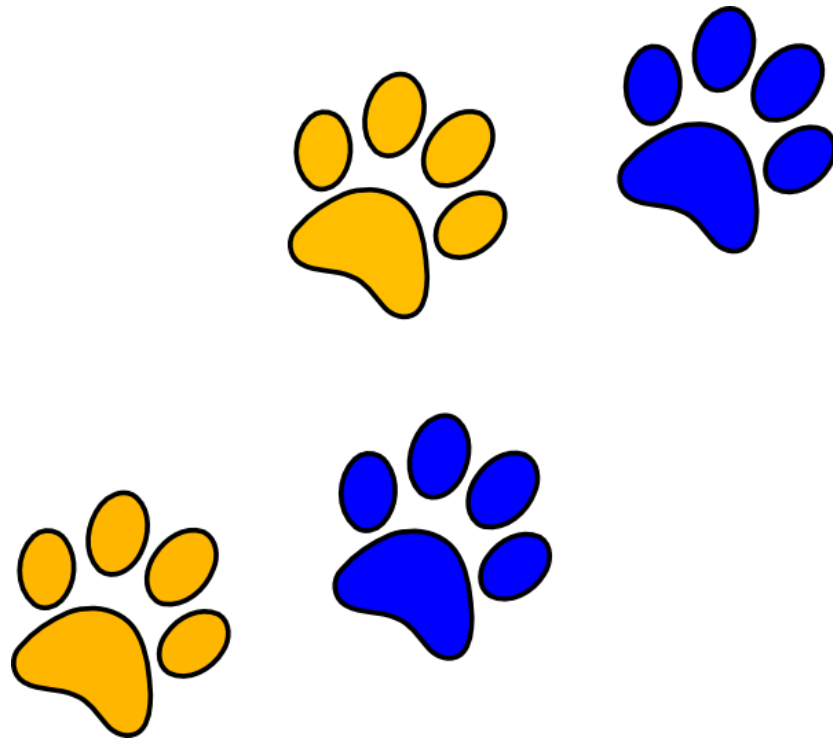


# JEFFERSON MIDDLE SCHOOL



STUDENT-PARENT  
HANDBOOK  
2021-2022

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# The History of Jefferson Middle School

John J. Jefferson was born in 1877, the son of Jim and Mariah Jefferson of Hub, Mississippi. He grew up and attended elementary school in his home community under the leadership of professor Irvin Foster. His high school work was done at the Haven Academy of Meridian, Mississippi, and his college work at the famed Tuskegee Institute in Alabama.

His first work as a teacher was at a school in his home community. This school later became known as *Globe Academy*. There he worked with and married Mrs. Carrie Nelson Jefferson. After serving in his home community for several years, the Jeffersons moved to Purvis. There they built the first Rosenhall School in the south section of Mississippi.

While living in Purvis, six children were born to the Jefferson couple. This increase in responsibility and his broad vision for the children in his community led to a strong desire to supply a need that existed. There were not enough adequate buildings where black children could be taught and trained. Perhaps this was what inspired Mr. Jefferson to return to his native county and begin a building program.

He came to Columbia in 1919 and began teaching. Within four years, he was instrumental in getting a Rosenhall school with six classrooms and an auditorium. It was in this school that the first Home Economics department for African Americans in Marion County was approved.

Following this great accomplishment, he moved to Pine Bluff, Arkansas, where he continued to work in the field of education until his death in 1932.

As an inspiration to us today, he left these words:

*"Education is needed in the land. I'll build schools wherever I can; I'll lay the foundation for you to stand, that you may build better schools in the land."*

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## 2021-2022 Academic Calendar



**REVISED & APPROVED: April 14, 2021**

Notes	
Jul 5	Independence Day Holiday
Jul 22	New Teacher Orientation
July 23, 26-27	Staff Development
July 28	Students Return
Sept 6	Labor Day Holiday
Sept 29	End of First Nine Weeks
Sept 30	Staff Development
Oct 1-8	Fall Break
Oct 1, 4 & 5	Intervention/Enrichment Days
Oct 14	Reports Cards Issued
Nov 22-26	Thanksgiving Break
Dec 17	End of Second Nine Weeks
Dec 17	60% Day Students
Dec 22-Jan 2	Christmas Holidays
Jan 3	Staff Development
Jan 4	Students Return
Jan 14	Reports Cards Issued
Jan 17	MLK Holiday
Feb 18	Staff Development
Feb 21	President's Day
Mar 8	End of Third Nine Weeks
Mar 14-23	Spring Break
Mar 21-23	Intervention/Enrichment Days
Mar 24	Reports Cards Issued
April 15	Easter Holiday
May 20	Graduation - 7:00 PM
May 25	60% day - Last Day for Students
May 26	Staff Development
May 30	Memorial Day Holiday
June 3	Reports Cards Issued

	Teacher/Staff Development
	Students Return
	60% Day for Students
	Holidays (all schools/offices closed)
	End of the Nine Weeks
	Intervention/Enrichment Days
	Report Cards Issued

Months	J/A	S	O	N	D	J	F	M	A	M
Student Days	25	20	15	17	13	19	18	15	20	18
Teacher Days	28	21	15	17	13	20	19	15	20	19

**Incliment Weather Make-up Day:**  
September 30

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Dear Students and Parents,

Welcome to JEFFERSON MIDDLE SCHOOL. Whether you are a newcomer to JMS or an "old timer," we hope you will find this school year to be a memorable and exciting one.

Cooperation and self-discipline is key, and toward that end we suggest you read this handbook thoroughly. It conveys exactly what is expected of you as well as what services and benefits you may expect from JMS. We hope you will take these messages to heart.

Parents and students are reminded that school begins at 7:55 a.m. and ends at 3:05 p.m. Students are NOT allowed on campus before 7:30 a.m. or after 3:25 p.m. except for detention or school activities. Parents, please pick up your child immediately after detention or any school activity.

May this year be one of the most rewarding in your school career.

Sincerely,

Levi Robinson, Principal

## **CSD VISION & MISSION STATEMENT**

The **vision** of the Columbia School District is to provide an educational system which enables all students to become productive citizens who contribute to the betterment of society.

The **mission** of the Columbia School District, an educational organization with active community involvement, is to ensure that all students reach their potential and become responsible, productive citizens through quality education that provides challenging academic and extracurricular activities.

### **Core Values**

*Believe, Achieve, Succeed*

## **JMS VISION & MISSION STATEMENT**

The vision of Jefferson Middle School is to be a premier educational institution that exemplifies the knowledge, skills, and values required for productive global citizenship.

The mission of Jefferson Middle School is to be a high performing school that provides a quality education that encourages every student to realize his/her fullest potential through relationships, relevance, and rigor one student at a time.

# PARENT INVOLVEMENT

## DISTRICT PARENT AND FAMILY ENGAGEMENT POLICY

Parental and family involvement/engagement is very important for effective implementation of all Federal Programs in the Columbia School District. Click below to view our Parent and Family Engagement Policy. Please contact the Federal Programs Director at 601.736.2366 if you have any suggested edits. (Refer to [CSD Policy LAA](#))

## JMS PARENT AND FAMILY ENGAGEMENT PLAN [JMS Parent & Family Engagement Plan](#)

## DISTRICT COMPACT

[CSD Compact](#)

## JMS SCHOOL-PARENT COMPACT

The School-Parent Compact is an agreement that outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve Mississippi's high standards. (Refer to [JMS School-Parent Compact](#))

## PARENT'S RIGHT TO KNOW

[CSD Parent's Right to Know](#)

## DISTRICT FERPA NOTICE

[CSD FERPA Notice](#)

## JEFFERSON MIDDLE SCHOOL

### A-Day (Gold)

**Homeroom 7:30 – 7:55 (1<sup>st</sup> Block)**

**1<sup>st</sup> Block 8:00 – 9:34**

**2<sup>nd</sup> Block 9:38 – 11:22**

**3<sup>rd</sup> Block/Lunch 11:26 – 1:25**

**4<sup>th</sup> Block 1:29 – 3:05**

### B-Day (Blue)

**Homeroom 7:30 – 7:55 (5<sup>th</sup> Block)**

**5<sup>th</sup> Block 8:00 – 9:34**

**6<sup>th</sup> Block 9:38 – 11:22**

**7<sup>th</sup> Block/Lunch 11:26 – 1:25**

**8<sup>th</sup> Block 1:29 – 3:05**



## **ARTICLES PROHIBITED IN SCHOOL**

Problems arise each year because students bring articles, which are hazardous to the safety of others or interfere in some way with school procedures. Items such as TVs, cameras, video games, toy guns, water pistols, slingshots, ball bats, skateboards, stick pins, fireworks, incense, trading cards, toy vehicles, electronic devices, etc. are considered undesirable and if brought to school, will be confiscated. In addition to this, disciplinary measures will be taken.

## **ASSEMBLY PROGRAMS**

Assembly programs are provided to enrich the experience of students at Jefferson Middle School. Students are reminded that their pride in our school and themselves should be reflected in their best behavior at these programs. No one should leave during an assembly program. No one should boo, whistle, or stamp their feet, regardless of their opinion of the program.

## **ATTENDANCE**

Regular and punctual attendance is necessary for academic success. Repeated absences frequently cause students to become discouraged and often fail. Therefore, it is important that parents/guardians have their children in school on time each day, and only in unavoidable cases should a student be kept home or be taken out of school before the close of the school day. A written note is required after an absence (partial or full day), even if the parent called the school. All parental notes must be returned to the school within two (2) school days after the absence. If an absence is not acknowledged by a parent or guardian, the student will be considered unexcused. Mississippi compulsory school law requires that a student be present in school except when ill, injured or there is a death in the immediate family. When a child has accumulated five unexcused absences, the School Attendance Officer must be notified. Students whose unexcused absences exceed this number of days will not receive credit for promotion to the next grade grade. Extenuating circumstances will be reviewed on a case-by-case basis.

Days missed due to doctor appointments or due to illness, as verified by a written doctor's statement, will count as a medical absence provided the student submits the statement within three days upon returning to school. Doctor's excuses will not be accepted at the end of the semester or the school year. In order for a student to be considered present for ADA purposes, he/she must be in attendance at school or at an authorized school activity for at least sixty-three percent (63%) of his/her instructional day. A student who is absent more than thirty-seven percent (37%) of his/her instructional day will be considered absent the entire school day. The instructional day for each school and/or student is fixed by the Board.

## **AWARDS DAY**

JMS will sponsor two awards day programs to recognize students who have demonstrated outstanding academic achievement and good citizenship in each grade. Faculty committees select the award recipients.

## **BEFORE AND AFTER SCHOOL**

Students may not be dropped off at school before 7:30 a.m. Students will be allowed to enter the building at 7:30 a.m. No student should be in the building after 3:25 p.m. unless requested by a teacher, staying for detention, or participating in a supervised activity.

Students who do not ride the bus should be picked up promptly after school dismisses. If they have not been picked up by they should remain in the "pick-up" area until they have a ride home. Groups using the building after school must have the approval of the principal. They must use only the area reserved for them, and leave all the rooms and equipment in proper condition to resume school the next day. Groups must be supervised at all times by faculty personnel. On 60% days, JMS will dismiss at 12:05 p.m.

## **BOOKS AND SUPPLIES**

All students are expected to carry books, paper, and a pencil or pen to class. Neglect of carrying these things to class may result in disciplinary action. Students are responsible for lost or damaged books.

## **BUS PASSES**

A parent or guardian must send a written request to the office granting permission for the student to ride a different bus home or to another campus. Students must ride their assigned bus unless they have a bus pass to ride another bus. Students will not be allowed to exit the bus at another school campus and board another bus without a written bus pass.

## **BUS EXPECTATIONS**

- Use appropriate language.
- Go directly to the assigned row and seat.
- Keep hands, feet, objects to yourself.
- Report any incident to the bus driver.
- Keep the bus clean.
- Follow adult requests the first time.
- Use a level one voice.

## **BUS BEHAVIOR/CONDUCT**

The rules for student conduct on school buses are the same as for classroom/campus conduct. However, principals will follow the disciplinary

procedures contained in CSD Policy [JCDAD](#) for bus conduct. Bus drivers are charged with the responsibility of reporting to building principals violations of rules when they are serious or when a student does not respond to their verbal request for minor violations. However, a principal also has the authority and responsibility to respond to any rule violation when reported by persons other than the driver. Bus drivers must assign seats for the safety of students.

The bus driver will report at the earliest possible time all disciplinary offenses to an administrator where students attend school. Principals have the responsibility to administer disciplinary action for the purpose of assuring proper behavior on the bus.

### CAFETERIA

The school breakfast and lunch program is an important part of a child's school day. All students who plan to eat breakfast must arrive at school in time to eat and be in their classrooms before the tardy bell rings. Students are not allowed to take food or drink from the cafeteria. **STUDENTS WILL EAT FREE FOR THE 21-22 SCHOOL YEAR!!!!**

#### Cost of Breakfast is:

Full Price	\$1.50
Reduced Price	.30
Adults	\$2.00

#### Cost of Lunch is:

Full Price	\$2.75
Reduced Price	.40
Adults	\$3.75

Breakfast and lunch may be paid for daily, weekly, monthly, or yearly. Paying in advance is strongly recommended. Students are not allowed to charge for breakfast or lunch.

Breakfast/Lunch can be brought from home but cannot be delivered to students and must have generic packaging (non-business labeling). Students are not allowed to receive or consume "commercial business food," nor are students to sign out for lunch. Students who bring their lunch to school must eat in the cafeteria. Food and drinks (except bottled water) are not allowed outside the cafeteria during breakfast and lunch. Beverages other than milk, juice, or water must be in an unidentifiable container. If the student has dietary restrictions, a physician's statement must be submitted to both the school office and the cafeteria annually.

Free and reduced price forms are available through the school office. Students who qualify for free or reduced lunch will also qualify for free or reduced breakfast.

Children who are new to the District and do not have siblings currently enrolled, **MUST** pay full price for breakfast and lunch until the application is processed.

## CHANGE OF ADDRESS

Any student who moves during the school year should record the updated address with the counselor's secretary in the counselor's office. A telephone number change should be corrected in the same manner.

## CHEATING

Whether a student gives or receives information during an exam or on a specific assignment, the offense is considered cheating. Refer to Policy [JCA](#)

## CHECKING OUT

Parents should make every attempt to schedule dental, doctor, or other appointments during vacation or after school hours to avoid students having to miss class. There are times, however, when it will be necessary for a student to leave school during the school day. In such cases, parents are asked to come to the school office to check out the student. If the student is to walk or is to be picked up by somebody other than his/her parents, the parent should call the main office (601-736-2786) or send a note for the approval of the dismissal. If somebody other than a parent is authorized to pick up a student, the parent must list the authorized person's name on the student data sheet. No one will be allowed to check out a student if his/her name is not on the student data sheet. If the check-out is due to a doctor's appointment, the student should bring a medical excuse from the doctor. No checkouts after 2:30 pm.

## CLUBS AND ORGANIZATIONS

### BAND

All JMS students are eligible to participate in the band.

### BETA CLUB

Jefferson Middle School Junior Beta Club is a Chapter of the National Beta Club. The membership of this organization shall consist of students who meet the academic requirements and demonstrate worthy character, good mentality, credible achievement, and a commendable attitude. These students must be approved for membership by the executive leadership of Jefferson Middle School. Refer to the [JMS Beta Club Constitution](#) for more information.

### CHEERLEADING

Cheerleading is a sport activity during football and basketball seasons. It is intended to promote school spirit, develop a sense of good sportsmanship, promote unification of the crowd's involvement during athletic events and build a better relationship between schools. Refer to the [JMS Cheerleading Constitution](#) for eligibility requirements and team information.

## STUDENT COUNCIL

The Student Council is designed to develop leadership qualities in middle school students. These members plan projects and organize activities to advance the social and civic development of the student body. They promote school spirit and an attitude of cooperation between the faculty, administration, and the school body. Students who have attended Jefferson Middle School for at least one year, maintained a "C" average, and received a positive rating from respective grade-level teachers, are eligible to be voted on for a Student Council position. (Refer to [JMS Student Council](#) for more information)

## DETENTION

### PRINCIPAL'S DETENTION

The principal or assistant principal may assign a principal's detention on Thursday afternoons. Principal's detention will be held from 3:30 p.m. until 4:30 p.m. Students must be picked up promptly at 4:30 p.m.

### IN-SCHOOL DETENTION

ISD (In-School Detention) may be assigned by the assistant principal or principal. ISD is an attempt to deal with certain violations while keeping students in attendance in a more isolated setting. It involves a loss of privileges for the day(s) in ISD. Loss of privileges means that a student cannot participate in or attend any after-school activities, including athletic practices/games, musical practices/events, organization events, field trips, pep rallies, etc. for the specified time period. Participation in extracurricular activities (anything apart from the classroom setting) is a privilege, which can be withdrawn at any time. Loss of privileges may be implemented when deemed by the administration to be in the best interest of the student and the school environment. Students must comply with the staff member's instructions.

### TEACHER'S DETENTION

Students may be assigned after-school detention by teachers. A detention form will be given to take home prior to the assigned detention. Teacher assigned detention will be on Monday, Tuesday or Thursday afternoons from 3:30 p.m. until 4:00 p.m. The student must be picked up promptly at 4:00 p.m. Teachers may also assign break detention.

## DISCIPLINE

The Columbia School District adheres to a philosophy of utilizing positive behavior support as the first response to behavior. School environments that are positive, preventive, predictable, and effective are safer, healthier, and more caring; have enhanced learning and teaching outcomes; can provide a continuum of behavior support for all students; and are achievable and sustainable. It involves a school-wide common purpose and approach to discipline, procedures for teaching and encouraging expected behaviors, and procedures for ongoing progress monitoring.

## WILDCAT ESSENTIALS

### Steps to Being the BEST Wildcat You Can Be!

1. Attend school daily and actively participate in the learning process.
2. Follow all school and class rules.
3. Respect yourself and all others.
4. Demonstrate pride in yourself and your school.
5. Speak in a conversational tone, respond appropriately by avoiding profane and vulgar speech and gestures.
6. Plan and expect to succeed; failure is not an option.
7. Be kind to others, encourage and celebrate your peers.
8. Accept and embrace the diversity of your peers.
9. Be part of the solution, not the problem by striving to make our school better.
10. Have a positive attitude, be honest, no matter what the consequences and accept responsibility for your actions.

**STUDENT CODE OF CONDUCT:** Refer to Policy [JCA](#)

### CELL PHONES/ELECTRONIC DEVICES

Electronic devices brought to school are the sole responsibility of the students and come with an understood risk; therefore, students must keep up with any personal items brought to school at all times. The school staff will not devote time to locating any misplaced and/or stolen items that students may leave unattended. CSD is not liable for any items broken or lost.

Students who use electronic devices or cell phones to violate school guidelines, state, and/or federal law or regulations (such as "sexting," bullying, sending or receiving inappropriate photographs, dishonest academic practices, or any other illegal uses) may be subject to OSS, confiscation, and possible referral to law enforcement. Devices that are confiscated will be secured by the administration until released to the students' parent/guardian by a school administrator. Refer to [JMS Cell Phone Policy](#)

### CAFETERIA EXPECTATIONS

- Stay at your assigned table.
- Eat your own food.
- Clean up your eating area.
- Use a level one voice.
- Refrain from using cell phones.

### HALLWAY EXPECTATIONS

- Walk in a single file line on the right side of the hallway.
- Carry a valid hall pass.
- Keep hands, feet, and objects to self.
- Go straight to your destination.
- Follow adult requests the first time.

## RESTROOM EXPECTATIONS

- Keep the facilities clean.
- Wash hands with one pump of soap.
- Keep eyes, hands, feet, and objects to yourself.
- Report problems, vandalism, etc. to an adult.
- One person per stall.

## DRESS CODE POLICY

The uniform dress code is mandatory for all students in the Columbia School District. Specific guidelines will be revised yearly by the administrative staff and approved by the Board. Refer to Policy [JCDB](#)

## DRUG POLICY

The Columbia School District is dedicated to providing a drug-free learning environment. In an effort to protect the health and safety of students from illegal and/or performance-enhancing drug use, the Board has adopted a policy for random drug testing of all students in grades seven (7) through twelve (12) who participate in extracurricular activities, co-curricular activities, or who seek a privilege for which a school permit is required. Refer to Policy [JCDABA](#)

## EMERGENCY DRILL PROCEDURES

JMS follows the emergency drill procedures as outlined below. There should be no talking during emergency drills.

**CODE GREEN**----This code will be used any time we need to vacate the building (bomb threat fire drill, and other reasons). Teachers will discuss the procedures to be used and practice drills will be conducted.

**CODE RED**-----This code will be used when we need to "lock down" or secure students in a safe place inside the building (intruders, other reasons). Teachers will discuss the procedures to be used and practices will be conducted.

**TORNADO DRILLS**---- The signal for a tornado drill is one long sound of the bell or bullhorn. When you hear the signal, do not panic. Persons nearest the window are to open them and follow their classmates into the hallway. Students are to sit with their backs against the wall, knees drawn up, and their head between their knees.

## EXTRA HELP

Teachers are willing to provide extra help to students when it is necessary for a student to "catch up" or make up missed work. It is the student's responsibility to contact his or her teacher and make arrangements for extra help or to make up work missed during absences. If students are to remain after school for extra help, parents will be notified.



## EXTRACURRICULAR ACTIVITIES

Certain activities take place in the afternoon or evening after the normal school day has ended. All after-school activities will be supervised. Our activity sponsors and coaches will provide students with time schedules for activities. Parents can then arrange for transportation to insure that the student is picked up promptly at the conclusion of the after-school activity. Students and parents are asked to cooperate in seeing that appropriate transportation arrangements are made.

## FEES

The Board authorizes each school to charge reasonable fees, but not more than the actual cost, for the following:

- A. Supplemental instructional materials and supplies, excluding textbooks.
- B. Other fees designated by the Board as related to a valid curriculum educational objective, including transportation.
- C. Extracurricular activities and any other educational activities of the District, which are not designated by the Board as a valid curriculum educational objectives, such as band trips and athletic events.

All fees except those in item "C" above shall be charged only in accordance with the following District financial hardship waiver policy:

- A. Financial waiver shall be kept in the strictest of confidence with all files and personal disclosures restricted from the review of the general public.
- B. A pupil eligible to have such fees waived as a result of an inability to pay for said fees shall not be discriminated against, nor shall there be any overt identification of a pupil who has received a financial hardship waiver.
- C. The inability to pay the fees shall not result in a pupil being denied or deprived of any academic awards or standards, any class selection, grade diploma, transcript, or right to participate in any activity related to educational enhancement.

In order to request a student fee waiver, a student or parent must complete a waiver of student fee form and submit it to the principal. The principal may form a special committee to consider this petition. This committee will be made up of teachers and administrators. A student's eligibility for a waiver fee will be dependent upon the student's family income, financial condition, extenuating circumstances, etc.

## FINES AND DEBTS

Students with a fine or debt can take exams but will not receive a report card until the obligation is cleared. Students who owe a fine or debt will not receive a schedule and textbooks until the obligation is cleared.



## **GIFTED EDUCATION**

The gifted education program (CHALLENGE) of the Columbia School District is a multi-disciplinary enrichment program provided in a resource room setting. It is offered on an elective basis for students, grades two through six, who have been ruled eligible for gifted educational services. Each student, based on interests, needs, and abilities, is exposed to challenging investigations incorporated in academic disciplines. Integrated process skills are utilized to encourage higher cognitive thought development, affective development, and academic skill development through meaningful and practical application. Evaluation of student progress, teacher effectiveness, and program components are reviewed annually with formative and summative evaluation procedures ensuring accountability to the public and educational community. (Refer to [Policy IDE](#))

### **GIFTS**

Personal gifts for students will not be accepted by school personnel. Deliveries to individuals or groups of students are not allowed during the school day.

### **GRADING**

The school year will be divided into four (4) grading periods. Semester grades will be the average of the two (2) grading period grades earned by the student in each semester. The yearly grade will be the average of the two (2) semester grades.

- A. All grades awarded to regular education students in grades K-12 will be assigned in compliance with the District's promotion and retention policy.

Grades will be determined by multiple factors to include, but not limited to, assessments, classwork, homework, class participation, and special projects.

Grades awarded to students who have been ruled eligible for special education services and who are actively participating in the District's special education program(s) will be based on the degree of attainment of goals and objectives set forth in the student's individual education plans (IEPs). Inclusion students who participate in regular education courses will be required to meet the same standards with accommodations and modifications as stated in the student's IEP. (Refer to [Policy IDDF](#))

- B. A minimum of eight (8) grades in K-12 will be recorded in each academic course during each grading period. In grades 6-12, one of these grades can be a cumulative assessment.

### **REPORTING**

- A. Report cards will be issued at the end of each nine-week grading period.
- B. Grades:

1. In kindergarten, students will be awarded an S (satisfactory), an N (needs improvement), or a U (unsatisfactory) to report student achievement.
2. In grades 1-12, numerical averages will be used to report student achievement. Numerical averages that do not compute to a whole number will be rounded to the nearest whole number. A chart providing information for converting numerical grades to letter grades will be provided on the report card.
 

A	90 - 100
B	80 - 89
C	70 - 79
D	65 - 69
F	64 and below*
I	Incomplete

A student who receives a failing (F) grade in a course and is approved for Credit Recovery must pass the required course objectives and will receive a final grade no higher than 65.

- \* In the event a student's numerical grading period average is less than 50, the average will be recorded as 50 for each grading period only in the first half of the course. The student's actual average will be recorded each grading period for the second half of the course.

- C. Copies of students' grade reports will be kept on file. All student cumulative records will be completed and kept on file in compliance with Mississippi State Department of Education regulations, state law, and School Board policy.
- D. Progress reports will be provided to parents no later than the fifth week of each grading period.

### PROMOTION AND RETENTION

In order to be promoted in grades 4-8, students must obtain a passing grade in math, language arts/English (ELA), and pass either science or social studies. Students who are retained more than twice will be referred to the District Support Team for placement decisions. Grade level placement in high school (grades 9-12) will be determined on the basis of Carnegie units earned according to the following chart. (Refer to [Policy IHF](#) )

Students with disabilities will be promoted based upon attainment of IEP objectives in accordance with state and federal laws and regulations. (Refer to [Policy IDDF](#))

Parents will be notified no later than the end of the third reporting period when it is determined a student is likely to be retained.

### HALL PASS

Students are not to be in the hall at any time during class periods without a hall pass from a teacher.

## **HARASSMENT, BULLYING, OR HAZING PROHIBITION**

Student behavior that harasses, threatens, or harms other students or school personnel will not be tolerated. The Columbia School District will act to investigate all complaints of bullying/harassing/hazing behavior and will discipline or take appropriate action against any student, teacher, administrator or other District employee, contractor or volunteer who is found to have violated Board Policy [JDDA/Jddb](#).

## **HEALTH SERVICES AND FIRST AID**

First aid will be administered to students who become ill or injured at school. If the illness or injury is of a serious nature, parents will be contacted. In the event of a serious injury and a parent cannot be contacted, the school will call 911. Jefferson Middle School will not supply any medication internally to any student without parental consent. If a student uses medication, the student can keep a small amount in the main office. A medication permission form must be on file that has been signed by the parent/guardian. Prescription medicine cannot be given without doctor's orders.

**Students identified with asthma will be required to have a current asthma action plan (AAP) on file to include the child's asthma severity classification, current asthma medication and emergency contact information. The AAP shall be updated annually. (Refer to CSD [Policy JGCD](#)-Student Health Service-Medicines)**

## **ELECTRONIC COMMUNICATIONS FOR PARENTS**

Parents may monitor their child's class assignments/homework on Canvas and track their grades through PowerSchool. The parent must create an account for both programs. Directions can be found on the district's website, [www.columbiaschools.org](http://www.columbiaschools.org), under the Parent tab. Please follow JMS on social media by liking the Jefferson Middle School Facebook page where weekly announcements and upcoming events will be posted.

## **HONOR ROLL**

An Honor Roll roster is published at the end of each grade reporting period and includes those students who have demonstrated outstanding academic achievement. The honor roll will list Superintendent's Scholars (those students who make all "A's") and Principal's Scholars (those students who make all "A's" and "B's"). The A Team will be determined by the 1<sup>st</sup> and 2<sup>nd</sup> semester averages.

## **INSURANCE**

Students may participate in the school insurance program providing the policy premium is paid when it is offered through the school.

## **LIBRARY SERVICES**

The school library has an excellent collection of books, magazines, and audio-visual materials for student use. In addition to providing reading and research material for students, the library provides instruction in library skills and study skills. Students must pay all library fines before taking semester exams.

## **LOST AND FOUND**

Everyone is encouraged to keep up with his/her own belongings. However, if an item is lost, students should check with their teachers or see if it has been turned in at the main office. Any student finding an item should turn it in at the main office. Jefferson Middle School is not responsible for any articles left at school.

## **MAKE-UP WORK DURING AND AFTER ABSENCES**

Upon returning to school, teachers will provide the student with an opportunity to make up work, which is missed because of an absence. The teacher will set a deadline for all make-up work. However, it should be realized that the responsibility for asking for and making up the work rests primarily with the student.

## **NON-RESIDENT STUDENTS**

No student living outside of the Columbia School District is permitted to enroll at Jefferson Middle School unless approved by the Board.

## **POSITIVE BEHAVIOR INCENTIVE SYSTEM**

All JMS teachers will support the positive behavior support system for students. School wide emphasis on classroom, cafeteria, break, and hallway expectations will apply. A school wide effort will be made to reduce discipline referrals. A grade level competition among students will be developed and utilized by staff members to encourage students to make the right decisions. TEAMWORK will be our goal for the school year.

## **POSTERS**

No poster will be placed in the Jefferson Middle School buildings without first getting permission from the principal.

## **PRESCRIPTION DRUGS**

A medical form must be signed in order for any medicine to be given at school. Prescription drugs must be kept in the main office and taken under the supervision of front office staff. We must have doctor's orders to administer prescription drugs. If a student takes Tylenol, etc., the student must bring his/her own medicine and leave the labeled bottle in the main office. JEFFERSON MIDDLE SCHOOL WILL NOT PROVIDE MEDICATION FOR STUDENTS. (Refer to [Policy JGCD](#))

## **REGISTRATION**

When registering, each student must have a birth certificate, social security number, and a certificate of compliance (blue health form). Also, students must have a verification of residency showing proof of living within the District (two documents per school board [policy JBC](#)). Transfer students must have a withdrawal form with grades from the previous school.

## **REPORT CARDS**

Parents may access their child's report card in PowerSchool or pick up a copy at the school.

## **SCHEDULES**

Students will be given their schedule of classes on the first day of school. Changes will not be made for reasons such as dislike of the teacher, dislike of the subject, or dislike of classmates.

## **SEARCH AND SEIZURE**

Any administrator may search the person of a student when there is reasonable suspicion that a student might have in his/her possession on public school property a dangerous weapon, alcohol or illegal drugs, or any other material or object in violation of school regulations. Public school buildings, ground areas, desks, lockers, and other equipment at a school belong to the District, and although assigned to particular students to use, may be entered and searched by any teacher, principal, assistant principal, or administrator at any time even though locked. This search can take place provided it is conducted with reasonable belief that such building area, desk, locker, or equipment contain any dangerous weapon, alcohol or illegal drugs, or any other material or object in violation of school regulations. The police may also be notified.

## **SPECIAL EDUCATION SERVICES**

The Columbia School District offers special educational services to those students who have identified needs beyond the regular education classroom setting. These services include gifted education class as regulated by the Mississippi Gifted Education Act, special education and related services as regulated by the Individuals with Disabilities Education Improvement Act 2004 (IDEA 2004), and additional services regulated by Section 504 of the Rehabilitation Act of 1972.

Each of these service options involves a referral process and determination of eligibility as specified by state/federal regulations. The District does not discriminate in hiring or educational services on the basis of race, color, national origin, gender, religion, disability, age, veteran status, marital status, or any other category protected by law, and adheres to all provisions of the Americans with Disabilities Act (ADA), IDEA 2004, Section 504, and Title IX of the Elementary and Secondary Education Act. For information or assistance, contact:

Mrs. Renea Rayborn  
1101 Broad Street  
Columbia, MS 39429  
[rrayborn@columbiaschools.org](mailto:rrayborn@columbiaschools.org)  
601-736-5336

### **SPECIAL EDUCATION SUSPENSION**

Special education students are responsible for adhering to the same rules of conduct as all other students. However, when a special education student commits a violation of the rules of conduct which may result in the removal from the classroom by suspension or expulsion, the student's IEP will be reviewed or reconvened. If suspension(s) accumulate to ten (10) days or more, a Functional Behavior Assessment and a Manifestation Determination will be conducted.

### **SMOKE FREE ENVIRONMENT**

Students are not permitted to possess or use tobacco at school or while participating in school-sponsored activities.

### **SEXUAL HARASSMENT**

Any type of sexual harassment, physical, verbal, and/or nonverbal is strictly forbidden. Students shall not engage in sexual harassment toward another student or District employee. District employees are prohibited from sexually harassing or abusing a student. Romantic relationships between students and employees are prohibited. All reports of sexual harassment will be investigated. The District shall not retaliate against a student who, in good faith, reports perceived sexual harassment or sexual abuse. For the full Board policy on sexual harassment, please refer to [Policy JB](#) and [JB-P](#).

### **OTHER TYPES OF HARASSMENT**

The District encourages all students and staff to foster a climate of mutual respect for others. Each student is expected to respect the rights and privileges of other students, teachers, and staff. Students shall not engage in harassment motivated by race, color, religion, national origin, or disability. A substantiated charge of harassment against a student shall result in disciplinary action. The term "harassment" includes repeated, unwelcome, and offensive slurs, jokes, or other oral, written, graphic, or physical conduct relating to an individual's race, color, religion, national origin, or disability that creates an intimidating, hostile, or offensive educational environment. Students who believe they have been harassed by fellow students or District employees are encouraged to report promptly such incidents to the principal. If the principal is the subject of a complaint, the student shall report the complaint directly to the superintendent or designated administrator.

Any allegations of harassment of students shall be investigated and addressed promptly. Verbal complaints shall be put in writing to assist in the District's



investigation. To the greatest extent possible, complaints shall be treated as confidential. However, limited disclosure may be necessary to complete a thorough investigation. A parent or student may appeal the decision of the principal regarding the outcome of the investigation into the allegations. Allegations and investigation of claims of sexual harassment are addressed above in the section entitled "Sexual Harassment."

## **STUDENT RECORDS**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. A student or his/her parent(s) or legal guardian(s) may view his/her personal school record upon request in writing to the appropriate school principal. Transcripts or student records will be released to other agencies if students or parents sign a written request for such release to be made and/or according to state law and/or federal regulations. In the event of student transfer, a student's transcripts or records will be forwarded to the receiving school upon receipt of a proper request from the receiving school. (Refer to [Policy JR](#))

A student and his/her parent(s) or legal guardian(s) have the right to file a complaint with the U. S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Office of the Chief Privacy Officer  
U. S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5920

## **STUDENT ASSISTANTS**

A very limited number of students will be allowed to be student assistants in the offices. Placement of these student assistants will generally be made before the beginning of the school year when schedules are arranged. The principal must approve placement of any student assistant.

## **STUDENT VALUABLES**

Students are cautioned not to bring large amounts of money or other valuables to school and, if they wear glasses or watches, they should keep track of them at all times. Students, not the school, are responsible for their personal property. If it is necessary to bring more money than is needed to pay for lunch, leave it at the office for safekeeping. DO NOT leave any money in your locker or in the classroom. JMS is not responsible for valuables lost at school.

## TARDINESS

Promptness is a virtue that becomes a habit worth practice. It is the policy of this school to encourage the development of this habit. Students are expected to be in class on time for each period during the school day or face detention. Chronic tardiness or truancy will require a parent conference and may involve suspensions. Refer to [JMS Classroom Tardy Policy](#)

## SCHOOL TARDIES

A maximum of five parent notes per semester will be allowed as excused tardies. More than five per semester will be unexcused. Teachers should record absences and tardies in their grade books. Tardy records will also be kept at the office.

**\*NOTE:** When a student comes in late, his or her parent must check them in. If a student has a TRUE emergency, an excused tardy will be given. Otherwise, an unexcused tardy will be issued.

## TEST DATES

Please try not to schedule any appointments on state testing days. All students need to be present.

## TEXTBOOKS AND LIBRARY BOOKS

Textbooks and library books are school property and are on loan to the students. Mississippi law requires teachers to collect for damages to books or loss of books. Columbia School District provides textbooks free of charge to students. It is the duty of each student to care for the textbooks to the best of his/her ability. Students who lose or damage textbooks are required to pay for them. Students should take pride in the upkeep of their textbooks. Teachers are instructed to assess fines for amounts up to the current value of a book when it is obvious that the student has damaged or defaced the book. (Refer to [Policy JS](#))

Damage/Fine:

- Writing/drawing/scribbling in book - \$1.00 per page
- Excess wear/damage but still usable - 10% of the cost of the book
- Cover of the book damaged - 25 % of the cost of the book
- Spine damage - 25% of the cost of the book
- Water damage but still usable - 25% of the cost of the book
- Water damage, not usable - Cost of the book
- Pages missing, not usable - Cost of the book
- Obscene writing or drawing on or in the book - Cost of the book
- Non-returned book - Cost of the book

## CAMPUS/BUILDING TRASH

Students who willingly throw trash on the campus or in the building will be required to clean the area where the trash was thrown. PLEASE HELP US KEEP THE



**CAMPUS LITTER FREE!** Students may lose snacks and/or break privileges if they leave trash on the campus at break.

### **USE OF TELEPHONES**

Students are to use the telephone in the main office only in an emergency situation and with permission from the main office staff. Students will not be called out of class for phone calls.

### **VISITORS**

Parents and adult members of the community are encouraged to visit the school. All visitors must report to the main office upon arriving on the school campus to sign in and receive a visitor's pass.

Parents and/or grandparents who wish to include a meal in the cafeteria in their visit should make prior arrangements so that cafeteria personnel can plan for extra meals. Student visitors (including visiting relatives of students) may not attend classes during the school day.

Prospective students are welcome to visit the school. When possible, a guided tour of the school facilities will be offered to prospective students. Such tours can be conveniently carried out if prior arrangements have been made. (Refer to [Policy KM](#))

### **WELLNESS POLICY**

Good health and wellness are vital components to the success of our students. Understanding the importance of overall wellness, the Columbia School District has adopted a Wellness Policy (Refer to [Policy EEA](#)). This policy may be viewed at the school office or on the District website.

Nutrition & Physical Activity Grant Policy Statement: "Food shall not be used as a reward unless the reward is an activity that promotes a positive nutrition environment."

### **WITHDRAWALS**

A student withdrawing from Jefferson Middle School will need a parent or guardian to withdraw the student from school. The student must be cleared from each teacher and department before the principal signs the release form.

## NOTIFICATION OF ASBESTOS RE-INSPECTION

In Compliance with the U.S. Environmental Protection Agency (EPA) Asbestos Hazard Emergency Response Act (AHERA), inspections of each of our school buildings for asbestos-containing building materials have been performed. Documentation and Management Plans are on file in the office of the principal of each school and in the office of the superintendent located at 613 Wildcat Way, Columbia, MS. The EPA requires a re-inspection of the asbestos materials every three years and surveillance every six months. The last re-inspection was completed in 2016.