assist the student who misses school because of a planned absence, parents should realize that teachers must place a higher priority on conducting class activities that benefit those students who remain in school during periods of high student absenteeism than on preparing make-up or supplemental assignments for absent students.

- 1. Teachers will be expected to continue to teach the adopted curriculum regardless of the number of students absent.
- 2. Teachers will give assignments for work missed upon the student's return to school.

The ultimate responsibility for completing assignments as prescribed by the adopted curriculum rests with the student.

- 1. The student will be responsible for obtaining the missed assignments from the teacher.
- 2. The student will be responsible for obtaining notes, etc. as needed from students who attended class lectures, movies and demonstrations.
- 3. The student is responsible for completing all class assignments and examinations.
 - a. The days allotted for completion of assignments will be equal to the number of absent days.
 - b. The exception to the above rule will be assignments given 10 or more days prior to the planned absence (i.e. long-term projects, papers, presentations, etc.). Such assignments

will be due or arranged for presentation within two days of the student's return to school.

- c. Student requests for extensions of the allotted time must be approved by the building principal.

4. If a student cannot complete the assignments or examinations before the end of the grading period, an "incomplete" will be given.

Parents are asked to complete the Planned Absence Form ten (10) days prior to the first day of the absence.

ACADEMICS

Now that students are in middle school, they begin three years of preparation for Upper Arlington High School. In accordance with Board of Education policy, the following rules govern the assignment of student grades. Grading is a process of identifying student achievement. A grade is a symbol used to communicate this performance to both the student and parent(s). **Parents and students are encouraged to monitor their progress by accessing PowerSchool or parents can contact teachers if they have questions.**

Scheduling Requests

All scheduling requests should be made in writing on each child's Scheduling Registration Form. Registration forms must be turned in on time and signed by parent or guardian to be considered for the upcoming school year. While there is no guarantee scheduling requests will be granted, consideration will only be given to those that are complete and turned in on time. We thank you in advance for your attention to this matter. At Jones, we value your input as schedules are created to meet the educational, social and emotional needs of students.

Homework Expectations

The Upper Arlington City Schools are committed to an individualized process of education. Homework is a purposeful extension of the school day; providing opportunities that further the district's educational goals for the student. Each school provides opportunities for supervised study or independent study during the school day. Students can greatly reduce their homework time by using every opportunity for in-school study.

Grades

Nine-week grades in each course of study are determined by averaging the grades accumulated in the course during the grading period. Semester grades indicate the average of the two preceding nine-week grades. Year-end grades indicate the average of semester grades. Final exams (semester or year end) will not be given during the middle school years, except in high school credit courses.

Report Cards and Interim Progress Reports

Report cards are distributed to students approximately one week after the end of Quarters I, II and III. The final report card will be mailed home. Interim Progress Reports (IPR's) are available midway through each grading period. Any 6th, 7th or 8th grade student who has a "C-" or below in any class will receive an IPR. Students not receiving an IPR may access their grades online at:

<https://ps7-uar.treca.org/public/home.html>

PowerGrade

Your child's grades may be accessed at any time through the Parent Portal to PowerGrade. Teachers post grades at various times; using PowerGrade allows parents and students to see any grades that have been posted and the student's grade to date in all classes. PowerSchool will provide a new "Single Sign On" feature for parents and students this year. Parents will no longer need to have a separate user name and password for each of their children.

Incompletes

If a student earns an "Incomplete" grade in any subject, he/she will have ten school days into the following quarter to complete the work and turn it in for a letter grade. If the work is not turned in by that time, the "I" will convert into a failing grade for the assignment. If there are unusual circumstances or illness that prohibit compliance with the "ten-day rule," please contact your child's school counselor to discuss alternative arrangements.

Promotion

Promotion to grades 7, 8 or 9 will be granted upon the completion of the following criteria:

- A student has received a D or better in all major subjects, including all house subjects and global language.

- A student has failed no more than one subject. (However, if that one subject is English or mathematics, promotion requires completion of the course requirements in summer school.)

If a student fails both science and social studies, one of these subjects must be completed in summer school.

Withdrawal from School Procedure

Parents who are transferring their child to another school should notify the office and their child's guidance counselor at least **five days** prior to the date of intended withdrawal. The student will be given a "Withdrawal Form" to have signed by each of her/his teachers. After the form is completed, the student will receive an unofficial report of his/her grades (to date) to take to the new school. Official school records will be mailed to the new school after the Jones Records Office receives a "Request for Records Form" signed by the parent.

Work missed due to an excused absence

See above for a "planned absence" makeup. Satisfactory excuses for absences permit students to make up work. Students are allowed one school day for each day missed due to illness to make up missed work. To obtain assignments while absent on the first day, students and parents may check the website, or arrange to have a classmate bring assignments home that evening. On the second day of illness, homework assignments may be obtained by checking the Jones website or requested when calling the Attendance Office (487-5077, x3500) to report your child's absence before 9:00 a.m. Homework may be picked up in the Main Office between 3:30-4 p.m. on the day of request.

Work missed due to a planned absence

Upon return to school, the student is responsible for completing all missed class assignments and examinations. The days allowed for completion of missed assignments will be equal to the number of days absent with the following exception. If an assignment was made ten or more days prior to the planned absence (e.g., long-term projects, papers, presentations, etc.) the student must turn in the assignment or arrange for presentation within two days of returning to school.

Failure to meet any of the required conditions for a planned absence will mean the absence is unexcused, resulting in a "zero" for all work missed. A complete copy of the Board of Education Policy

JEDA-R, Planned Absence, is available in the Main Office.

Work missed due to a medical appointment: Work missed during an absence for a medical appointment must be completed within 24 hours.

Honor Roll/Eligibility

Honor Roll is determined for each nine-week grading period. A student achieves Honor Roll status by earning an average of a 3.5 GPA (no rounding) or higher. All classes count toward Honor Roll. Honor Roll is computed using the table listed here. To figure your GPA (grade point average) for each grading period fill in the chart below and carefully do the mathematical calculations. Use the grades from only the 1st, 2nd, 3rd or 4th grade period. Semester and final grades are not used to calculate GPA. You must have a 3.500 GPA, with no rounding, to be on the Honor Roll. The names of those students who achieve Honor Roll status are sent to the Upper Arlington News for publication.

SUBJECT	GRADE	GPA POINTS	WT	TOTAL
Language Arts			x 4	
Math			x 4	
Science			x 4	
Soc. Studies			x 4	
6th Gr. Gl.Lang Survey			x 1	
6th Gr. Reading			x 2	
7th/8th Reading or Global Language			x 4	
Physical Ed.			x 1	
Exploratory Arts*			x 1	
Choir/Gen.Music			x 1	
Band/Orch.			x 1	
TOTALS				

To calculate the GPA divide the total points by the total weight GPA

Honors classes for high school credit will be calculated at 1.1 times the weight.

GRADING SCALE

The official Upper Arlington Grading scale is:

Grade	Percentage	GPA Points
A+	97-100	4.0
A	93-96	4.0
A-	90-92	3.7
B+	87-89	3.3
B	83-86	3.0
B-	80-82	2.7
C+	77-79	2.3
C	73-76	2.0
C-	70-72	1.7
D+	67-69	1.3
D	63-66	1.0
D-	60-62	0.7
E	0-59	0.0

COCURRICULAR ACTIVITIES

Athletic Code & Orientation

Parents and athletes are required to attend an Athletic Orientation Meeting at least once during the middle school career in order for a student to be eligible to participate in the athletic program. These meetings are announced in advance and are held prior to each sport season at either Jones or Hastings Middle Schools.

The purpose of the meeting is to acquaint the family with the expectations and rules for participation in the athletic programs of the Upper Arlington Schools. The Athletic Code (complete text contained in the Students' Rights and Responsibilities Handbook) is also explained and discussed. It requires that all athletes abide by a training code, which prohibits the use of drugs, alcohol and tobacco. Students are expected to abide by this code at all times, including the summer. Contact the Athletic Director for orientation meeting dates and times. Participation on interscholastic teams requires athletes and their parent(s) to sign the Athletic Code. The Code governs the uses of substances and mood- and build-altering chemicals. Athletes are subject to penalties if they violate this Code.

Participation on interscholastic teams is governed by athletic eligibility guidelines set forth by the Board of Education and the Ohio High School Athletic Association (OHSAA). The Board of Education requires all student athletes to have earned a minimum 2.0 grade point in the grading period immediately preceding their athletic season. The OHSAA requires that all student athletes pass 75% of their classes in the grading period immediately preceding their athletic season. A student must earn at least a 2.0 grade point average (GPA) in order to be eligible to participate in athletics and Ski Club. The GPA will be calculated each grading period. Eligibility can be maintained, gained or lost, each grading period. In order to remain eligible, a student must also exhibit desirable behavior during the school day. An accumulation of 12 points for poor behavior may result in the loss of eligibility for any co-curricular activity for a period of time.

Physical Examination

Athletic participation forms, properly completed by a physician, the student, and a parent or guardian must be on file with the athletic director before any candidate for a team may participate in a practice or tryout. These forms necessitate the physician's

certification of the student's physical fitness each year during the middle school years.

Participation Fee

There is an athletic participation fee for each sport. A \$50.00 participation fee per athlete per sport is required of athletes who make a team. The procedures for the participation fee will be as follows:

1. Fees are not necessary to try out for an interscholastic or club team.
2. Fees will be paid after the athlete has officially made the team. Each coach will give instructions to their athletes at the beginning of the season.
3. Fees must be paid before the athlete can participate in an interscholastic contest.
4. Students/parents in need of financial assistance should contact their coach or the athletic director.
5. Checks should be made out to: Upper Arlington Board of Education.
6. Online EZPay option available.

Please note: A student athlete MUST be present for at least the second half of the school day (11:45 a.m. until 3:20 p.m.) to participate in a practice or contest on that school day.

OHIO CAPITAL CONFERENCE (OCC) Sportsmanship Code

Jones, as a member of the Ohio Capital Conference (OCC), abides by the OCC Middle Level Schools Code of Sportsmanship, which states, "We believe that participation is more important than winning. We believe that students should be coached to play to the best of their ability and to understand that to play well is to play honorably. We believe that the ideal of good sportsmanship is or should be synonymous with the American way of life and that the ethic, 'fair play' should be a central part of the educational experience of middle school grades student athletes."

At Jones Middle School, therefore, we expect coaches, athletes, cheerleaders, and spectators to know and to embrace the following fundamentals of sportsmanship:

1. Respect should be demonstrated for an athletic opponent and for their school property at all times. Host schools should treat visiting teams and their supporters as guests and accord them appropriate consideration. Visiting schools should respect the property and the dignity of their host school and its athletic team.

2. Respect should be demonstrated for the officials at all times. Officials must be assumed to be and accepted as impartial arbitrators who are trained to do their job and can be expected to do the job to the best of their ability.
3. Knowledge of and a proper respect for the current rules of the contest should guide the behavior of all participants. Rules are essential for a fair contest, and good sportsmanship suggests the importance of conforming to the spirit as well as to the “letter” of the rules.
4. All participants should strive to maintain self-control at all times. The desire to win should not be accepted as a reason for abandoning rational behavior. All must maintain proper perspective if the potential educational values of athletic competition are to be realized.
5. All participants should learn to recognize and appreciate skill in performance regardless of team affiliation. Recognition of the good performance of an opponent school is an important aspect of good sportsmanship.

Sixth grade students are not allowed to practice or play on interscholastic teams according to OHSAA rules. (Sixth graders are permitted to join Ski Club, however.)

7th and 8th Grade Interscholastic Sports by Season

FALL

Girls	Boys	Coed
Golf	Football	Cross Country
Soccer	Soccer	Cheerleading
Tennis	Golf	
Field Hockey		
Volleyball		

WINTER

Girls	Boys	Coed
Basketball	Basketball	Cheerleading
	Wrestling	

SPRING

Girls	Boys	Coed
Softball	Baseball	Track/Field
Lacrosse	Lacrosse	
	Tennis	

Extra-Curricular & Co-Curricular Clubs

Participation in extra- and co-curricular activities is an important aspect of a student’s social development. A number of clubs and school

activities are open to all students, grades six, seven, and eight. Information about how to become involved will be provided in Advisory. Activities are promoted in public address announcements. The following is a list of current activities and clubs (check the Jones website for detailed information).

Extra-Curricular and Co-Curricular Clubs

Fall Production	French Club
Geography Bee	German Club
Kick-Off Mentors	Spanish Club
Math Counts	Power of the Pen
Service Club	Ski Club
Spelling Bee	Chess Club
Student Council	Study Table
Talent Show	Yearbook Staff

Note: Students who participate in extra-curricular activities are required to abide by the General Code and conditions outlined in the Extra-curricular Code adopted by the Board of Education in 1998. In addition, when students choose to participate in any of the school’s extra- and co-curricular club activities, they are expected to remain at school for the duration of the event. Adherence to this policy is intended to maximize student supervision and safety.

Class Fees and Parties

A class fee is assessed for each student to cover the expenses of parties and other class activities per year. Each 6th grade student pays \$15.00; 7th grade student pays \$17.00; 8th grade student pays \$20.00. Students, class advisors, and PTO members plan several events, per grade level, during the year. **Class fees can be paid on EZPay.** *Students cannot attend class parties with discipline points that have not been worked off.*

COMMUNITY SERVICE HOURS

Volunteerism is an exciting and increasingly vital factor in our society. To encourage this idea while building on young people’s desire and need to be of service to others, Jones Middle School expects each student to give time to a worthy endeavor without pay. Donating time in a community setting qualifies for such activity. Within the school year: ALL students are required to perform five (5) hours of service. These hours will be recorded online through the x2VOL website. All 5 hours must be completed and logged by individual deadlines for class parties and trips.

Student Council

Student leadership opportunities include participating as an elected representative from Advisory; each advisory group selects a representative to help with communicating information to classmates. Each grade elects class officers who are involved in student leadership opportunities to contribute to the vision, mission, and goals of Jones.

Mentoring Program

This is a welcoming orientation program for incoming 6th graders. Seventh and 8th grade students go through an application process to become mentors. Once selected, mentors participate in training and commit to helping incoming 6th grade students navigate their worst fears: getting *lost*, opening *lockers*, and dealing with *lunch*, while introducing them to middle school life. Both the training and the orientation day are held in August. Mentors continue to meet with their small groups throughout the school year.

STUDENT SERVICES

Advisory Program

The Upper Arlington Middle School Advisory Program incorporates four major themes:

1. Academic Monitoring
2. Social Development
3. Family/Community Involvement in School
4. Decision-Making/School Events

Advisory groups meet daily, with an extended advisory on Fridays. Academic monitoring is the cornerstone of the advisory program. This process is ongoing throughout the year. Social development and family/community involvement activities center around activities, which are occurring at school. Decision-making/school events involve students in activities, which familiarize them with such things as school governance procedures, service learning activities, career education, sports, extracurricular activities, and Student Rights and Responsibilities.

The Advisory program affords the time and opportunity for every student to feel recognized and supported. At the same time, the advisory teachers are not "counselors." That is a specialized role for which we have trained personnel available.

Counselors

The Jones Counseling Department is comprised of one counselor at each grade level. The counselors

follow their students during their three years at Jones, which allows them to develop a meaningful and personal relationship with students and their families. Most important, the counselors are patient, confidential listeners. Every student and parent is urged to take full advantage of the counselors' regular services and special counseling programs announced in the monthly newsletter and email. Counselors provide the following services:

- Orientation to the school and its activities.
- Confidential help with individual concerns (academic, motivation, organization skills; study skills; issues with friends, family, school, etc.)
- Group counseling when several students present a shared concern.
- Help with decisions: course selection, activity load, etc.
- Classroom activities that assist teachers.
- Coordination of special education eligibility and placements.
- Career information and exploration activities.
- Consultation on parenting.
- Assistance in parent-teacher conferences.
- Standardized tests and their interpretation.
- Specific assistance for families with planning for high school years.
- Counseling for respective grade levels as "class advisors." This includes assistance in planning class parties.

Students are strongly encouraged to access these services. The counselors keep families up to date on grade level activities through monthly newsletters and email. If you should have any questions or concerns, feel free to contact your child's grade level counselor:

<u>6th Grade</u>	<u>7th Grade</u>	<u>8th Grade</u>
Ashley Osinski	Jackie Magill	Nancy Rapport
487-5085	487-5083	487-5084

Deliveries To Students

Parents delivering forgotten homework, lunch money/lunch, musical instruments, physical education clothing, etc. should bring the item(s), with the student's name clearly marked, to the Main Office. Students may stop by the office to collect these items. If the student is unaware the item has been delivered we will call the student to come to the office to pick up the item.

Dropping-Off/Picking-Up Students

To ensure the safety of all of our students, parents who drop off and pick up their children are asked to use the student drop off/pick up zones located on the Mallway and Coventry Road. Signs indicating drop-off points are posted in these areas. **NOTE: Parents should not stop or park in the yellow-curbed areas or zones marked for bus loading/unloading in front of the tennis courts on Coventry Road. Students should not be dropped off prior to 8:00 AM.**

Gym Lockers

Students will be assigned a gym locker by their physical education teacher. These lockers must be kept locked at all times. Students are urged to refrain from giving out their lock combinations to anyone (not even to their friends.) Students must make certain that their lockers are secured throughout the day.

Hall Lockers

Each student is assigned a hall locker on the first day of school. Locks are built-in on all lockers, and it is expected that lockers will be kept locked at all times. Students are not to place paper, erasers, pencils or any other foreign object in the lock mechanism to keep the lock from locking. Students should make certain they keep their combination confidential. Students may go to their lockers after the 8:00 AM bell, between classes or with teacher permission at other times.

"Lockers and those other closed areas are the property of the Board of Education, and they and their contents are subject to random search at any time by the principal, assistant principal, or principal's designee . . ." Please refer to *Students' Rights and Responsibilities Handbook*.

HEALTH SERVICES

Jones Middle School has a full time School Nurse. The School Nurse provides the following services:

- Health assessment
- Case management
- First aid and emergency care
- Care of sick and injured
- Communicable disease investigation
- Health screenings (ht, wt, optional bmi, blood pressure, vision, hearing, postural)
- Health promotion, health education and health counseling
- Health records including but not limited to immunizations
- Health Problem identification, Medical Referral and follow-up
- Emergency Plans (such as Severe Allergy Emergency Action Plan, Seizure Action Plan, etc.)
- Medication administration
- Specialized physical health care
- Assists with development of medical related 504 Plans and Individualized Education Plans.

During the school day, if a child feels ill, he or she must get a hall pass from the teacher and report to the Clinic (room 105). If the nurse is not in, the student must report to the Main Office. The nurse or office personnel will make arrangements to send the student home if necessary. No student is permitted to leave the building until a parent has been contacted and necessary arrangements have been made for the child's departure. Parents should pick up sick or injured children in the attendance office.

Medications: Prescription and Non-Prescription

Parents are asked to complete the **Health Information Update Form** annually which lists the following over the counter medications: acetaminophen, ibuprofen, cough drops, antacid tablets, and generic Benadryl. With parent permission given on the Health Information Update Form, the school nurse or her substitute nurse can administer these to your child when necessary.

The expectation is all medications, prescription and non-prescription, be delivered by the parent directly to the school nurse. If parents are unable to deliver the medication themselves, they should contact the School Nurse to make alternate arrangements. No one should send medication with their child without an agreed upon arrangement with the school nurse. For **Prescription Medication Administration** at school: follow these steps

- Obtain **Prescription Medication Administration Form** from school office or district website www.uaschools.org
- Parent and physician completes **Prescription Medication Administration Form**
- Parent returns completed **Prescription Medication Administration Form** to School Nurse along with medication in **original** pharmacy issued container.

- As stated in the Administrative Guidelines of **Prescription Medication Administration Form** the School Nurse within 3 days.

NOTE: Each year a new **Prescription Medication Administration Form** is required for medication to be given at school.

For **Non-Prescription Medication** at school, follow these steps:

- Obtain the **Authorization for Non-Prescription Medication or Treatment Form** (available at the school office or on district website.)
- Parent completes the **Authorization for Non-Prescription Medication or Treatment Form**
- Parent returns the completed **Authorization for Non-Prescription Medication or Treatment Form** to the School Nurse.
- Parent brings the non-prescription medication or treatment items in original sealed package to the School Nurse.

NOTE: Non-prescription medication being requested to be given at a dosage other than the stated recommended dosage on the package cannot be administered without physician signature. For dosage administration outside the recommended dosage, parent is to complete and return the **Prescribed Asthma Medication Authorization Form**.

For authorization for student to self carry an Asthma Inhaler and/or Epinephrine Auto-injector Medication the parent and physician must follow these steps:

- Obtain the **Prescribed Asthma Medication Authorization Form or the Authorization for Student Possession and Use of an Epinephrine Auto-injector** (available at the school office or on district website www.uaschools.org)
- Parent completes **Prescribed Asthma Medication Authorization Form or the Authorization for Student Possession and Use of an Epinephrine Auto-injector**
- Parent returns the completed **Prescribed Asthma Medication Authorization Form or the Authorization for Student Possession and Use of an Epinephrine Auto-injector** to the School Nurse.
- Parent provides backup emergency medication: rescue inhaler (albuterol)

and/or Epinephrine Auto-injector to the School Nurse

J Mart (School Store)

The school store is operated by the Jones PTO and is located in the cafeteria. The store sells many school supplies and items with the Jones logo during the lunch periods.

Lost & Found

Lost and Found items are placed in a bin in the cafeteria. Expensive items such as watches, wallets, and jewelry are kept in the office. Unclaimed items are donated to a local charity at the end of each semester. Identification labels in coats, sweaters, athletic shoes, etc. make it easier to return items to rightful owners. **Students are discouraged from bringing valuable personal possessions to school.** When a student feels an item has been stolen a report should be made to the teacher who is in charge and to the Assistant Principal. Although it is usually extremely difficult to identify the perpetrators, patterns of such problems can sometimes lead to solutions. Also, stolen items often turn up in the lost and found. Identification labels located in an inconspicuous place on the stolen or lost article make it easier to determine correct ownership.

Media Center

The Learning Center is a space designed to extend learning experiences for the 21st century student. The Learning Center is open from 8:00 a.m. to 3:30 p.m. daily. A certified library media specialist is available throughout the school day to assist students in the selection of materials and to provide information literacy instruction. Individual students may work in the Learning Center during most FLEX periods. A large table area is available for individual student research and also for small group collaboration on class projects assigned by teachers. Students who come to the Learning Center, without the supervision of a teacher, should sign in with the Library Media Clerk at the Library Circulation Desk before using the resources in the Learning Center. Students are also responsible for signing out before they leave the Learning Center area.

Physical Education

Physical Education classes are an integral part of the curriculum at Jones Middle School. A medical excuse signed by a physician is required for a student to be excused from participation in a class. The girls must purchase their own locks to secure their street clothes and personal belongings while

participating in physical education class. The boys' locks are built-in to their lockers. Boys must also share lockers. **Students are responsible for the security of their personal belongings during these classes.** Appropriate dress – uniforms, and gym shoes – must be worn for physical education classes. The dress code required for P.E. is black shorts, grey t-shirt and athletic shoes. Additionally, sweats of any color may be worn over the required P.E. attire. All clothing worn in P.E. must meet the school dress code.

District Instructional Supply/Student Fees

There will be \$25 District Instructional Supply fee for all 7th & 8th grade students. Six graders fee is \$30, which includes their periodical subscriptions. The money is used to purchase educational materials for student use. Students may be required to purchase materials used for individual projects in such areas as exploratory arts classes. Students will be informed as to specific materials and/or costs. **These fees can be paid on EZPay.**

Student Visitors

Former JMS students in the area who request to “visit” friends are permitted to join their former classmates for a half day. **Advance permission from the principal is required.** Visitors must sign in the office and get a visitors badge upon arrival.

Textbooks

All textbooks are furnished by the Board of Education. Textbooks generally will be distributed during the first days of school. Several teachers use class sets, or online texts, verses distributing textbooks. Fines are assessed for lost and damaged books at the end of the school year. If a student loses a book during the school year, the replacement cost must be paid.

CAFETERIA & LUNCH PROCEDURES

The Upper Arlington Board of Education believes that the most appropriate location for middle school students to eat lunch is in a supervised setting, either on the school campus or at home. We strongly support this policy and have worked to provide a program of activities during the lunch period, which assures students a choice of well-supervised options.

Our Food Services Department offers an a la Carte menu from which students may select. In addition to eating, students may study, socialize, or participate in supervised intramural activities (if available) or enjoy recess outside, weather permitting. Movies

will be shown in the auditorium during inclement weather.

Cafeteria Debit Program

Students can purchase lunch from the cafeteria using the cafeteria debit program. The student is issued a unique pin number, which when used, calls up his/her picture to eliminate the possibility of someone else using the account. Money can be added to the account, using a credit card, at <http://www.paycafe.com/>, EZPay, or by check. Checks should be made payable to *Upper Arlington Food Services* and should be dropped off in the main office. While cash is still accepted in the cafeteria line, debit account payment is preferred. If cash is used, any change resulting from the purchase will be deposited directly into the student's lunch account. **New menu website: uaschools.nutrislice.com**

Open Lunch

Parents wishing to request permission for their child to leave the school campus during lunch periods throughout the year must complete an Open Lunch form online during registration. This signed request form gives the student permission to go to the following off-campus locations: his/her own home with adult supervision; and the mallway area restaurants to buy food and return to Jones to eat it in the cafeteria. ***Students are not permitted to leave school during lunch without an “Open Lunch Form” on file or a note from a parent/guardian.*** Parents may give their child permission to eat off campus just on selected days by sending a written note indicating that the child may leave campus during lunch on that specific day. The Attendance Office requires written notification by 8:10 a.m. on the day of the off-campus lunch period. Students returning from open lunch must report to the Cafeteria for the remainder of the lunch period.

Lunchtime Procedures are as follows:

1. Students should go to their lockers at the close of their last morning class. Books should not be brought to the cafeteria unless it is necessary.
2. All students must be out of the academic hallways by the time the tardy bell rings. Restrooms are available next to the cafeteria for use during the students' lunch period.
3. When students enter the cafeteria, they should be seated before being dismissed, by table, to move to the food service lines
4. Students who bring their lunches may buy additional items.

5. Students who buy their lunch at local mallway area restaurants must return to the Jones cafeteria to eat.
6. When finished eating, students should dispose of trash, trays, and cans at the designated areas. Students must wait to be dismissed by the lunchroom supervisors before leaving the cafeteria during lunch.
7. A student must have a pass to go to the Media Center or a classroom during lunch prior to coming to the Cafeteria.
8. Students are expected to comply with all supervisor requests and to demonstrate appropriate behavior.

Students who chronically or seriously misbehave at lunch may, as a consequence, be sent to the lunch detention room for 20 minutes of the lunch period. Students will only be assigned detention, from the cafeteria by the teachers who are supervising the cafeteria that period. The assigning teacher will call the detention room to notify the detention teacher that a student is on his/her way. The student will have 2 minutes to get there. The teacher in the detention room will keep written documentation of which students are sent, for detention, from the cafeteria and by whom.

TRANSPORTATION

Bus service is provided for those students living beyond a one-mile radius of the school. Bus riders will report to the cafeteria after school. Staff will dismiss bus riders as their busses arrive to the loading zone on Coventry Road.

Bus schedules are published in *The Upper Arlington News* and are available on the district website, uaschools.org beginning in August. Any questions regarding school bus transportation are to be directed to the Transportation Department (487-6477).

BUS CONDUCT

Board of Education Policy JFN-R

The following regulations are designed to assure the safety and convenience of students riding school buses in Upper Arlington.

- Riders shall remain in their seats while the bus is in motion. Should no seat be available, all standees shall stand in the aisle to the rear of the driver.
- Noise on the bus shall be kept to a minimum at all times. No loud, boisterous talking, foul language or swearing is permitted.

- There must be absolute quiet at railroad crossings and other places of danger, as specified by the driver.

- Riders shall not put objects, hands, arms or any part of their bodies outside of the bus window.

- No food shall be eaten on the bus.

- Nothing shall be thrown into, out of, within or at any bus occupants.

- No one is to tamper with bus parts or damage the bus in any way.

- No smoking is allowed on the bus.

- Matches, guns, knives and other potentially dangerous objects, as well as large instruments, boxes, large objects or animals, are not permitted on the bus.

- Riders shall keep their hands off the person and property of other riders.

Students are to ride their assigned bus, unless, special permission has been secured by their parents and/or custodians from the principal and Supervisor of Transportation.

The bus driver is responsible for exercising common sense and good judgment in maintaining safe and reasonable student control. Students who persist in violating the above procedures will be subject to the following disciplinary actions:

1. The bus driver will report the name of the student to the building principal or assistant principal. The student officially will be put on notice that further misbehavior will result in a suspension of riding privileges. Parents will be notified of the student having been put on notice.
2. A second offense will result in a suspension from riding the bus. If a student is suspended from riding the bus, the suspension will be effective starting the morning of the next school day. Second and subsequent offenses will result in four Discipline Points being assigned by the school administration.
3. Third offenses and beyond will result in suspension of riding privileges for a period of time ranging from ten days to the remainder of the school year.

SAFETY AND SECURITY

Fire Drills

Periodically throughout the school year all occupants of the building must participate in fire drills. Drills conducted for procedures in the event of a fire require that all persons leave the building.

Specific directions for every room in the school have been described and are communicated to the occupants verbally and through postings on the wall.

Tornado Drills

Drills conducted for procedures in the event of a tornado or other severe weather condition require that all persons be sheltered in a safe area within the building. Current procedures place everyone in interior first floor rooms and corridors. For safety reasons, the basement and tunnels under Jones Middle School are off limits to all students. In the event of Tornado Watch, lookout posts will be staffed, local TV & radio stations will be monitored, and students will be advised to remain indoors and under immediate supervision. In the event of Tornado Warning conditions, notice will be transmitted throughout the building by the most direct and feasible means. Students will report to those areas of maximum safety previously identified through the assistance of the Upper Arlington Fire Department. The staff will assist in monitoring these areas until an all-clear has been sounded. Parents may pick up their child(ren) at school in the event of school is equipped with emergency lighting and medical supplies, and is a very substantial building.

Lockdown/Safety Drills

Drills are conducted periodically for procedures in the event of a situation requiring a shelter in place or lockdown or evacuation. A lockdown situation occurs when there is trouble in the building or neighborhood, and the safest thing to do is to stay right where you are, make your area inaccessible to outsiders, and make yourself as hidden as possible. A PA announcement will be made for either a lockdown or evacuation. In a successful lockdown, a person walking down the halls would see and hear no one, and every door that had students or teachers behind it would be locked.

PROHIBITED/RESTRICTED ITEMS

NO CONCEAL/CARRY IN SCHOOL

No person shall knowingly possess, have under the person's control, convey, or attempt to convey a deadly weapon or dangerous ordnance into a school safety zone, except for authorized personnel. O.R.C. 2923.122, 2923.1212

Backpacks/Inappropriate Items

Backpacks are not permitted in the classrooms unless written as part of a student IEP or 504 plan. Rationale: Student backpacks have become dangerous obstacles in classrooms, and hallways. There is no room for 25-27 backpacks per room.

Items such as cigarette lighters, adult books, stink bombs, laser pointer, or items that resemble a weapon or cause disruption are considered inappropriate for school. Possession of such items will result in disciplinary action.

TECHNOLOGY

Student Phone Use

If there is an emergency, the student should ask the office staff for permission/assistance in placing a call from the main office using one of the phones designated for student use. Students are permitted to use the classroom phones only with the permission of the teacher. Students who bring cell phones to school must follow the parameters outlined in "Cell Phones/Electronic Devices/Inappropriate Items".

Cell Phones/Electronic Devices

Students are permitted, with permission from their parents, to bring cell phones and other WCDs to school. When used responsibly, cell phones are an excellent tool for research, photography, and other educational purposes. Like other WCDs, cell phones are to be turned off when students enter the building in the morning, are to be secured in their locker, and are only to be used with teacher permission. Students may turn their phones on at the conclusion of our school day (3:20PM).

One to One

All students in grades 6-8 will be issued a MacBook Air laptop. It is the responsibility of the student to bring these devices to school each day fully charged. Students are responsible for the use and care of their

laptop each day. It is essential that students and their parents review the District Acceptable Use Policy, along with the instructional materials received on the day the laptop is issued.

Students are allowed to bring personal technology (laptops, I-pods, I-pads or other tablets, etc.) to school **only with parent permission**. The school is not responsible for damage or loss of these devices. Further, the following guidelines, along with all aspects of the District's acceptable use policy, must be followed:

Middle School students may possess a wireless communication device (WCD) on school property during school hours, provided that the WCD is **WIFI-enabled and any cellular data access is disabled**. Students may only access the Internet on a WCD through the District's filtered wireless local area network (WLAN). WCDs used in the classroom to access the District's WLAN **shall be used for educational purposes only**. Whether a WCD is used in a particular classroom for a specific assignment or project is **subject to the discretion of each teacher**.

Bicycles, Mopeds, Skateboards and Rollerblades

Students who ride bicycles, mopeds, skateboards, or rollerblades to school are urged to be extremely careful and to observe all traffic rules. Students are asked to walk their bikes while on the Jones campus and adjacent sidewalks. Racks are provided for bicycles and mopeds adjacent to the parking lot. Bicycles and mopeds are not to be used during the school day and should be locked at all times and licensed as required by city ordinance. Students are expected to abide by City ordinances regarding the use of bicycles, mopeds, skateboards, and rollerblades.

Drug-Free School Regulations

The aim of Jones Middle School is to be free of alcohol, tobacco, and other drug use. A clear no-use message for students is promoted through curricula, activities, and programs. In keeping with the Board of Education policy, students are not permitted to possess, transmit, use, or be under the influence of any mind-altering chemical at school, on school property, or at school functions.

DRESS CODE

The Board of Education believes the primary responsibility for dress, grooming, and overall appearance of students rest with the parents of those students, and ultimately the students themselves. The purpose of a dress code is to maintain an educationally appropriate environment for all students. In addition, a dress code instills students with discipline and defines a standard for what is appropriate for school.

The following dress code is designed to provide guidelines for school appropriate clothing. Recognizing that fashions change on a yearly basis, the administration will have final judgment on the appropriateness of student dress. In addition, the building administration may allow modifications to the dress code for special occasions or events (hat day, etc.).

In instances where students wear improper apparel, they will be given the option of changing into other dress-code appropriate clothes they have at school. In some cases, it may be necessary to call parents to have clothes brought to school.

The *Student's Rights and Responsibilities Handbook*, published by the Board of Education, lists specific examples of "unacceptable dress for school and school events". They include tube tops, bare midriffs, bare or uncovered backs, and see through mesh shirts. The code goes on to say that "distracting types of clothing...dress promoting and/or advertising alcohol, tobacco, drugs, or dress that is sexually explicit shall be prohibited".

To these lists, we have added **hats, sleepwear, swimwear, and clothing that allows undergarments to be visible. Shoes must be worn at all times.**

Athletic Team Dress Code:

Teams will not purchase uniforms or spirit-wear without design approval by the athletic director.

Uniforms must be worn in conjunction with the school dress code. If attire designed for athletic participation does not meet dress code, students may choose to wear spirit wear instead of their uniforms.

STUDENT CODE OF CONDUCT & DISCIPLINE PROCEDURES

PHILOSOPHY

"One important lesson that students should learn is self-discipline. While it does not appear as a subject, it underlies the entire educational structure. It is the training that develops self-control, character, orderliness and efficiency. It is the key to the proper consideration for other people." This statement is contained in the *Students' Rights and Responsibilities Handbook*.

The document specifically states policy and administrative guidelines for discipline in the school, including (a) definition of major and minor infractions, (b) penalties/corrective action, and (c) due process.

Inappropriate student behavior is categorized into MAJOR and MINOR rules infractions. Jones Middle School assigns points to these infractions; and as students accumulate points, they are disciplined accordingly.

DISCIPLINE POINTS

The Middle School Discipline Plan calls for POINTS to be assigned to disciplinary infractions when a student is referred to the office. Teachers will make a referral on a discipline form. This form describes the incident and lists previous actions taken by the teacher. Students generally are not referred to the office for minor infractions until one or more of the following strategies have been tried (1) classroom administered consequences; (2) referral to the guidance counselor; (3) parent contact. When a major infraction occurs such as fighting or disrupting school, students are sent to the office immediately. Students will also be referred for the use of obscene language and automatically receive 6 points. All major infractions are defined specifically in the **Students' Rights & Responsibility Handbook**. Discipline points are assigned according to the School Discipline Point System Guide, which is at the end of this document.

When a student is assigned points a letter will be sent home with the student to be signed and returned. **Students are not eligible to participate in school activities such as Ski Club or class parties until all points have been worked off.**

When a student accumulates 12 points, additional consequences will be assigned; therefore it is essential that students begin to work off their points

immediately. **Discipline points do not carry over year to year. Points must be worked off by the end of the school year.**

8th Graders & Points

Eighth grade students must have a zero point balance in order to be eligible to participate in the May trip to Washington, **Students who are assigned more than 12 points will not be eligible for the trip.**

7th graders & Points

Seventh grade students must have a zero point balance in order to be eligible for seventh grade camp. **Seventh grade students who are assigned more than 12 points will not be eligible for camp.**

6th graders & Points

Sixth grade students must have a zero point balance in order to be eligible for sixth grade pool party. **Sixth grade students who are assigned more than 12 points will not be eligible for the pool party.**

One hour of service is required for every 2 discipline points assigned. Upon completion of the performed service, the student should bring a signed form from the staff member or supervisor of the service to the assistant principal. The note should describe the service, the amount of time given, and the date the service was performed.

Participation in co- and extra-curricular activities may be curtailed for students with a balance of 6 or more points that have not been worked off. All points must be worked off within 30 days of issuance.

CLASSROOM/TEACHER DETENTION

Before school, after school, and lunch (teacher) detentions may be assigned by classroom teachers for failure to observe room rules, complete homework or other assignments, etc. In the interest of student safety, either a day's notice will be given or the parents will be contacted by telephone regarding after school detentions. These detentions may vary in length, but the student will usually be dismissed by 4:00 p.m. Parents with questions concerning this type of detention should contact the teacher directly.

OFFICE DETENTION

Lunch Detention will serve as Office Detention for the first 20 minutes of each lunch period. A student who has been assigned office detention will report at the beginning of the period. Following lunch detention, the student will report to the cafeteria and must remain to purchase food and to eat. He/she will not be permitted to leave the cafeteria for the remainder of the period. Teachers in charge of office detention will maintain detention records and will call parents if the student does not report to detention. This call will serve to notify that the student did not report for detention and that he/she will be required to serve additional detention(s) as a consequence. The teacher will document all calls. Students may only be assigned office detention by the office.

1. Detentions are assigned by the principal or assistant principal for rule infractions in the lunch room and hallways, unexcused tardiness, failure to turn in absence notes, truancy, failure to serve teacher detentions, and other reasons.
2. When a student accumulates six (6) or more office detentions, Saturday School is assigned and the detentions are reduced to zero.
3. Constant abuse of detention rules or failure to serve detentions may also result in out-of-school suspension.

SATURDAY SCHOOL

Saturday School is a work and study oriented program, which serves as an alternative to out-of-school suspension. As an alternative to suspension, Saturday School allows corrective measures to be established while not interfering with the academic progress of the student. Saturday School meets from 8:00 - 12:00 AM each Saturday under the direction of a staff member.

Parents receive written notification of Saturday School assignments.

EMERGENCY REMOVAL FROM CLASS

On rare occasions, a students' classroom behavior becomes intolerable. If a staff member has tried many strategies to correct the problem (such as: detentions, parent conference, Saturday detention, counselor referral) and the student continues to disrupt, the student may be removed from the class. Upon the student's removal the parents will be notified and a conference will be arranged. The student will only be allowed to return to the class after a specific contract has been arranged and signed.

Due Process

If a student or parent objects to a punishment imposed by a teacher or administrator, or wishes to redress a situation which has resulted from an alleged lack of compliance or misapplication of written rules, laws, policies or regulations, the required course of action is specified in the Upper Arlington Schools *Students' Rights and Responsibilities Handbook*.

Discipline Point System Guide

The following is a guide for the implementation of discipline policies in the *Students' Rights and Responsibilities Handbook*. Examples of discipline infractions and consequences are outlined on the next page.

Discipline Point System Guide

The following is a guide for the implementation of discipline policies in the *Students' Rights and Responsibilities Handbook*. Examples of discipline infractions and consequences are outlined below.

Infraction Type	Examples of Infraction	Range of Consequences
Type A (Minor) (0-4 points)	<ol style="list-style-type: none"> 1 Bus, class, hall disruptions 2 Disrespect for others or their property; testing limits 3 Chronic tardiness 4 Failure to earn Merit Points by assigned deadline 5 Failure to follow class/school lunch rules 6 Failure to follow teacher directions 7 Failure to serve detention 8 Making, using, selling, possessing inappropriate items at school, including phones and other electronics 9 Poor behavior during assemblies or emergency drills 10 Pushing, shoving, spitting, kicking, hitting, etc. 11 Shooting paper wads, rubber bands, other objects; throwing objects 12 Repeated tardiness—4 or more tardies in one semester 13 Dress code violation 14 Public displays of affection 15 Chewing gum or eating candy 	<p><i>Ist offense(s): Teacher action:</i></p> <ol style="list-style-type: none"> a. Reprimand/Warning b. Parent contact c. Referral to counselor <p><i>Subsequent offense(s):</i></p> <p><i>Office referral</i></p> <p><i>0-4 points assigned</i></p> <p><i>Detention</i></p>

Infraction Type	Examples of Infraction	Range of Consequences
Type B (Major) (4-6 points)	<ol style="list-style-type: none"> 1 Abuse/damage to computer hardware and/or software 2 Cheating, plagiarizing, copying work, deception 3 Damage to property/vandalism 4 Disrespect to a staff member 5 Fighting; physical contact of a negative nature 6 Forgery and false information; lying, including interference with an investigation 7 Gambling 8 Harassment; hazing; creating an intimidating, hostile, or offensive educational environment (includes sexual misconduct, libel or slander) 9 Insubordination 10 Profanity, obscene language, gestures, or possession of obscene materials 11 Repeated minor (type A) offenses 12 Theft and/or possession of stolen property 13 Truancy - leaving school without permission; unexcused absence; out of assigned area 14 Possession of lighters, matches, laser pointers, stink bombs, or other hazardous objects 15 Disruptive behavior for Substitute/Student Teacher 16 Loitering, trespassing or unauthorized entry 17 Lunch: problems of a serious nature 18 Lunch: failure to follow closed lunch procedures 19 Emergency Drills/Assemblies—problems of a serious nature 	<p><i>Loss of Privileges</i></p> <p><i>Detention</i></p> <p><i>Points Assigned</i></p> <p><i>Saturday School</i></p> <p><i>Suspension</i></p> <p><i>Curtailment of co-and extra-curricular Activities</i></p>

Infraction Type	Examples of Infraction	Range of Consequences
Type C (Major) (12 points)	<ol style="list-style-type: none"> 1 Disruption of school 2 False reporting of emergencies 3 Physical harm to another person 4 Physical harm to property 5 Possession of weapons, dangerous objects, fireworks 6 Smoking or possession/distribution of tobacco products or look alike products 7 Substance violation (alcohol and other drugs) 8 Threatening a person 9 Violations of a city, state or federal law 10 Repeating suspendable offenses 	<p><i>Curtailment of co-and extra-curricular activities</i></p> <p><i>Suspension</i></p> <p><i>Expulsion</i></p>

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