



HANDBOOK

Jones Middle School 2022-2023

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Upper Arlington, Ohio 43221

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https://www.uaschools.org/jonesmiddleschool_home.aspx

Jones Handbook	2
Jones Middle School Expectations	3
Bell Schedules	3
Contacts	4
Notification of Absences	4
Making Up School Work	5
Checking in and out of campus	5
Visitors to the Building	5
Student Drop Off and Pick Up	5
Early Arrival	5
PTO - Parent Teacher Organization	6
Athletic Opportunities	6
School Store	7
Cafeteria and Lunch Procedures	7
Cafeteria Debit Program	8
School Counselors - Student Support Services	8
Health Services	8
Grades and Grade Reporting	9
Educational Programs	10
Service Activities	10
Dress Code	10
Physical Education	11
Discipline Point System	11
Textbooks	12
Bicycles, Mopeds, Skateboards, Rollerblades	12
Student Fees	12
Student Expectations for Video Conferencing	13
Storage	13
Use of Personal Communication Devices	13
Lost and Found Items	13

Jones Handbook

Dear Jones Middle School Student,

Welcome to the 2022-2023 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, all students will be welcomed and included, and 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!

Aimee C. White
Principal, Jones Middle School

Jones Middle School Expectations:

	Be Responsible	Be Respectful	Be Safe
Cafeteria	*Be where you are supposed to be. *Stay in your seat. *Eat a healthy lunch. *Clean up your area.	*Raise your hand to be dismissed. *Be kind to everyone. *Use an inside voice.	*One person per seat. *Listen for directions. *Walk. *Wait patiently to be dismissed.
Hallways and Stairs	*Be on time. *Be aware of others. *Use time between classes wisely.	*Appreciate hallway displays. *Help keep hallways and stairs clean. *Use an inside voice.	*Walk on the right side. *Use the closest stairwells and hallways. *Keep hands and feet to yourself. *Let others exit the classroom before entering.
Auditorium	*Sit in your assigned seat. *Be an active listener. *Participate appropriately. *Clean up your area.	*Show appreciation to presenters. *Represent our school in a positive way. *Stay in your personal space. *Refrain from food or drinks.	*Enter and exit as directed. *Walk. *Hold the door for the person behind you. *Keep feet on the floor.
Restrooms	*Visit restrooms for personal needs. *Use the appropriate multi-use or single-use restroom closest to your classroom. *Clean up your area.	*Honor the privacy of others. *Use facilities for the intended purpose. *Use an inside voice.	*Care for others by reporting concerning behavior or incidents.

Bell Schedules:

M-R	Start	End	Duration		Fri	Start	End	Duration
Advisory	8:10 AM	8:15 AM	0:05:00		1	8:10 AM	8:52 AM	0:42:00
1	8:19 AM	9:03 AM	0:44:00		2	8:56 AM	9:36 AM	0:40:00
2	9:07 AM	9:50 AM	0:43:00		Advisory	9:40 AM	10:10 AM	0:30:00
3	9:54 AM	10:37 AM	0:43:00		3	10:14 AM	10:54 AM	0:40:00
4	10:41 AM	11:24 AM	0:43:00		4	10:58 AM	11:38 AM	0:40:00
5	11:28 AM	12:11 PM	0:43:00		5	11:42 AM	12:22 PM	0:40:00
6	12:15 PM	12:58 PM	0:43:00		6	12:26 PM	1:06 PM	0:40:00
7	1:02 PM	1:45 PM	0:43:00		7	1:10 PM	1:50 PM	0:40:00
8	1:49 PM	2:32 PM	0:43:00		8	1:54 PM	2:34 PM	0:40:00
9	2:36 PM	3:20 PM	0:44:00		9	2:38 PM	3:20 PM	0:42:00

Contacts

Principal	Aimee C. White	487-5075
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Assistant Principal	Heather Markward	487-5076
School Website	https://www.uaschools.org/jonesmiddleschool_home.aspx	
6th Grade School Counselor	Jackie Magill	487-5083
7th Grade School Counselor	Nora ODonnell	487-5085
8th Grade School Counselor	Nancy Rapport	487-5084
Attendance/Records Requests/Records Secretary	Denise Pontious	487-5077, x3500
Automated Attendance Voicemail	Attendance Hotline	487-5077 +3500
Building Secretary	Melissa Thien	487-5080
Nurse	Jane Mead	487-5091
Athletic Director	Logan Erwin	487-5092
Jones FAX		487-5307
Transportation	Don Williams	487-6477
PTO	jonespto.com	jonespto.com

Notification of Absences

A parent or guardian must notify the Attendance Office (487-5077, x3500) prior to 9:00 a.m. on a day that the student is absent due to illness or death in the family. 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.

Arriving late (tardy): Students who arrive at school at or after 8:10am, must check in at the attendance office prior to going to class. Unless a student is late to school due to an appointment, family emergency, or illness, the absence will be noted as “UP”. If a student is late for school for one of the above reasons, the student must provide a note from home. At this time, it will be noted as “EP”.

Arriving late (appointment or other reason): Students must check in at the attendance office to receive a pass to class. The following are appropriate means of communication regarding a partial absence: note from home, email, or a parent/guardian signing a student in at the attendance office. With appropriate notification (note or parent sign in), the partial absence will be noted as “EP” in PowerSchool.

Leaving early (appointment or other reason): Students who need to leave school early for an appointment or other reason should turn in a note from a parent/guardian to the attendance office between 7:30am-8:10am, the morning of the appointment, to receive an early dismissal pass. Students will not be released from class, by the teacher, without the dismissal pass from the attendance office. Parents/Guardians must come into the office to sign their child out before leaving school. **Students who are being picked up for lunch/appointments MUST be picked up by their own parents. Students are not permitted to leave school grounds with parents of other students.**

Leaving early due to illness: If a student is sent home through the Nurse’s office, Mrs. Mead will make sure to notify the attendance office about the dismissal time. Parents/Guardians will need to come into the office to pick the student up. We will not release students without a parent/guardian coming in to pick them up.

When attendance impacts co-curricular activities: Students who are absent more than half a day (11:45am) or who go home ill may not participate in co- or extra-curricular activities that day. This includes athletic practices and competitions.

Making Up Schoolwork

Work missed due to an excused absence: Satisfactory excuses for absences permit students to make up work. Students are allowed two school days for each day missed due to illness to make up missed work. To obtain assignments while absent, students and parents should utilize Schoology where teachers will post daily assignments. Students are then encouraged to email their teachers should they have further questions regarding their homework.

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.

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.

Checking in and out of campus

Students who arrive at school after 8:10am must check in at the attendance office to receive a pass prior to going to their class. Students who need to leave school early for an appointment or other reason should turn in a note from a parent/guardian to the attendance office prior to 8:10 to receive an early dismissal slip. Parents/Guardians must come into the office to sign out their child before leaving campus. If a student is returning from an appointment they must check in at the attendance office before returning to class. **Students who are being picked up for lunch/appointments MUST be picked up by their own parents. Students are not permitted to leave school grounds with parents of other students.**

Visitors to the Building

For the safety and security of Jones Middle School, visitors to our school must use the buzzer in the foyer at the main entrance to gain admission. Our new visitor management system is fully functional and any visitors / volunteers are required to create a digital pass before leaving the office and entering any other part of the building. You must swipe your driver's license and a badge will print for you to wear in a manner visible to others. If you have students in multiple schools and wish to have a digital pass, you will need to create a separate pass at each building.

Student Drop Off and Pick Up

To ensure the safety of all of our students, parents who drop off and pick up their children are asked to drop off and pick up their child curbside to avoid students crossing in front of traffic.

Early Arrival

Students who ride the bus should not enter the building until 7:30 am. Students who enter the building before 8:05 am will be supervised in the cafeteria by staff. Students must remain in the cafeteria until the bell rings at 8:05 am.

PTO - Parent Teacher Organization

The PTO is an active volunteer organization and a valued asset of the Jones community, which supports the educational development of the students of Jones Middle School. It is a vital link between the home and the school. The PTO Executive Board meetings are scheduled regularly throughout the school year. Funds raised by the PTO are spent locally in service to the youth of Jones. Further information about the PTO may be obtained from the website: JonesPTO.org. Check it out!

Athletic Opportunities

Participation in 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 student athletes receive passing grades in a minimum of five subjects for which the student received grades in the grading period immediately preceding their sport. There is an athletic participation fee for each sport.

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.

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.)

The following sports are offered to 7th and 8th grade students. Athletic information can be found on our school website.

Fall	Winter	Spring
<ul style="list-style-type: none">● Girls<ul style="list-style-type: none">○ Soccer○ Volleyball○ Field Hockey○ Tennis● Boys<ul style="list-style-type: none">○ Football○ Soccer○ Golf● Coed<ul style="list-style-type: none">○ Cross Country○ Cheerleading	<ul style="list-style-type: none">● Girls<ul style="list-style-type: none">○ Basketball● Boys<ul style="list-style-type: none">○ Basketball● Coed<ul style="list-style-type: none">○ Cheerleading○ Wrestling	<ul style="list-style-type: none">● Girls<ul style="list-style-type: none">○ Softball○ Lacrosse● Boys<ul style="list-style-type: none">○ Baseball○ Lacrosse○ Tennis● Coed<ul style="list-style-type: none">○ Track and Field

School Store

J-Mart, the school store, is operated by the Jones PTO and is located in the cafeteria. The store is open during lunch periods on Mondays and Fridays. The store sells many school supplies and items with the Jones logo.

Cafeteria and Lunch Procedures*

Our Food Services Department offers an a la carte menu from which students may select food options. During the lunch period, in addition to eating, students will have recess. All lunch periods for middle school students are closed. Students must be signed out by a parent/guardian during the lunch hour if leaving the building for any reason.

Lunchtime Procedures:

1. 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.
2. When students enter the cafeteria, they should be seated before being dismissed, by table, to move to the food service lines on the ramp.
3. Students who bring their lunches may buy additional items when released by an adult.
4. 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.
5. A student must have a pass to go to the Media Center or a classroom during lunch prior to coming to the Cafeteria.
6. Adult leaders will dismiss the students to second half lunch activities, which may include: recess; or movies in the case of inclement weather. *There cannot be both recess and a movie on the same day.* NO FOOD OR DRINKS CONSUMED IN THE AUDITORIUM
7. Students are expected to comply with all supervisor requests and to demonstrate appropriate behavior.
8. Recess activities include walking/running the track/sitting in the bleachers/walking on the field if conditions are appropriate.
9. Students must use the crosswalk to go to the track/field.
10. Upon returning from activity/cafeteria students should not be dismissed to classes until the bell rings.

Students who chronically or seriously misbehave at lunch, may as a consequence,

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, by accessing the district "EZ Pay" service located on the JMS website and selecting "Meals Plus," 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.

School Counselors - Student Support Services

The counseling department consists 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:

6th Grade	7th Grade	8th Grade
Jackie Magill 487-5083	Nora ODonnell 487-5085	Nancy Rapport 487-5084

Health Services

Health Services—Jones Middle School has a full time school nurse. The following are some services provided: health assessment, case management; assessment and care of sick and injured; communicable disease investigation; health promotion; referrals, emergency care plan management; medication administration.

Illness during the school day—If a student does not feel well, he or she may report to the clinic only after obtaining a pass from his/her teacher (if in between periods – a pass from the next period). If the nurse is not in the clinic, the student will report to the main office. If necessary, the nurse or office personnel will make arrangements for the student to be sent home. No student is permitted to leave the building until these arrangements have been made.

Taking Medication during the school day—with approval from parent/guardian, medication, such as Tylenol or Ibuprofen/Advil is available for administration in the clinic (for headaches, cramps, etc.). Prescription medication administration requires a Prescribed Medication Authorization form that has been signed by the student's parent and physician. If necessary a student is permitted to carry a one day's supply of nonprescription medication only after the parent has provided a signed Authorization for Nonprescription Medication form.

Health Screenings

1. Height, Weight, BMI for age percentile for new students and referrals*
2. Blood Pressure*
3. Vision & Hearing for all new students and referrals *
4. Vision Screening for all 7th grade students
5. Scoliosis Screening for all 6th, 7th & 8th grade students

*Referrals—requests for screenings by teachers, parents of students

Grades and Grade Reporting

Grades:

Report cards are available to students approximately one week after the end of Quarters I, II, III, and IV. Interim Progress Reports (IPRs) are posted in PowerSchool mid-way through each quarter.

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 guidance counselor to discuss alternative arrangements.

PowerSchool:

Your child's grades may be accessed at any time through the Parent Portal to PowerSchool. Teachers post grades at various times; using PowerSchool allows parents and students to see any grades that have been posted and the student's grade to date in all classes. Parents and students receive login information and a password so that they may monitor the student's progress throughout the year. If you forget or lose the password, you may call the main office at 487-5080 for assistance.

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 following table. To calculate the GPA divide the total points by the total weight factor, 23. Honors classes for high school credit will be calculated at 1.1 times the weight.

<u>Subject</u>	<u>Points</u>	<u>X</u>	<u>Weight Factor</u>	<u>Total</u>
English	_____	x	4	_____
Mathematics	_____	x	4	_____
Science	_____	x	4	_____
Social Studies	_____	x	4	_____
6 th Grade Global Language	_____	x	2	_____
6 th Grade Reading	_____	x	2	_____
7 th or 8 th Grade Global Language or Reading	_____	x	4	_____
Physical Education	_____	x	1	_____
Exploratory Arts	_____	x	1	_____
Band or Orchestra or Choir or General Music	_____	x	1	_____
Total Points _____				

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

Educational Programs

Please see the Middle Level Program of studies for more information on educational programming. It is available on our school website.

Service Activities

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.

Dress Code

The Board of Education believes that the primary responsibility for dress, grooming, and overall appearance of students, rests with the parents of the individual students and with the students themselves. The Students' Rights and Responsibilities Handbook lists specific examples of "unacceptable dress for school or school events". Events include but are not limited to: class parties, awards ceremonies and Recognition Day.

Examples of "unacceptable dress" include: wearing hoods, tube tops, bare midriffs, bare or uncovered backs, and see through mesh clothing. The code goes on to say that "extremely distracting types of clothing"... "dress promoting and/or advertising alcohol, tobacco, drugs, or dress that is sexually explicit shall be prohibited" are also "unacceptable dress".

To these lists, we have added swimwear and clothing that allows undergarments to be visible, this includes tank tops that are thinner than two fingers. Shoes must be worn at all times.

In instances where inappropriate apparel is worn by students, guardians may be called, and in all cases, the student will be expected to change into school-appropriate clothing. We appreciate your attention and support of this dress code as we maintain an educationally appropriate environment for all students.

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.

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.

Appropriate dress – shorts, tops, and gym shoes – must be worn for physical education classes. 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. Jones logo shirts and shorts are available for purchase at J-Mart, the school store.

Discipline Point System

The student code of conduct outlines specific board policy concerning student discipline. At the middle level a discipline point system is used to help track behaviors and assign consequences. The details of this point system are as follows:

Points and other school based consequences may be assigned when a student is referred to the office. Students generally are not referred to the office until a series of strategies have been tried including (1) classroom-administered consequences, (2) school counselor contact, and (3) guardian contact. These strategies would be bypassed when a major infraction occurs, such as fighting or disrupting school.

Discipline points accumulate during a school year. Students assigned more than 12 points in a given school year are no longer eligible to participate in school trips, co-curricular, and extra-curricular activities (e.g. Ski Club, Class Parties, DC, etc.).

Discipline points are assigned according to the “School Discipline Point System Guide” that is included in this handbook. Participation in co- and extra-curricular activities may be curtailed for students with an identified number of discipline points.

Discipline Point System Guide

The following is a guide for the implementation of discipline policies in the Students’ Rights and Responsibilities Handbook.

Infraction Type	Examples of Infraction	Range of Consequences
Type A (Minor) (0-4 points)	Disrespectful or disruptive behavior Chronic tardiness Failure to earn Merit Points by assigned deadline Failure to follow class/school lunch rules Failure to follow teacher directions Failure to serve detention Making, using, selling, possessing inappropriate items at school, including phones and other electronics Poor behavior during assemblies or emergency drills Pushing, shoving, spitting, kicking, hitting, throwing objects Dress code violation	Reprimand/Warning Parent Contact Loss of Privileges Points Assigned Detention Service

	Public displays of affection	
Type B (Major) 4-6 Points	Abuse/damage to computer hardware and/or software Cheating, plagiarizing, copying work, deception Damage to property/vandalism Disrespect to a staff member Fighting; physical contact of a negative nature Forgery and false information; lying, including interference with an investigation Gambling Harassment; hazing; creating an intimidating, hostile, or offensive educational environment (includes sexual misconduct, libel or slander) Insubordination Profanity, obscene language, gestures, or possession of obscene materials Theft and/or possession of stolen property Truancy - leaving school without permission; unexcused absence Out of assigned area Possession of lighters, matches, laser pointers, stink bombs, or other hazardous objects Disruptive behavior for Substitute/Student Teacher Loitering, trespassing or unauthorized entry Emergency Drills/Assemblies—problems of a serious nature Repeated minor (type A) offenses	Service Loss of Privileges Detention Points Assigned Saturday School In School Suspension Out of School Suspension Curtailment of co and extra curricular activities
Type C (Major) 12 Points	Disruption of school False reporting of emergencies Physical harm to another person or property Possession of weapons, dangerous objects, fireworks Smoking or possession/distribution of tobacco products or look alike products Substance violation (alcohol and other drugs) Threatening a person Violations of a city, state, or federal law Repeating suspendable offenses	Service Curtailment of co and extra curricular activities In School Suspension Out of School Suspension Expulsion

Textbooks

All textbooks are furnished by the Board of Education. Textbooks generally will be distributed during the first days of school. 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 before a new text can be issued to the student. Note: Parents who wish to purchase a second set of textbooks should contact the grade-level counselor for more information.

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. 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. Use of skateboards and rollerblades is not permitted on school grounds. Students are expected to abide by City ordinances regarding the use of bicycles, mopeds, skateboards, and rollerblades.

Student Fees

There is a \$15 instructional fee for 6th, 7th and 8th grades. 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. Parents now have the ability to pay fees online by accessing "EZ Pay" on the JMS website. Parents will receive a notification of fees from the District. The technology fee is \$25 and is optional, but if your child's device is damaged, parents will be responsible for replacement.

A class fee of \$25 is assessed for each student to cover the expenses of events planned for the purpose of building community and developing social skills. **Class fees can be paid on EZPay.** *Students cannot attend class parties with discipline points that have not been worked off.*

Student Expectations For Video Conferencing

The student code of conduct pertains to all aspects of digital learning and students are expected to follow these guidelines while navigating on-line learning. The Acceptable Use Policy applies to all video-conferencing tools and on-line resources.

It is also important that students are on time to scheduled zoom classes and ready to learn. Students should wear school appropriate clothing when participating in live zoom sessions and should be in a relatively quiet space in their homes and that minimizes other people in the house moving through the frame. Students may be asked to display their video to ensure engagement.

Use Of Personal Communication Devices

A "personal communication device" ("PCD") is a device owned by the student and/or parent/guardian that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor. Students may possess a PCD on school property during school hours, provided that the PCD is WIFI-enabled and any cellular data access is disabled. Students may only access the Internet on a PCD through the District's filtered wireless local area network (WLAN). PCDs used in the classroom to access the District's WLAN shall be used for educational purposes only. Whether a PCD may be used in a particular classroom for a specific assignment or project is subject to the discretion of each teacher. If a student decides to bring a PCD to school it will need to stay in a student's backpack during the school day, restrooms are no exception. Students are responsible for the security and protection of their PCD while in school, including theft or damage to the device. If a family is unable to take responsibility for the security and protection of personal devices, that device should be kept at home. Teachers may have a system in their classroom that requests students to place their PCD on a landing zone. **It has always been the policy that students who need to contact home must use the phone in the main office rather than texting or calling from their PCD.**

Lost and Found Items

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. **Students are discouraged from bringing valuable personal possessions to school.**